



New Mexico State
University Library

Social Activities Committee

Annual Report

July 1, 2013– June 30, 2014

Executive Committee

Chairperson

- Tiffany Schirmer

Secretary

- Teddie Payne-Riehl

Treasurer

- Leilani Horton

Historian

- Armando Gomez

Event Coordinator

-Sandra Demonch

Member at Large

- Linda Landez-Garcia

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 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.

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 2013/2014 had three SAC EXE members continuing from fiscal year 2012/2013 and three incoming members.

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 2013-2014 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 June 2014, there are 52 members in SAC; 47 are library personnel and 5 are library custodians. Forty-five members opted to have their birthday 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/Plant/Gift and/or Card Acknowledgments

One very important way in which SAC encourages library personnel is through the sending of flowers/plants/cards/gifts during life events. These events 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. Continuing this year is the giving of a \$5.00 gift certificate for TCBY/Coffee Haus to SAC members for their birthday.

This fiscal year, 7 flower/plant/gift/cards/or arrangements were sent for life events.

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.

July 16, 2013 Ice Cream Social

October 31, 2014 Halloween Celebration

- SAC organized a costume contest and a pumpkin carving contest for each department. Yolanda Chacon-Valle won for best costume. Reference and Research Services won the pumpkin carving contest.

November 19, 2014 SAC Mobile Treats Unit

December 3, 2013 - December 17, 2014 Charity Donation Drive

- Collected canned and non-perishable food items for the Aggie Cupboard

| December 17, 2014 Holiday Party

February 10-13, 2014 Secret Valentine Exchange

- Fifteen faculty, staff and student employees participated.

February 13, 2014 Valentine's Day Party

March 20, 2014 Silent Auction/Bake Sale

- Items not sold were donated to Safe Haven Animal Sanctuary.

May 13, 2014 End of Semester Party/BBQ

- Food set up outside Branson Library.

Birthday Cards and Charity Nominations

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.

Quarterly, individuals who chose to have their birthdays recognized had the opportunity to select a local charity of their choice during the quarter in which their birthday occurs. Nominations were submitted 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 members' birthdays. Announcements were sent and posted on SAC's website declaring the selected charity.

Community Service

- Charity Donation Drive:
 - Collected canned and non-perishable food items for the Aggie Cupboard
- Las Cruces Pajama and Book Drive sponsored by the DSA at NMSU
 - Donated \$100.00 for the drive from SAC monies
- Silent Auction:
 - Unsold items were donated to Safe Haven Animal Sanctuary.

Branson Lounge Enhancement

This year, SAC designated the use of some its funds to buy pots, rolling plant caddies, and soil to replant the potted plants in the Branson Lounge.

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:

Balance Forwarded 07/01/13

\$1251.29

INCOME

| | |
|--|-----------|
| Membership proceeds | \$705.00 |
| Silent Auction, Bake Sale, Soda and water sales etc. proceeds | \$1287.22 |

EXPENSES

| | |
|---|------------------|
| Monthly Birthday Gift Certificates | \$245.00 |
| Quarterly Birthday Charity Donation | \$160.00 |
| Book and Pajama Drive | \$100.00 |
| Flowers/Plants/Memorial Donation | \$312.55 |
| SAC Supplies (decorations, cards, etc.) | \$509.71 |
| Soda and water | \$449.20 |
| Branson Lounge Enhancement | \$289.95 |
| Member Appreciation Gifts | \$49.60 |
| Balance as of 06/30/14 | \$1127.40 |

Social Activities Committee Members 2013-2014

ACCESS SERVICES

Donna Burkholder
Yolanda Chacon-Valle
Kimberly Miller
Linda Landez-Garcia
Susan Beck
Mary Covarrubias-Chavarria

ADMIN

Sandra Demonch
April Anaya
Leticia Phetteplace
Elizabeth Titus
Lorena Ramos
Nathan Brown
Elizabeth Titus
Norice Lee
Veronica Gomez

ARCHIVES

Larry Creider
Caitlin Wells
Dean Wilkey
Elizabeth Villa
Matthew Friedberg
Teddie Payne-Riehl

REFERENCE

Sarah Baker
Cindy Pierard
Cindy Watkins
Felipe Castillo
Leilani Horton
Luci Ortiz
Mardi Mahaffy
Molly Molloy
Nirmala Gunapala
Paula Johnson
Wendy Simpson

SYSTEMS

Carol Boyse
Alice Granado
Teresa Roberts

TECHNICAL SERVICES

Linda Baldwin
Ellen Bosman
Armando Gomez
Cassie McClure
Dora Morales
Graciela Martinez
Ingrid Schneider
Jenny Lockwood
JoAnne Vincenti
John Sandstrom
Liz Miller
Susan Bontly
Tiffany Schirmer

CUSTODIANS

Francisca Cardiel
Lucy Jimenez
Elena Fabela
Delia Estrada
Linda Saenz

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