



NMSU Library

Social Activities Committee Annual Report

July 1, 2003– June 30, 2004

Executive Committee

Chairperson	-	Kimberly Miller
Co-Chair	-	Kate Manuel
Secretary	-	Deborah Parker
Treasurer	-	Joe Becker
Party/Event Coordinator	-	AnaLisa Moyers
Historian	-	Jenny Lockwood

Social Activities Committee Annual Report

SAC is the library activities committee that organizes and promotes social activities for the library personnel. SAC also sends flowers and cards for various occasions, and provides monthly birthday treats.

Social Activities Executive Committee:

The Social Activities Executive Committee consists of seven members: two faculty/professional members and five classified staff members. Each member serves a two-year term.

The Committee members regulate membership dues.

Two changes occurred in the executive board during the year:

- ❖ Once again, we were unable to fill all the vacancies in the Committee. This year, the Committee consisted of two faculty members and four staff members.
- ❖ The Building Officer position has historically had very few duties. Therefore, we eliminated the position of Building Officer and created the position of Co-Chair. The Co-Chair is responsible for those duties previously performed by the Building Officer, as well as directly assisting the Chairperson as needed.

Social Activities Membership:

During the 2003-2004 term, the Committee continued to encourage membership and participation in the Social Activities Committee and its sponsored activities.

Dues are \$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.

❖ 62 of the 72 library personnel joined SAC this year.

Activities/Functions:

Flower and/or Card Acknowledgments

One very important way in which SAC encourages library personnel is through the sending of flowers or a card at appropriate times. These times include both times of sorrow and of celebration. Flowers or cards are sent to all library personnel, 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.

This year, we continued sending cards to a group which had been added last year. Upon request by the appropriate employee, SAC will send a card to his/her parent when they are hospitalized. These cards have been greatly appreciated by both the employee and parent.

During the 2003-2004 year, 21 cards and 12 bouquets or plants were sent to library personnel.

Good News Newsletter

This year, we initiated "Good News" e-mails in order to share accomplishments of our staff and their families. The SAC Historian was designated to send e-mails announcing awards, accomplishments, milestones, and general good news. In order to ensure desired privacy, the Historian will only share news that the involved person has passed on to her/him for general sharing.

There were not as many submissions for the "Good News" newsletter as we had anticipated. Hopefully this will be used more in the up-coming years to share delightful news among the library employees.

Fund-raisers

Fund-raisers may be held in order to raise money to supplement SAC membership dues to enable us to send flowers and cards as needed, or to sponsor a social activity. The SAC financial statement was in good shape this year, so no fund-raisers were held.

Library Foundation Funds

The Library Dean allocates a set amount each year from the Library Foundation Fund to supplement SAC funds for employee parties and/or functions for the purpose of promoting employee morale. The amount allocated for the 2003-2004 year was \$600.

SAC follows the Library Foundation Fund Guidelines in spending this money, as well as guidelines from Library Administration. Previously, this information was just verbally passed on year-to-year from Executive Committee to Executive Committee. In June 2003, Cheryl Wilson, Associate Dean, wrote up detailed guidelines for us to follow. This will become a permanent part of the Chairman's manual.

Library Foundation Funds were used as appropriate toward the following events:

- ❖ Harvest Festival (November 5, 2003):
- ❖ Christmas Party and Luncheon (December 15, 2003):
- ❖ Ice Cream Social (August 31, 2004):

Social Functions

Various festivities are held throughout the year in order to promote library participation, morale, and camaraderie among all library personnel.

- ❖ Harvest Festival– November 5, 2003
- ❖ Christmas Party and Luncheon – December 15, 2003
- ❖ Ice Cream Social – August 31, 2004

The location of the annual Christmas Party and Luncheon was changed from 2nd floor Branson to 3rd floor Zuhl. We used the food warmer from Administration, which was a great help with the hot dish potluck items brought in by employees. Floyd Ransom once again provided beautiful live trumpet music. There was a drawing for the twelve Poinsettia plants which had been table centerpieces.

Based on a tremendous amount of positive feedback received, it seems unanimous that all felt the new locale made for a more festive, formal party atmosphere. Joe Becker was the Committee Member who first suggested changing the location. He and Jenny Lockwood did a lot of the groundwork which made this change possible.

Library Shirt Sales

Many Library employees had expressed interest in being able to purchase Library shirts. After investigating several vendors, the SAC Executive Committee decided to purchase shirts from Kinkaid and Company, a local company. Each shirt was embroidered with the NMSU logo and the word 'Library' underneath it.

We expanded the options available from previous shirt sales. Employees were able to choose from long or short-sleeved denim shirts; and burgundy, white, or gray polo shirts. Each shirt was available in men's or women's style and sizing. Denim shirts, white polo shirts, and gray polo shirts were embroidered in burgundy; burgundy polo shirts were embroidered in silver.

This was not a fund-raising event, and the shirts were offered at cost. Denim shirts cost \$16.00 each and polo shirts cost \$14.00 or \$18.00 each (the burgundy and gray ladies polo shirts were a different style and less expensive). Twenty-one polo shirts and twenty-five denim shirts were purchased.

Monthly Activity

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 are recognized in an e-mail to all staff and on the birthday boards located in each library's staff lounge. 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.

Other

- ❖ SAC held an extremely successful food, personal items, and clothing drive for La Casa during December 2003. La Casa is a shelter home in Las Cruces for those who have suffered domestic violence. This shelter was extremely grateful for all we were able to provide them.

Social Activities Committee Financial Report:

Balance Brought Forward (2002/2003) \$320.57

Deposits: Membership Dues \$.00
Harvest Festival Reimbursement \$
Christmas Luncheon Reimbursement \$
Ice Cream Social Reimbursement \$
Polo & Denim Shirt Sales

Expenses: Christmas Luncheon \$230.67
Picnic 2003 \$177.05
Donuts \$326.88
Flowers/Plants \$203.68
Film/Development/Other \$65.00

Total \$1,003.28

Remaining Balance (2002/2003) \$