



# New Mexico State University Library

## **Social Activities Committee Annual Report**

*July 1, 2008– June 30, 2009*

### *Executive Committee*

Chairperson	-	Vicki Baldrige
Secretary	-	Kristina Martinez
Treasurer	-	Wendy Simpson
Historian	-	Elizabeth Flores
Branson Building Coordinator	-	Charles Stanford
Zuhl Building Coordinator	-	Paula Johnson
Event Coordinators	-	Teresa Roberts

## **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 six members: 1 each from access services, administration, archives, reference, systems, and technical services 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 3 new members and then the next year 3 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.

## **Social Activities Membership:**

Membership dates are from October 1 to September 30.

During the 2008-2009 fiscal year, the Committee encouraged membership and participation in the Social Activities Committee and its sponsored activities. Each full-time library employee, custodial staff, and any staff from other NMSU departments that are housed in the library facilities were invited to join SAC.

New employees were given welcome letters, a calendar of events, information about SAC and how to join. This fiscal year, 7 welcome letters given out.

Dues are \$15.00 per year, to be paid to the Treasurer. All new employees are given a pro-rated amount based on time of hire. Dues are used to pay for acknowledgement of

life events. All funds provided by the library administration are used to pay for social activities that focus on support, appreciation, and encouragement to the library staff and faculty.

As of July, 2008, there are 59 members in SAC: 54 of the 59 library personnel, 2 library custodians, 1 Domenici Legacy personnel, and 2 College of Education personnel joined SAC this year. 51 members opted to have their birthdays acknowledged.

### **Activities/Functions:**

The Social Activity Fund covers the purchase of flowers/cards for SAC members who are ill, bereaved, new baby arrival, and monthly birthday 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 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 may be sent in lure 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 is birthday cards to employees who marked yes to birthday acknowledgement on their SAC membership envelope.

This fiscal year, 3 cards and 8 bouquets or plants were sent for special occasions.

### **Social Functions**

All library personnel/students and staff from other departments that are housed in our facilities were invited and welcomed to attend all events hosted by SAC.

September 9, 2008 Hail Party

October 30, 2008 Halloween Party

- Collected canned food for charity
- Small carnival games were set-up outside of the Branson staff lounge for everyone to enjoy
- Costumes were voluntary-Bookstore gift card was given for best costume

November 3, 2008 - December 16, 2008 Winter Wear Departmental Challenge

- Collected winter wear items for charity

- Department that donated the most items received a pizza party
- Archives and Special Collections were the winners

December 16, 2008 Holiday Party

February 10 - 12, 2009 Secret Valentine Exchange

- Participants purchased a total of 3 gifts not exceeding \$20 to exchange with their secret valentine
- 36 staff and students participated

February 12, 2009 Valentine's Day Party

March 17, 2009 Silent Auction

- All unsold items were donated to charity

March 25, 2009 SAC Members only "Appreciation" flower

- Chocolate flowers along with a note of appreciation given to every SAC Member

April (entire month) 2 Million by 2012 Book-A-Thon

- Collected 59 books (3 were on the list to be purchased)
- 43 of the 59 books were added to the Library's collections
- Collected \$114.33
- Books that the library couldn't use were donated to Alice Granado for her to send to Myra Brown with the Foreign Service in Ghana

May 11, 2009 End of Semester Party

- BBQ held in the back of Branson Library
- Croquet was set up for staff and students to play

July 16, 2009 Ice Cream Social

### **Monthly Birthday Donuts/Fruit**

SAC provides 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**

- Food Drive: all items went to Casa de Pregrinos
- WinterWear Challenge: all 185 articles of clothing went to one of three charities: Domestic Violence Shelter, Gospel Rescue Mission, and Casa de Pregrinos. Archives and Special Collections won a pizza party for donating the most winter wear.
- Silent Auction: all unsold silent auction items went to Safe Haven Thrift Store
- Books that were not added to the library's collection from the 2012 Book-A-Thon were donated to Alice Granado for her to send to Myra Brown with the Foreign Service in Ghana. Technical Services and Administration both won an enchilada lunch from Roberto's for donating the most books and money.

## **SAC Webpage**

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>

## **Financial Report:**

**Balance Forwarded (6/30/08)** **\$290.52**

### **INCOME**

Membership and donut proceeds	\$813.40
Silent Auction proceeds	272.00

### **EXPENSES**

Donuts	\$357.42
Flowers/Plants/Memorial Donation	428.39
"Appreciation" treats	21.11
Holiday Party	56.96
Winter Wear Challenge Pizza Party	34.00
Misc. Expenses	19.53

**Balance as of 6/30/** **\$458.51**

## **Social Activities Committee Members**

**2008-2009**

### **ACCESS SERVICES**

Norice Lee  
Donna Burkholder  
Yolanda Chacon-Valle  
Mary Chavarria  
Paula Kilgore  
Deborah Parker  
Jivonna Stewart  
Rebecca Romero  
Irene Tellez

### **ADMIN**

David Baldwin  
Veronica Gomez  
Leticia Phetteplace  
Jeanette Smith  
Lorena Ramos  
Elizabeth Titus

### **ARCHIVES**

Larry Creider  
Cassie McClure  
Cary Osborne  
Kimberly Miller

### **REFERENCE**

Sarah Baker  
Susan Beck  
Nirmala Gunapala  
Leilani Horton  
Mardi Mahaffy  
Mavis Johnson  
Molly Molloy  
Dorothy Ormes  
Luci Ortiz  
Sylvia Ortiz  
Cindy Pierard  
Kathy Sowa  
Cindy Watkins  
Theresa Westbrook

### **SYSTEMS**

Carol Boyse  
Alice Granado

### **TECHNICAL SERVICES**

Linda Baldwin  
Ellen Bosman  
Grace Gonzales-Small  
Jennifer Chavez  
Jenny Lockwood  
Graciela Martinez  
Liz Miller  
Lisa Mendoza-Valdivia  
Dora Morales  
Tracey Thompson  
JoAnne Vincenti  
Sherry Ward

### **DOMENICI LEGACY**

Christina Chavez-Kelley

### **CUSTODIANS**

Francisca Cardiel  
Maria Luisa Escarsega

### **College of Education (Branson 1st floor)**

Eric Lopez  
Michelle Saenz

# LA CASA. INC.

P.O. Box 2463 · Las Cruces, New Mexico 88004 · (575) 526-9513 -2- hr. services · (575) 526-2819 -Administration

December 22, 2008

NMSU Libraby Dean Titus  
PO Box 3001 MSC 3475  
Las Cruces, NM 88003

Dear Mr.:

On behalf of La Casa staff, Board of Directors and the families we serve, I would like to thank you for your donation of jackets and gloves. Your commitment to supporting domestic violence services in this community is sincerely appreciated.

Each year, La Casa continues to experience an increased demand for shelter, civil legal services, advocacy, counseling, and related domestic violence services. Through our programs, we have seen many lives changed for the better. With the help of donations from supporters such as you, we are able to continue this life saving work.

La Casa is a non-profit 501 (c) (3) organization and affirms that no goods or services, in whole or in part, have been provided for this contribution.

I encourage you to visit our website ([www.lacasainc.org](http://www.lacasainc.org)) to learn more about how your donation is helping La Casa's programs and services further our mission. Thank you again for your generosity in supporting the work of La Casa.

Sincerely,

**bR**  
Executive **Dire~~~or**

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