



New Mexico State University Library

Social Activities Committee

Annual Report

August 1, 2011–July 31, 2012

Executive Committee

Chairperson

- Elizabeth Flores

Secretary

- Lindsey Stafford/Tiffany Schirmer

Treasurer

- Luci Ortiz

Historian

- Leilani Horton

Branson Building Coordinator

- Teresa Roberts

Zuhl Building Coordinator

- Leticia Phetteplace

Event Coordinator

- Elizabeth Flores & Lindsey Stafford

Member at Large

- Leticia Phetteplace

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 acknowledgements and quarterly donations to charities, and coordinates community service initiatives on behalf of the library.

Social Activities Executive Committee:

The Social Activities Executive Committee generally consists of 6 members: 1 each from Access Services, Administration/Systems, Archives & Special Collections, Reference & Research Services, and Technical Services departments and 1 member at large from any department. Members from each department can be faculty, professional, and/or classified. All departments are represented and each department head is responsible for 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. NOTE: Fiscal year 2011/2012 had no representative from Access Services. A member from Reference & Research Services stepped in to fill the vacancy.

Committee members serve 2 year terms, beginning September 1 with alternating terms so there will 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 have the option to defer payment of their dues while serving on the committee as long as they serve their full commitment. Full commitment is a 2 year term. NOTE: Fiscal year 2011/2012 had one SAC EXE member continuing from fiscal year 2010/2011; the other five SAC EXE members were new to the committee.

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 library staff. Membership dues are not used for these events and staff members do 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 2011-2012 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 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 2012, there are 48 members in SAC: 46 are library personnel and 2 are library custodians. Thirty-eight members opted to have their birthdays acknowledged.

Activities/Functions:

The Social Activity Fund and SAC fundraisers cover the purchase of flowers/cards/gifts for library employees and immediate family members who are ill, bereaved, or have a new baby. The food and paper products cost for staff events sponsored by SAC 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.

Flower and/or Card Acknowledgments

One very important way in which SAC encourages library personnel is through the sending of flowers/cards/gifts during life events. These times include both sorrow and 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. New this year, is the sending of a \$5.00 gift certificate to TCBY/Coffee Haus to SAC members for birthday acknowledgments. This new addition has received enthusiastic praise.

This fiscal year, 6 cards and 7 plants/flower arrangements were sent for special occasions.

Social Functions

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

September 29, 2011 ¡Bienvenidos! Fiesta

November 1, 2011 Dia de los Muertos Celebration

- SAC organized a pumpkin decorating/carving competition between each dept. The winner (Reference and Research Services) received a cauldron full of candy.

November 16, 2011 SAC Mobile Treats Unit

- \$99.06 was raised

December 2, 2011 - December 13, 2011 Charity Donation Drive

- Collected winter wear items, blankets, toiletries, canned food and dry goods for a local charity.

December 13, 2011 Holiday Party

- Leftover food was delivered to a local charity.

February 7 - 14, 2012 Secret Valentine Exchange

- Seventeen faculty, staff and students participated.

February 14, 2012 Valentine's Day Party

March 15, 2012 Silent Auction/Bake Sale

- Auction and bake sale raised \$328.10.
- Items not sold were donated to a local charity. (Safe Haven Animal Sanctuary)

May 15, 2012 End of Semester Party/BBQ

- Grilling done at Teresa Roberts' house and brought to Branson Library.
- Food set up outside Branson Library near Joy of Learning statue.

June 21, 2012 Mobile Bake Sale

- Bake sale raised \$49.43.

July 18, 2012 Ice Cream Social

- An ice cream sundae bar was set up in the Zuhl conference room. Fifty five faculty, staff and students attended.

Birthday Cards and Charity Nominations

- Individuals who chose to have their birthdays recognized had the opportunity to select a local charity of their choice on a quarterly basis and submit it to the SAC secretary. In the case where there were multiple nominations, a charity was drawn from the pool at random. The winning charity received a \$40 donation in honor of SAC member's birthdays. Announcements were sent and posted on SAC's website declaring the selected charity.
- A birthday card and a \$5.00 gift card to TCBY/Coffee Haus were sent out to each SAC member who chose to have their birthday acknowledged during their birthday month.

Community Service

- Charity Donation Drive:
 - Collected winter wear items, toiletries, canned food and dry goods for a local charity.
- Holiday Party
 - Leftover food was delivered to a local charity.
- Silent Auction:
 - Unsold items were donated to Safe Haven Animal Sanctuary.

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 – Social Activity Fund:

<u>Balance Forwarded (9/30/11)</u>	\$39.68
<u>INCOME</u>	
Membership proceeds	\$709.00
Bake Sale proceeds	\$220.49
Silent Auction proceeds	\$255.10
Donation – Dean Wilkey	\$500.00
<u>EXPENSES</u>	
Monthly Birthday Gift Certificates	\$185.00
Quarterly Birthday Charity Donation	\$120.00
Flowers/Plants/Memorial Donation	\$339.81
SAC Supplies	\$136.68
Misc. Expenses	\$47.18
<u>Balance as of (7/24/12)</u>	\$894.25

Social Activities Committee Members 2011-2012

ACCESS SERVICES

Donna Burkholder
Yolanda Chacon-Valle
Mary Chavarria
Paula Kilgore
Linda Landez-Garcia
Deborah Parker

ADMIN

Sandra DeMonch
Veronica Gomez
Norice Lee
Kristina Martinez
Leticia Phetteplace
Lorena Ramos
Jeanette Smith
Elizabeth Titus

ARCHIVES

Larry Creider
Elizabeth Flores
Cary Osborne
Dean Wilkey

REFERENCE

Sarah Baker
Susan Beck
Alisa Gonzalez
Nirmala Gunapala
Leilani Horton
Paula Johnson
Mardi Mahaffy
Molly Molloy
Luci Ortiz
Cindy Pierard
Wendy Simpson
Cindy Watkins
Theresa Westbrook

SYSTEMS

Carol Boyse
Alice Granado
Teresa Roberts

TECHNICAL SERVICES

Linda Baldwin
Ellen Bosman
Suzanne Bramlett
Jenny Lockwood
Graciela Martinez
Liz Miller
Dora Morales
John Sandstrom
Tiffany Schirmer
Lindsey Stafford
Ingrid Schneider
JoAnne Vincenti

CUSTODIANS

Francisca Cardiel
Lucy Jimenez

****Note: Names in bold are SAC Executive Committee Members****