



# New Mexico State University Library

## **Social Activities Committee Annual Report**

*July 1, 2009– June 30, 2010*

### *Executive Committee*

Chairperson	-	Kristina Martinez
Secretary	-	Jennifer Chavez
Treasurer	-	Cassie McClure/ Cecelia Carrasco
Historian	-	Teresa Roberts & Paula Johnson
Branson Building Coordinator	-	Teresa Roberts
Zuhl Building Coordinator	-	Paula Johnson
Event Coordinators	-	Rebecca Romero
Member at Large	-	Cecilia Carrasco

## **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 donations to charities and acknowledgements, and coordinates community services initiatives on behalf of the library.

## **Social Activities Executive Committee:**

The Social Activities Executive Committee consists of 6 members: 1 each from access services, administration/systems, archives, reference, and technical services departments and 1 member at large. 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. The member at large can be any eligible member from any department.

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.

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 2009-2010 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.

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, 2010, there are 53 members in SAC: 48 are library personnel, 2 library custodians, 3 Student Success employees joined SAC this year. 36 members opted to have their birthdays acknowledged.

### **Activities/Functions:**

The Social Activity Fund covers the purchase of flowers or cards for library staff, SAC members and library student employees who are ill, bereaved, and new baby arrival. 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 lieu of flowers upon the staff person's request. A large portion of SAC's membership dues are 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, 12 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 23, 2009 Hail Party

October 28, 2009 Halloween Party

- SAC members created a skit for the attendees.
- SAC organized a Halloween decorating competition. (Branson vs. Zuhl) Winner (Branson) received a cauldron full of candy.

November 2, 2009 - December 15, 2009 Winter Wear Departmental Challenge

- Collected winter wear items for charity. (La Casa)
- Department that donated the most items received a breakfast party.
- Reference Dept. were the winners

December 15, 2009 Holiday Party

February 9 - 11, 2010 Secret Valentine Exchange

- Participants purchased a total of 3 gifts not exceeding \$20 to exchange with their secret valentine
- 35 staff/students participated in Valentine Exchange

February 11, 2010 Valentine's Day Party

March 17, 2010 Silent Auction

- All unsold items were donated to charity (Safe Haven Thrift Store)

May 13, 2010 End of Semester Party

- BBQ held in the back of Branson Library

July 15, 2010 Ice Cream Social

Monthly Birthday (Birthday cards and Charity Nominations)

- Individuals who chose for their birthdays to be recognized will have the opportunity to select a local charity of their choice and submit it to either Jennifer Chavez at Branson or Kristina Martinez at Zuhl. The deadline to submit your local charity will be every 15th of the month. (See attachment for example of nomination form) In the case where there are multiple birthdays, a charity will be drawn. The winning charity will receive a \$40 donation in honor of SAC member's birthday! An announcement will be sent and posted online declaring the winner. A reminder will be sent out monthly to remind you to submit your charity.

**Community Service**

- Winter Wear Challenge:
  - Collected winter wear items for charity. (La Casa)
  - Department that donated the most items received a breakfast party.
  - Reference Dept. were the winners
- Silent Auction: all unsold silent auction items went to Safe Haven Thrift Store

**SAC Webpage**

The SAC EXE Board contact information, annual reports, events, event photos, and announcements are included on this page. The link to SAC's webpage is <http://lib.nmsu.edu/sac/>

**Financial Report:**

**Balance Forwarded (10/05/09)** **\$471.14**

**INCOME**

Membership and donut proceeds \$700.20

Silent Auction proceeds 217.60

**EXPENSES**

Donuts \$ 75.11

Monthly Birthday Charity Donation 320.00

Flowers/Plants/Memorial Donation 257.89

Parking Placards 50.00

SAC Supplies 32.42

Winter Wear Challenge Breakfast 39.21

Ipod for Gracie Martinez's son 58.72

Misc. Expenses 52.82

**Balance as of 7/30/10** **\$406.30**

**Social Activities Committee Members**

**2009-2010**

**ACCESS SERVICES**

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

**ADMIN**

Annette Esqueda  
Veronica Gomez  
Kristina Martinez  
Jeanette Smith  
Lorena Ramos  
Elizabeth Titus

**ARCHIVES**

Larry Creider  
Cassie McClure  
Cary Osborne  
Kimberly Miller  
Cecelia Carrasco  
Dean Wilkey

**REFERENCE**

**SYSTEMS**

**TECHNICAL SERVICES**

Sarah Baker  
Susan Beck  
Alisa Gonzalez  
Nirmala Gunapala  
Paula Johnson  
Leilani Horton  
Molly Molloy  
Dorothy Ormes  
Luci Ortiz  
Sylvia Ortiz  
Cindy Pierard  
Wendy Simpson  
Kathy Sowa  
Cindy Watkins  
Theresa Westbrook

Carol Boyse  
Alice Granado  
Teresa Roberts

Linda Baldwin  
Elizabeth Flores  
Ingrid Schneider  
Grace Gonzales-Small  
Jennifer Chavez  
Jenny Lockwood  
Graciela Martinez  
Liz Miller  
Dora Morales  
JoAnne Vincenti  
Sherry Ward

**CUSTODIANS**  
Francisca Cardiel  
Lucy Jimenez

**STUDENT SUCCESS SERVICES**  
Alina Haro  
Terry Cook  
Lisa Kirby

Sent via email: [jwoods@las-cruces.org](mailto:jwoods@las-cruces.org)

Hello Cecelia Carrasco,

The Safe Haven would like to thank you for the \$40 donation. I was happy to here we had won the July birthday. The after school program that we have will make sure to use the donation for our kids.

Thanks,

James Woods

Weed and Seed Coordinator



*July 27, 2010*

*Dear NMSU Library Dept,*

*Thank you so much for your donation to the Mesilla Valley Community of Hope. We really appreciate your thoughtfulness in helping us help people in need in our community.*

*Your generosity makes our job easier.*

*Most sincerely,*

*Pamela Angell*

*MVCH Executive Director*



January 25, 2010

Cassie McClure  
Social Activities Committee  
NMSU Library Dept. 3475  
PO Box 30006  
Las Cruces, NM 88003

Dear Cassie,

On behalf of the Board of Directors and staff of the Southwest Environmental Center, thank you for including our organization in your annual giving for 2010. We realize there are many options when wishing to give to local organizations and are honored to be included in your choice. Your gift of \$40.00 dated 1/20/2010 will go a long way toward improving the quality of life for the people and the wildlife of the Southwest border region and protecting and restoring the lands and waters on which they depend.

We hope that, with your support, the coming year will be even more successful for SWEC as we continue to expand our efforts to protect our environment. Thank you again for your commitment!

Sincerely,

Kevin Bixby  
Executive Director

PS. The Southwest Environmental Center is a 501(c)(3) charitable organization. Please note that no goods or services were provided in return for the contribution, therefore your entire contribution should be tax-deductible. Under federal law, an income tax deduction will be allowed for any gift of \$250 or more only if the donor has written substantiation of the gift from the charity receiving the gift. This letter is intended to meet this requirement, and you should keep it for your tax records.



**Donation Letter**

Date: 2/10/10  
Name: Social Activities Committee (NMSU Library Dept. 3475)  
Address: P.O. Box 3006 Las Cruces, NM 88003  
Phone Number: 646-1748 E-mail Address: \_\_\_\_\_  
Items Donated: Donation

Staff Signature: [Signature]

Estimated Fair Market Value for Item(s): \$ \_\_\_\_\_ Cash Donation: \$ 40.00  
Jardín de los Niños is a non-profit, tax exempt, charitable organization under the Internal Revenue Code section 501(c) 3; our Federal Tax ID is #85-0431095. Your contribution is tax deductible if there are no goods or services associated with your donation. Any part of your contribution used to purchase Christmas Cards, garage sale items, event tickets or other goods and services received must be deducted if the contribution is to be tax deductible.

On behalf of the homeless children at Jardín de los Niños, we thank you for your continued, generous support. For any questions about this contribution or if you would like to schedule a donations pickup, please call Jardín de los Niños at 575-522-2111.

Mailing Address: 1300-E El Paseo, PMB#272 Las Cruces, NM 88001  
Phone: (575) 522-2111 Fax: (575) 522-3595  
Website: www.jardinlc.org



# Casa de Peregrinos

## Emergency Food Program

999 W. Amador Ave. Suite F  
Las Cruces, N.M. 88005  
505-523-5542 (Office)  
505-524-0192 (Fax)

April 9, 2010

**Director**

Rebeca M. Renteria

**Board of Directors**

George Miller  
Chairperson

Tom Packard  
Vice Chairperson

Dan Miernyk  
Secretary

Barbara Hall  
Treasurer

**Board Members**

Mike Hughes

Social Activities Committee  
NMSU Library Dept.. 3475  
P.O. Box 30006  
Las Cruces NM 88003

Dear Friends:

Wishing happy birthday, we thank you on behalf of the many families who have received food and supplies because of your donation to Casa de Peregrinos. Your donations of \$100.00 check# 1456 will help us continue with our purpose of feeding the needy. Over the past year, we served **9,805 families, 15,998 children, and 33,273 people**. Your continued support is greatly appreciated and needed, and I take this opportunity to invite you, at your convenience, to visit us to see how your donation helps our clients.

Casa de Peregrinos is a nonprofit, tax exempt, charitable organization under the Internal Revenue Code, Section 501C3 and our Federal Tax ID is #85-0312057. Your contribution is fully tax deductible as there were no goods or services associated with your donation. If you have any questions about your contribution, please call Casa de Peregrinos at (575) 523-5542.

As you know, needy families and individuals in our community go without proper food, shelter and essential medical care everyday due to a variety of factors including low wages, job loss, injuries, illness, age, domestic violence or divorce. Of all the needs listed, none is more basic than proper food. Casa de Peregrinos' prime goal is to provide nutritious food for those most in need. With the generous support of people like you and those you know, we are able to help many of these families and individuals to meet their essential daily nutritional needs. We and our clients thank you.

Sincerely,

Rebeca Renteria  
Executive Director

If possible can you please provide us with your email address? Email us at [casadepere@yahoo.com](mailto:casadepere@yahoo.com) if you have any questions or concerns. You can now donate online through PayPal. Visit us online at [www.casadeperegrinos.org](http://www.casadeperegrinos.org) for more information.

Thank You.