



New Mexico State University Library

Social Activities Committee Annual Report

July 1, 2006– June 30, 2007

Executive Committee

Chairperson	-	Jo Anne Vincenti
Secretary	-	Vicki Minnick
Treasurer	-	DJ Chavez
Historian	-	Theresa Valko
Branson Building Coordinator	-	Irene Tellez
Zuhl Building Coordinator	-	Missy Van Dusen
Fundraiser	-	Grace Gonzales-Small
Event Coordinators	-	Alice Granado Lenny Silverman

Social Activities Committee:

The Social Activities Committee (SAC) organizes and promotes social activities for library personnel. SAC also sends flowers and cards to NMSU Library employees and their families on special occasions, celebrates birthdays with monthly treats and acknowledgements, and coordinates community services initiatives on behalf of the library.

Social Activities Executive Committee:

As a way of revamping participation in the SAC EXE Board, a new formula was devised this term for selecting SAC EXE Board members. It was determined that all departments will be represented and each department head will be responsible in selecting their departmental representatives.

The Social Activities Executive Committee consists of nine members: 2 each from access services, reference, and technical services departments and 1 each from administration, archives, and systems departments. Members from each department can be faculty, professional, and/or classified.

Committee members serve two-year terms, beginning September 1 with alternating terms so there would always be someone on the board with prior experience. One year there will be 4 new members and then the next year 5 new members. Each department is responsible for maintaining their representation for this committee. Committee members regulate activity dues. This committee for the library staff organizes social activities and community service projects.

Several changes were made to/by the executive board this year:

- Since this was the first year for all 9 members, a decision was made who would serve a 1-year term and a 2-year term so that next year the SAC EXE Committee would begin having alternating terms. One-year terms would be for this first year only. It was determined that one representative from access services, reference, and technical services plus archives would do 1-year terms this year and the other 5 (administration, systems, and the other representative from access services, reference, and technical services) would do the normal 2-year term. The SAC Chairperson will notify department heads at the beginning of the fall semester if they need to elect a new representative for the new term beginning on September 1.
- Due to the College of Education sharing the library building space, an invitation was extended to their staff to join SAC. The main response from such department was they wanted to be included only in our potlucks.

- SAC EXE Committee members will not pay dues while serving on the committee as long as they serve their full commitment. Full commitment is a 2 year term.
- SAC Policy was revised to clarify meanings and reflect changes.
- Birthday acknowledgements will include a card to the birthday person on his/her day if such person signed up to be acknowledged. The SAC EXE secretary would be responsible for this task.
- Monthly treats do not have to be donuts/fruit. Decision of what to provide for that month will be determined by person assigned to obtain items for such month. A set amount was determined to how much may be spent for such items.
- A SAC webpage with information and event pictures was designed and will be updated periodically.
- The leaving of Missy Van Dusen in May left the position of Zuhl Building Coordinator vacant. Since her term was a one-year term, it was decided to wait until September 1 when new members to the board would begin their new terms to replace this position.

Social Activities Membership:

Each full-time employee is invited to join SAC. Membership dates are from October 1 to September 30. During the 2006-2007 term, the Committee continued to encourage membership and participation in the Social Activities Committee and its sponsored activities. New employees were given welcome letters with information about SAC and joining. Dues were \$12.00 per year, to be paid to the Treasurer. Dues are pro-rated for a new employee. Dues are spent in various ways in order to meet our purpose of providing support and encouragement to the library staff and faculty.

As of July 1, 2007, there are 51 members in SAC. 49 of the 66 library personnel and 2 members from the College of Education joined SAC this year. 5 of these SAC members are no longer at the library. 37 staff members opted to have their birthdays acknowledged.

Activities/Functions:

The Social Activity Fund covers the purchase of flowers/cards for library employees who are ill, bereaved, or has a new baby, pays for monthly treats, and helps pay for staff events sponsored by SAC. The food and paper products cost for events are supplemented by a set amount of money from the library administration fund. SAC

must follow Library Foundation fund guidelines in spending this money. SAC fundraisers are another way to help supplement the cost.

Flower and/or Card Acknowledgments

One very important way in which SAC encourages library personnel is through the sending of flowers/plant or a card during life events. These times included both times of sorrow and of celebration (births, deaths, marriage, serious illness, surgery). Flowers or cards are sent to all library personnel and education department members, as needed, not just those who are members of SAC. A large portion of SAC's membership dues is used for this purpose. It is a very meaningful and well-appreciated service to all library personnel and the main purpose behind SAC.

Another acknowledgement started this term was birthday cards to employees who marked yes to birthday acknowledgement on their SAC membership envelope.

This term, 5 cards and 14 bouquets or plants were sent for special occasions. 2 memorial donations were made to the Susan G. Komen Foundation. 22 cards were sent to employees on their birthdays.

Social Functions

On December 18, 2007, SAC hosted a Holiday Luncheon for all library staff and students. Library retirees and the College of Education department were also invited.

From February 12, 2007 to February 14, 2007, SAC hosted a Secret Pal event. Library and College of Education staff and students were invited to participate. Staff, ones who participated and ones who wished they had, expressed a desire for future such events.

On Valentine's Day, February 14, 2007, SAC hosted an Ice Cream Social for all staff and student workers.

Monthly Birthday Donuts/Fruit

A very popular SAC event is the provision of donuts and fruit on the first working day of each month. Library personnel with birthdays during that month who wish to be acknowledged are recognized on the birthday boards located in each library's staff lounge and given a birthday card. Membership in SAC entitles a person to one free donut or piece of fruit each month. Non-members, and SAC members taking an

additional item, are asked to pay \$.50 per item. This amount does not cover the complete cost of monthly treats but does help supplement some of the cost.

During some of the months this term, staff was treated to burritos or other pastries in place of donuts. This was well received by personnel.

Community Service

Donations of items were collected and given to the CYFD foster children during the month of December. This community service was well received and CYFD personnel expressed their appreciation to the library and education department on behalf of the foster children.

Fundraiser

On March 28, 2007, SAC had a Silent Auction fundraiser to help offset expenses for the rest of the year. Items that were not auctioned off at the Silent Auction were donated to the Safe Haven Store.

SAC Webpage

In April 2007, the SAC webpage was up and running. The SAC EXE Board contact information and links to event photos are included on this page. Webmaster Vicki Minnick will continue to update the page and add event photos. The link to SAC's webpage is <http://lib.nmsu.edu/SAC/Index.html>

Financial Report:

Balance Forwarded (7/22/06) **\$284.78**

Deposits

Membership	\$497.00
Donuts/Petty Cash	28.10
Silent Auction	436.27
Uncashed checks from prior year	40.47
TOTAL INCOME	\$1001.84

Expenses

Donuts	\$395.63
Flowers/Plants/Memorial Donation	656.33
Valentine's Ice Cream Social	18.12
Misc. Expenses	11.56
TOTAL EXPENSES	\$1081.64

Balance as of 6/30/07 **\$204.98**