



NMSU Library

Social Activities Committee Annual Report

July 1, 2002– June 30, 2003

Executive Committee

Chairperson	-	Kimberly Miller
Secretary	-	Deborah Parker
Treasurer	-	Joe Becker
Party/Event Coordinator	-	Marie Garcia/Jenny Lockwood
Building Officer	-	Susan Beck
Historian	-	AnaLisa Moyers

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.

Several changes occurred in the executive board during the year:

- ❖ We were unable to fill all the vacancies in the Committee. We started the year with two faculty members and four staff members.
- ❖ Because of the shortage of members, we consolidated the Building Officer (Zuhl) position and the Building Officer (Branson) position into one Building Officer position for this year.
- ❖ Marie Garcia, who held the Party/Event Coordinator position, found it necessary to resign in January 2003.
- ❖ Jenny Lockwood joined the SAC Executive Committee in February 2003, filling one of our vacancies. She was not assigned a specific title, but was a tremendous help in the remaining activities, and in maintaining our first of the month donut provisions.

Social Activities Membership:

During the 2002-2003 term, the Committee continued to encourage membership and participation in the Social Activities Committee and its sponsored activities. Many favorable comments were received regarding our social functions.

Dues are spent in various ways in order to meet our purpose of providing support and encouragement for the library staff and faculty.

Dues are \$12.00 per year, to be paid to the Treasurer. Dues are pro-rated for a new employee.

- ❖ 49 of the 67 library personnel joined SAC this year.
- ❖ Deborah Parker merged various SAC lists into one easy-to-use list of all library personnel, including each person's department, birthday, work number, and membership status.

Coffee Club:

In October 2002, members of the Coffee Club requested that the Coffee Club be disbanded. The group was small enough that they felt it was more efficient to manage the supplies and coffee making on their own, without the need to pay dues and then turn in receipts to SAC for reimbursement. They generously donated the balance of their account, \$81.28, to the SAC General Fund.

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 goes to this function. It is a very meaningful and well-appreciated service to all library personnel.

This year, we expanded the group to whom we send cards. Upon request by the appropriate employee, SAC will send a card to his/her parent when they are hospitalized.

During the 2002-2003 year, eleven cards and eight bouquets or plants were sent to library personnel.

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 much healthier this year, so no fund-raisers were held.

Other 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 2002-2003 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 follows:

- ❖ Christmas Party and Luncheon (December 13, 2002): \$221.28
- ❖ Summer Picnic (June 13, 2003): \$172.22

Social Functions

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

- ❖ Harvest Festival Open House – November 7, 2002
- ❖ Christmas Party and Luncheon – December 13, 2002
- ❖ Summer Picnic – June 13, 2003

Some of the misinformation that had been passed on was that the Library Foundation Funds could only be used for food and utensils for the Christmas Party and the Annual Picnic. We felt it was important to have a small social event in the fall of 2002, but because we wanted to be sure to have enough money for bouquets that might be needed throughout the year, we did not want to deplete our funds in order to hold this event. We decided to host a Harvest Festival Open House, and the Executive Committee personally supplied the food, utensils, and decorations.

Monthly Activity

A very popular SAC event is the provision of donuts and fruit on the first 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 more than one item, are asked to pay \$.50 per item.

Other

- ❖ SAC held an extremely successful food drive for La Casa during December 2002. La Casa is a shelter home for those who have suffered domestic violence. A Toyota 4-Runner was full to the brim with all the food we were able to deliver to this very grateful shelter.

Social Activities Committee Financial Report:

Balance Brought Forward (2001/2002)	\$239.07	
Deposits:		
Membership Dues	\$610.00	
Coffee Club transfer	\$ 81.28	
Christmas Luncheon Reimbursement	\$221.28	
Picnic 2003 Reimbursement	\$172.22	
	Total	\$1,323.85
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)		<u>\$320.57</u>