



New Mexico State University Library

Social Activities Committee Annual Report

July 1, 2007– June 30, 2008

Executive Committee

Chairperson	-	Jo Anne Vincenti
Secretary	-	Vicki Minnick
Treasurer	-	Wendy Simpson
Historian	-	Elizabeth Flores
Branson Building Coordinator	-	Charles Stanford
Zuhl Building Coordinator	-	Theresa Westbrook
Fundraiser	-	DJ Chavez
Event Coordinators	-	Alice Granado Vicki Baldrige

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:

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. All departments are represented and each department head is responsible in appointing their departmental representatives. 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.

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. 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.

Committee members regulate dues for the membership part of SAC. Membership dues are paid to be part of the group that acknowledges life events of fellow staff members. Members also are entitled to one treat at the beginning of each month.

In addition, this committee is responsible for organizing social activities and community service projects for the library staff. Membership dues are not used for these events and staff does not have to be a SAC member to participate in these events.

Changes made by the executive board this year:

- Library custodians were invited to join SAC.
- Dues were raised to \$15 to cover rising cost of flowers/plants/memorial donations.
- Monthly treats will be on the first of the month unless the first of the months falls on a Friday, Saturday, Sunday, or a holiday. In that case, the monthly treats will be on the first working day after the Friday, Saturday, Sunday, or holiday.

- The price of monthly treats to nonmembers was raised to \$1.00 to help cover rising costs.

Social Activities Membership:

Each full-time employee is invited to join SAC. Membership dates are from October 1 to September 30. During the 2007-2008 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. There was 12 welcome letters given out this fiscal year so far. At least 4 more will be given out before the end of the SAC year (September 30).

Dues were \$15.00 per year, to be paid to the Treasurer. Dues are pro-rated for a new employee. Dues are used to pay for acknowledgement of life events Money from administration is used to pay for social activities given to provide support, appreciation, and encouragement to the library staff and faculty.

As of July, 2008, there are 61 members in SAC. 58 of the 64 library personnel and 3 library custodians joined SAC this year. 46 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. The food and paper products cost for staff events sponsored by SAC events are paid for 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 , as needed, not just those who are members of SAC. Memorial donations made be sent in place of flowers upon the staff person's request. 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's membership.

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

This term, 2 cards and 5 bouquets or plants were sent for special occasions. 1 memorial donation was made to the Hospice. 32 cards were sent to employees on their birthdays for this year so far.

Social Functions

On August 28, 2007, SAC hosted a Hail Party to welcome in the fall semester and the start of the new fiscal year.

The morning of October 31, 2007, all SAC members were "booed" with a "You have been booed" sack of treats.

On October 31, 2007, SAC hosted a Boo Party. All library staff and students along with the educational staff and students were invited. Wearing of costumes was voluntary.

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 9, 2008 to February 14, 2008, SAC hosted a Secret Pal event. Several library staff and students along with College of Education staff and library custodians participated in this fun event.

On Valentine's Day, February 14, 2008, SAC hosted an Ice Cream Social for all staff and student workers. Secret Pals were revealed at this event.

Monthly Birthday Donuts/Fruit

A very popular SAC event is the provision of monthly treats, usually donuts and fruit, on the first working day of each month (except Fridays, Saturdays, Sunday, or holidays in which it is the first working day after). 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 \$1.00 per item. This amount does not cover the complete cost of monthly treats but does help supplement some of the cost.

Community Service

Donations of outerwear were collected and given to the CYFD foster children during December, 2007. An outerwear tree was set up during the holiday luncheon for staff to decorate with their donations. This community service was well received and CYFD personnel expressed their appreciation to the library on behalf of the foster children.

Donations for the animal shelter were collected during May, 2008. The Dona Ana Humane Society expressed their appreciation to the library for all the items and cash

that were donated by library staff for the animals. Every person who donated was entered in a drawing for a dinner for 2 at La Posta. The lucky winner of the dinner to La Posta was Yolanda Chacon-Valle in Periodicals.

SAC Webpage

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

7/16/2008: ADDENDUM: Dean Titus has increased the budget for SAC from \$600 to \$800 for the fiscal year. This money can to be used for food and paper goods for staff events hosted by SAC.

9/2/2008 ADDENUM: Since departments have changed in size and we now have 1 small department (4 members), 3 medium size departments (10-11 members), and 2 large departments (15-17 members), the SAC EXE Board has modified the number of department representation on the SAC EXE Board as follows:

Each department will have 1 representative on the SAC EXE Board who will serve a 2 year term.

2 representatives may serve on board from a department but this is optional and up to each department to decide if they would like an additional member on the SAC EXE Board.

This will be effective immediately.

Administration and Systems terms will start this year (2008-2009) and Archives, Reference, and Technical Services terms will start next year (2009-2010) to provide a continuity in the SAC EXE Board.

Financial Report:

Balance Forwarded (6/30/07) **\$204.98**

INCOME

Membership \$605.00

Raffle proceeds 248.00

EXPENSES

Donuts \$216.74

Flowers/Plants/Memorial Donation 312.47

"Booed" treats 25.78

Holiday Party 115.93

Misc. Expenses 2.69

Balance as of 6/30/08 **\$386.82**