THE TOY LIBRARY LINK

Play is the Way

www.toylibrary.co.nz
TLFNZ acts as a support mechanism to new and existing not-for-profit toy libraries; offering information and support on all aspects of running a toy library, toy selection, toy maintenance and the value of play.

Membership is open to anyone interested in toy libraries.

VISION STATEMENT:

“Let the Children Play.”

MISSION STATEMENT:

TLFNZ actively promotes play as being essential to the optimal educational, physical, psychological, social and cultural development of the child.

OBJECTS:

✓ To assist in the establishment of, and to support and promote the formation of non-profit charitable toy libraries throughout NZ for the purpose of making available to families, including families with special needs, toys and educational aids of all kinds.
✓ To support and encourage the development and maintenance of high standards of service in all toy libraries
✓ To investigate and disseminate information on all aspects of the safe use, manufacture and distribution of toys and educational aids
✓ To foster and encourage co-operation between toy libraries to better assist them in furthering their objectives consistent with the objects of TLFNZ
✓ To establish and conduct seminars and educational opportunities promoting the objectives of TLFNZ
✓ To gain and maintain recognition for toy libraries as important resources catering for the developmental, educational, emotional and cultural needs of families
✓ To raise and/or allocate money for any educational or charitable purpose within NZ consistent with the objectives of TLFNZ
✓ To do all such things as are conducive or incidental to the attaining of all or any of the above objectives.
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from the Editor:

Toy Library Awareness Week is nearly upon us all again and I do hope you all enjoy the play challenge sheet that we have put together as a change from the colouring in. I used to do a number of these activities with my children and it was always such fun!

In January as I drove down to Dunedin, I took advantage of having no-one else in the car with lots of stops along the way, including stopping outside each toy library from Christchurch to Dunedin and taking a photo! So the photo collection is slowly growing, but please do keep sending in your photos.

It’s been encouraging to have libraries promptly return their profile forms and membership numbers. Thank you - it does make my job so much easier to have prompt replies from you all.

Many have commented on what they found when breaking their membership into new and re-enrolments. We need to be prepared for change, and the collection/breakdown of statistics such as these will prove useful for future planning. What other statistics do you collect? And how do you use this information?

And on a final note, the 2014 Training Weekend has been set - start saving now and come down to Invercargill 27-29 June 2014. Why not take extra time and explore the whole area- it certainly is a lovely part of NZ.

Christine

Play is the Way
TOY LIBRARY FEDERATION OF NZ
BOARD OF TRUSTEES 2013

Irene Mosley  ph (03)489 5715
National President  president@toylibrary.co.nz

Vanessa Robertson  ph (03)324-4489
National Treasurer  treasurer@toylibrary.co.nz

Diane Pitcaithly  ph (09)575-7376
Toy Boxes  cpbpjg@xtra.co.nz

Karen Lord  ph (03) 226 6850
Jane Marshall  ph (03) 615 5765
Ester Romp  ph (06) 376 7940

STAFF

Christine Jelley  03 388 4793
National Manager  0800-148-697
office@toylibrary.co.nz

Heather Lindsay  03 478 1182
Toy Express  0800-148-699
toyexpress@toylibrary.co.nz

Toy Express Hours:
Monday - Thursday  10am-2pm

Office Hours:
Monday, Wednesday, Thursday  11-3 pm
Friday  12-3pm

Physical Address:  Postal Address:
18 Bower Avenue  PO Box 27-146
New Brighton  Shirley
CHRISTCHURCH 8083  CHRISTCHURCH 8640

Facebook:  www.facebook.com/pages/NZToyLibraries
Website:  www.toylibrary.co.nz
President Report

TLFNZ have recently had our first full board meeting for the year. We welcomed 3 new board members, as this was our first full meeting since they were elected at the AGM last year. We have been using phone conferencing to keep costs down. The value of face to face meetings was clearly shown over the weekend. We arrived in Christchurch Friday morning and worked hard through until about 3pm on Saturday and we achieved so much.

Our theme for the next twelve months is Consistency. We are keen to see a more consistent message and image coming through for toy libraries around NZ. Last year we developed new resources that enable you to add your own message to our generic TLFNZ posters and pamphlets. Do make use of these, the feedback is that libraries like these resources and are finding them useful.

Our next big change is to our website. We must say thank you to life member Cherry Browne who built our original website and has maintained it for us ever since. We now welcome two new IT buffs to the team with Harvey Kane from Wanaka and Tony Walker in Auckland working away to develop our new website which we hope to have launched for Toy Library Awareness week. Many of the old features such as the forum and log in area will stay and we have built on these by developing the ability for you to order your toy express toys and office supplies with a shopping cart feature. Toy library committee will have their own log ins and you can reset your own passwords. We hope this will make the site more user friendly. You will also find all our resources in the committee section.

I encourage you to tell all your committee about our operations manual which will be on this site as it really is the “go to” for anyone involved with toy library management. We ask for your feedback on the site as it is through suggestions from you that our organisation grows and develops.

TLFNZ is YOUR organisation; we provide tools and assistance to help you run your toy libraries. A reminder too about Awareness week – here is a little check list to see if you are ready:

Have you:

- Do you have signage to make it easy to find your toy library
- Are your opening hours clearly displayed with a contact phone number people can ring if they need more info
- Are their posters in your community – medical centres, plunket, day cares are good places to start as are – Rural supply centres, supermarkets and banks
- Have you got flyers about your toy library – available from the office
- Have you ever asked to speak to your local Rotary or Lions club about toy libraries?
- Contact your local radio station and invite them to take a “play challenge” on their breakfast show – it could be taking them in some knuckle bones, or chalk to play noughts and crosses – keep it simple

HAVE FUN and play with your own family – play is the way

Irene
What does being a Regional Networker involve?

**Purpose of Position**
To communicate with a designated list (approx 4-10) of Toy Libraries to ensure good support and contact on behalf of TLFNZ.

**Duties and Responsibilities**
- Contact representatives of each Toy Library 2-3 times a year. (phone/email/visit as appropriate)
- Update current information after each contact with any Toy Library
- Utilise and promote the TLFNZ Website, Forum, Facebook and the Operations Manual as resources for Toy Libraries.
- Notify Office and/or Provide advice/obtain answers to Toy Libraries enquiries.
- Provide a report to Regional Networker for TLFNZ Board meetings.
- Assist with regional events in your area and be willing to facilitate a regional event for Toy Libraries in your area once a year. Eg Evening of nuts and bolts session/Visiting Toy Libraries in area/Coffee mornings, etc
- Be willing to attend AGM’s (if invited) of Toy Libraries in area.

Maintain records of relevant financial expenses incurred. Forward your claim sheet & receipts to National Treasurer for reimbursement. (Nb: The Board has a policy of reimbursing pre-approved and reasonable costs).
- Regularly check emails, to ensure any enquiries from libraries are answered promptly.

**Qualifications and Requirements**
A passion and general working knowledge of Toy Libraries and/or Committees.

**Commitment Required**
Contact toy libraries in designated area at least twice per year.
Assist toy libraries if able and required.
Provide feedback to Regional Networker.
Assist any with regional events and other events that may be appropriate.
Check emails at least once per week.

**Amount of Time Required**
Approx 2-3 hours per month.

For more information please contact the Office or Di (email: cpbpjg@xtra.co.nz)
Regional Area Contacts:

Northland & Auckland
1. Di Pitcaithly - Board Member
   home 09 575-7376  email: cpbpjg@ihug.co.nz
2. VACANCY FOR AUCKLAND NETWORKER

Waikato
1. Hamilton - VACANCY
2. Central Waikato - Judith Bennett
   Ph 07 883 5630
   email: mjbennett@xtra.co.nz

Coromandel - VACANCY

Bay of Plenty
   Marlborough - VACANCY
1. Emma Bragg ph 07 533 6009
   email emmaandrory@xtra.co.nz

Central Plateau
   Lorraine Mears ph 06 385 3441
   email mearsfamily@slingshot.co.nz
   VACANCY FOR ADDITIONAL NETWORKER

Taranaki/Wanganui - VACANCY

Gisborne/Hawkes Bay - VACANCY

Waiarapa
   Ester Romp ph 06 376 7940
   email: arendsromp@xtra.co.nz

Wellington/Hutt Valley - 2 VACANCIES

Manawatu/Kapiti Coast - VACANCY

Nelson
Debbie Bowdler- ph 03 528 9214
email bowdler@clear.net.nz

West Coast - VACANCY

Canterbury
Vanessa Robertson 03 324 4489
vanessa.robertson@transpower.co.nz
VACANCY FOR ADDITIONAL

South Canterbury
Jane Marshall 03 615 5765
email: janemarshall@windowslive.com

Otago - Vacancy for additional
Irene Mosley 03 489 5715
email: president@toylibrary.co.nz

Central Otago - VACANCY

Southland
Susie Burnett ph 03 225 8917
email: drburnett@xtra.co.nz
Karen Lord ph 03 226 6850
email: linrosa@woosh.co.nz

If you are willing to become a contact person in your area, please let the Office know and someone will be in touch to let you know what is involved.
Regional Networkers

Do you enjoy helping others? Would you like to share your experience and knowledge, and pass it onto other toy libraries?

Sharing of Ideas and Networking with others nearby, help create great toy libraries.

We would love your help to support toy libraries in your area.

We are looking for more area networkers around the country to make regular contact with 4-8 libraries to assist and support them in the great work they are doing in our communities.

For more information, contact the Office.

Ph 0800-148-697 or email: office@toylibrary.co.nz

Does your toy library need a helping hand?

The TLFNZ Board have a tremendous amount of experience in all areas of setting up and running toy libraries. If you are struggling with running or managing your toy library, contact one of the board members listed in the front of the Link. We also have area networkers available in some areas. They will be able to work with you and if necessary arrange to visit your toy library to spend time to assist with ideas and share their experience.
## Warrant of Fitness

This checklist is designed to help committees discuss practices within their library and maybe identify areas that need action. With each issue of the Link, section will be put in for you to take to your committee meeting for discussion \(\text{and action if necessary}\)

### Running of the Library

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<tr>
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<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1.</td>
<td>Do your members know who the contact person/people are?</td>
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<td>2.</td>
<td>Do they know who is on the committee?</td>
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<td>3.</td>
<td>Are you in regular contact with your members so they know what is happening in your library? (\text{eg. via newsletter.})</td>
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<tr>
<td>4.</td>
<td>Have you looked at ways to keep costs down? (\text{eg. send newsletter via email.})</td>
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<tr>
<td>5.</td>
<td>Have you reviewed the hours your library is open?</td>
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<td>6.</td>
<td>Do you need to open more or less hours, or stay the same?</td>
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<tr>
<td>7.</td>
<td>Do you have systems in place for security of money?</td>
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<td>8.</td>
<td>Is money receipted/recorded at each session?</td>
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<td>10.</td>
<td>Are you operating your accounts as per your constitution? (\text{eg. 2 signatories etc.})</td>
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<tr>
<td>11.</td>
<td>Do your rules allow you to do internet banking?</td>
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<td>12.</td>
<td>If you have a computer - do you back it up regularly?</td>
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<td>13.</td>
<td>Are the backups held off site?</td>
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<td>14.</td>
<td>If operating a manual system, is there a master record of members, and toys owned by the library kept off site?</td>
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<tr>
<td>15.</td>
<td>Is your noticeboard updated regularly?</td>
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<tr>
<td>16.</td>
<td>Do you review your overdue toys regularly so they don't get out of hand?</td>
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<td>17.</td>
<td>Do you have a procedure for getting back overdue or unreturned toys?</td>
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<td>18.</td>
<td>Do you have a policy for recovering bad debts?</td>
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<td>19.</td>
<td>Are your fines reviewed annually? (\text{ie. missing pieces, overdues, etc.})</td>
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<td>20.</td>
<td>Is your Toy Library registered with the Charities Commission?</td>
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<td>21.</td>
<td>Do you ensure you keep the Charities Commission up to date with your Office Bearers?</td>
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<td>22.</td>
<td>Do you ensure you file an Annual Return with Charities on time each year?</td>
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### Comments:

Your Operations Manual, Toy Express, The Office, Board and Regional Networkers are all potential sources of assistance if you find your library is in need of help in these areas.

\(\text{NB: upon payment of subs this year, you will be sent a cd with the Manual and WOF on it for you to use and refer to.}\)
Recruiting Committee

A common problem with many toy libraries (and other community groups) seems to be finding committee members and/or office holders. Here are some thoughts to consider.

Some of the barriers that may prevent members from joining:
- Sometimes it is the time of meetings
- The length of the meetings
- It seems like it is not fun
- People don’t want to commit ....

Check your constitution to see what it states as to committee size and number of meetings required per year. If these seem excessive, maybe consider changing (remember to do it at a General Meeting and notify members of proposed changes prior).

One option if you think the role of President/Chairperson is putting people off is that the committee take turns at chairing the meetings - this can be a good way to ease people into the role, but it does put more pressure on the secretary who tends to pick up some of the slack.

Could meetings be combined with a play session at the toy library or similar? This may avoid babysitting issues.

Possibly offer a pre-Christmas toy buying session for members where they can come along and choose personal purchases from Toy Express as a way to scout for potential new committee members.

Some toy libraries offer slight perks to committee like first dips on new toys, or a voucher for free toy hire each time they help at the toy library (you need to remember that committee shouldn’t be gaining personal advantage from their position, nor should the benefits end up costing the toy library too much in the way of lost revenue from hire etc, so keep the perks realistic and justifiable)

Another option is to approach local groups such as Lions, Church, Plunket, Parent Centre, etc and see if any of their members, or spouses would be interested in helping out with your small committee.

And yet another option would be to approach a neighbouring toy library and see if a merger is possible; maybe with a mobile service offered whereby one session is held in a different place to make it accessible to families in the wider community. (This option would need the approval of your members at a Special General Meeting)
If none of these thoughts work, then you really need to call a Special General Meeting in writing and telling all members that the toy library will have to close if a new committee cannot be found. At this point go to your local papers if possible, and blitz facebook etc if you know people with children on it in the area. At a special meeting, closure would have to be discussed and if that is what the members decide then you follow your constitution which *(usually)* states that any assets after bills are paid get distributed to like minded organisations.

Please feel free to contact the Office, and/or your local Board member or Regional Networker if your toy library is in this situation, as sometimes talking with someone else can help throw light on other possibilities.

Volunteer Welcome Pack

From: Exult, www.exult.co.nz

When someone agrees to be a regular volunteer with your organisation, you should take the opportunity to welcome them onboard and formalise the arrangement.

A Volunteer Welcome Pack is a good place to start and should include:

- A personalised letter from your Chairperson – thanking them for the commitment.
- A list of staff and committee members, including their roles and contact details.
- A list of other volunteers, including their roles (if applicable) and their contact details.
- A consent form asking permission to share their contact details.
- Information about your office hours and after hours access. This is especially important for volunteers who need access to your equipment or resources to complete their task.
- A position description (eg what they have agreed to do).
- A brief history of your organisation and your vision for the future.
- Information about any upcoming events including committee meetings, training days and volunteer social activities.
- Information about reimbursement policies. What expenses will you reimburse and how do they apply for reimbursement?
- A name badge, t-shirt, cap or some other item which makes them feel like part of the team.
- A copy of your latest newsletter or magazine.

Does your toy library have a Welcome Strategy in place for:

- New members?
- Library helpers?
- New committee?
Example of a Succession Plan

- Be careful not to dump and run. Set up a good filing system/structure that makes sense. Filing system should ideally be portable and note at library with who has it.
- Effective Handover
  - Face to face with previous person in the role (pref. w coffee 😊)
  - “beginners” committee – they get to come to a few meetings before given a job
  - Plan for a sustainable committee – retire half every 2 years with a re-election option
  - Use job descriptions (review 2-3 months before the AGM to ensure relevant)
- Retain outgoing members in advisory capacity (still attend meetings, but don’t go home with load)
- don’t forget the electronic data transfer – use a USB stick
- Expect resigning members to help find their replacement

Face to face with previous person in the role (pref. w coffee 😊)

Use job descriptions (review 2-3 months before the AGM to ensure relevant)
As there were only 40 responses received to our annual survey late last year, the results are not conclusive to share any trends with you at this time. We have reopend the survey for everyone to complete on Survey Monkey [www.surveymonkey.com/s/Y9XS6ZT](http://www.surveymonkey.com/s/Y9XS6ZT) Would be great if all your committee could submit their thoughts. The May Link will contain an analysis of the survey findings. Congratulations to Woodend Toy Library who won the Toy Express credit for completing and returning the survey on time.

**Inland Revenue**

Do you pay PAYE and/or GST?

A reminder to those libraries that need to file PAYE, GST or any other tax form with the IRD. The IRD is moving towards online filing. If you are paying PAYE, your library should already have been contacted by IRD, but if not, then you may need to contact them. You will be required to send them a letter from your President stating who your treasurer (or person your library gives authority to the toy library IRD accounts) along with a copy of the AGM minutes showing the motion appointing that person.

A handy hint to avoid problems in future years is to make a note on your committee file that after each AGM (or change of treasurer) you ensure that a new letter is sent to IRD so that there is always a current committee member who is authorised to deal with your toy library’s tax matters.

If your toy library is interested in attending/hosting a regional meeting, or having an individual visit, please let us know. Our Regional Networkers and Board Members are only too willing to talk and meet with libraries if at all possible and look forward to receiving an invite soon.
Spotlight on a Toy Library - Temuka & Districts

Each issue we hope to profile some toy libraries – many thanks to those who have already sent in information about yourselves to share; an invite goes out to all our other members to feature in this section.

Plunket Temuka and Districts Community Toy Library is situated at 72-74 King Street Temuka; and is fortunate to have a dedicated space attached to the Plunket rooms. It is open Wednesday’s and Saturday’s 10-11.30am, catering for families with children aged 0-6. It has been operating for 11 Years. Currently has a membership of 55 and employs a paid Librarian.

We are mainly funded by Members fees and grants also fundraising

It has been a great year for the toy library. A highlight for our library is securing committed committee members as we have struggled in this area over the last few years.

Our goal for 2013 is to increase our profile of our Library so as to increase our membership.

We keep track of toys and borrowing by: Doing a rolling stocktake and having an updated computer inventory. Contact with members when toys become overdue and arrange for their return.

Party Hire: Bouncy Castle, which is hired to members for $50.00 and non-members for $70.00 and our Water slide - $35.00 for members and $55.00 for non-members. Both are hired with a $30.00 bond. Discount offered for a package of toys for parties.
Popular toys include:
- Roller Coaster (we have 2)
- Exersaucers (we have 5)
- Ride on tractors (a variety)
- Little People Sets
- Handy Manny and Dora

Duty Members:
If a member is a helper they are required to do 3 duties per year. Members put their own names on the roster if they don’t show the Librarian rings to see why – if reason acceptable they are asked to do an extra duty or $15.00 fine. This works well. Majority complete all duties. No internet available at toy library. This is something we may look into in the future.

Fundraising
Cookie time biscuits – great fundraiser and easy for members to participate.
- Annual raffle – with great prizes. (A good amount of time is spent sourcing top prizes – which made this very successful).
Putting a profile sheet with photos about your toy library when applying for grants.

Promotion
Putting a discount voucher in Plunket packs that the Plunket Nurse gives to all new mothers – and other mothers.

Words of Advice to others
Having good committee members helps. Take every opportunity to be part of community events – it lifts your profile and you have the opportunity to give back.
We put a great deal of effort into our packaging and display of toys – our library looks great and we are super proud of our Library.

Patrick Marshall who went in the Santa Parade dressed in one of our hire outfits
Tuatapere Toy Library rents a room at 15 Orawia Road, Tuatapere, in Southland. Hours are Tuesday 930-11 and Friday 230-4 and caters for families with children aged from birth to 10 years. There is a volunteer Librarian, volunteer Co-Ordinator, 7 committee members and a total of 26 members currently using the library; which has approximately 550 toys.

**Fundraising:** Our main fundraising consists of Catering events around the district.

**2012 was a great year with the highlight being new committee members and a constant membership**

**Our goal for 2013 is to purchase a new computer for our toy library.**

**We keep track of toys and borrowing by having a fantastic volunteer librarian and a well organised cataloguing & issue system.**

**Party Hire:** We do large toy hire for parties - $20 for 10 toys for 24 hours

**Our Most Popular Toys include:**

- V Tech Globe
- Nintendo Wii
- Water play tables
- WOW toys
- Exersaucers

**Duties:** We have a roster/nonroster option to membership. Members choose to do Tues or Fri. Make the toy library a fun & friendly place for your members and show appreciation to members that go the extra mile by giving them vouchers to use (eg DVD voucher or free electronic hire voucher)

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Spotlight on a Toy Library - Tuatapere

*Each issue we hope to profile some toy libraries – many thanks to those who have already sent in information about yourselves to share; an invite goes out to all our other members to feature in this section.*
Online Presence: We send out e-newsletters and a facebook page - check us out
www.facebook.com/Tuatapere.Toy.Library

Words of advice?
Invest in a bouncy castle!

Final Word
It’s all worth it when you see the excitement a trip to the toy library brings a child.

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Toy Boxes

Has your library thought about borrowing a toy box?  

2 types to choose from:
- Preschool
- 5-8 years

Contact the Office Today:
Phone: 0800-148-697
email: office@toylibrary.co.nz

Bookings for 2013 now open

$100 bond for 5 months hire
Approx 30 toys per toy box

Upon complete & clean return,
$60 refunded ($100 bond less $40 hire cost)
The Upper Hutt Toy Library is a non-profit community organisation, established in May 1991, with the aim of providing a wide range of educational toys, games and puzzles designed to aid the mental, physical and social development of children. At 19th October 2013, our membership consisted of 234 local families and catered for 400 children (approx.). Our membership catchment covers from the base of the Rimutaka Hill, down to Silverstream bridge, across from Judgeford to Whiteman’s and Mangaroa Valley’s.

The current annual subscription is $50.00 for General membership or $40.00 for Special Needs membership. We offer a 6 month membership for $30.00 and a 5 trip membership for $20.00 (this is valid for 2 years). The Toy Library is managed by a Committee consisting of 5 volunteer members and one paid Librarian who has the responsibility of running each Toy Library session, with the help of volunteers. We are not, as some presume, part of the services the Upper Hutt City Council provides to the community, nor are we part of Plunket.

The services that our Librarian provides are important to the smooth running of the Toy Library and provide a stable "public face" to our organisation. She is able to aid parents with choosing toys that are suitable to the child’s age and developmental stage and is familiar with all the items stocked by the Toy Library.

The majority of our items are purchased via funding grants from various sources as well as fundraising, although we do occasionally have items donated to us (usually second-hand). The stock available for rental is in excess of 900 items, ranging from basic 3 piece jigsaws to ride-on Roller Coasters. Toy rentals range from 50c. to $5.00 per item and we have one $10.00 rental for a large activity climber.
Toy Libraries in the News

North Shore Plunket Toy Library: Raising awareness of a valuable community resource

February 2013

Understanding what toys are best for your child and where to get them is an ongoing concern for any parent. That’s where the North Shore Plunket Toy Library - an affordable, fun, dynamic local resource for you and your family – comes in!

The NSPTL provides stimulating and educative toys for under-6’s, ranging from baby basics like exersaucers and Fisher Price essentials right through to bikes, scooters and Lego for ‘big’ kids. There’s something for even the fussiest pre-schooler (or parent!), and you don’t have to be a Plunket family to join. For a one-off yearly rate (which starts as low as $95), members can borrow toys, dvds, games and puzzles on a weekly basis.

Says NSPTL President and mother-of-two Rebecca Sullivan, “Now is a really exciting time to join. We’re constantly adding new toys, and can offer very competitive rates due to our exclusive relationship with Plunket. With over 1,200 toys you’ll always find something you’ve never seen on the shelves before!”

At just 18 years young, the NSPTL held their first Family Fun Day inviting both member families and the public to enjoy various stalls, ride on toys, and a fabulous Mitre 10 bouncy castle. The committee behind the Toy Library also work very hard in supporting and partnering with local businesses such as Rhythm Café, Benefitz, KBL Joinery, Migun Wellness Clinics, and many more.

Like the NSPTL on www.facebook.com/TheToyLibrary and be in the loop for competitions, spot prizes and news on the various going’s on. You can visit the Toy Library at 1 Sidmouth Street, Mairangi Bay (the old Mairangi Bay Plunket clinic) during one of the three weekly sessions Friday & Saturday 9:30 – 11:30am, or Sunday 3 – 4:30pm.

“Serving North Shore families is what we’re here for”, says Rebecca. “The more member families we can provide with top-of-the-range, educational toys, the better a job we know we’re doing.”

“We held a sausage sizzle, pre-loved stall and bouncy castle on the library premises and used the playground on the other side of the road to set up a ride on area, as well as ‘fishing’ and a colouring in table. This proved successful as it’s one of the more popular playgrounds in the city with it being fully gated, so drew a lot of the playground visitors across the road. Though the enormous Mitre 10 bouncy castle was a drawcard in itself!”
Gisborne Toy Library moved to new premises late last year.

We hope that everyone is enjoying their new library.

And a big welcome to our newest Toy Library –

Bream Bay Toy Library (Ruakaka) has just joined the TLFNZ and is well on the way to starting.

Planned opening is Mid-March.

We wish you all the best with your opening preparations.
The T G Macarthy Trust is celebrating its 100 year anniversary with a special one-off contribution of $40,000 to 40 toy libraries across the lower North Island, says Public Trust Chief Executive Graeme Hansen.

From left: Irene Mosley National President of the Toy Library Federation, Rori, who was celebrating her 5th birthday, and Graeme Hansen Chief Executive Public Trust.

“The T G Macarthy Trust is the oldest and one of the largest charitable trusts in the Wellington region. It has given $61 million to more than a thousand education providers, charitable organisations and community groups since its establishment in 1912.

“This year alone the trust is distributing $2.8 million to hundreds of local charities, schools and other educational institutions. Many small community organisations like the toy library that are supported by the trust will benefit their communities in a significant way.

“None of this would be possible without the foresight of Wellington businessman Thomas George Macarthy to create an enduring legacy.” Mr Hansen said.

Thomas George Macarthy was a successful Wellington businessman who established the trust in his will to benefit charitable and educational causes within the old Wellington province. The trust continues to support a number of different causes related to children and families in their community.

As successful as Mr Macarthy was in business, that success has been eclipsed by the sheer magnitude of his charitable giving. Few people have made such a large and sustained contribution to communities in the greater Wellington region as Mr Macarthy.

Public Trust is the trustee of the T G Macarthy Trust, providing it with investment expertise as well as administering applications and payment of grants.
QUESTIONS FROM MEMBERS

Have you checked the forum out lately? (www.toylibrary.co.nz) and have you been onto our facebook page to see what others are doing and asking?

Here is a selection of questions being asked by members - please share your thoughts with others, either through the forum, facebook, or send them into the Office to share with others in the next issue.

? Whakatane is in the possible process of looking at building our own toy library on leased land. For those who were at conference and heard our story we have now managed to secure our current commercial premises for a year thanks to funding from Southern Trust and NovaEnergy. We now are in talks with a local church with land but would be keen to hear from or talk to toy libraries who have been through this process. Where to start? What to do or not to do? Any and all advice great accepted

? Nelson: We are looking at buying some Sylvanian Family sets for the first time. Has anyone had some experiences with that? What’s your opinion?

? Anyone have any magic tips on how to clean, and keep clean, wooden toys like blocks & trains? They get so sticky & tacky to touch and we just can’t keep them clean!

✓ We tried white vinegar/water solution 1 part vinegar 1 part water give them a light scrub I know at kindy’s they oil their blocks which is supposed help with the blocks and reduce the stickiness
✓ I know we wipe these down with baby wipes from time to time
Handy Hints:

Contact your local plunket nurse, speech therapist, playgroups, etc and enthusiastically tell them all about your library- they will then be more likely to recommend you to their clients.

Put a poster or pamphlet into your local book library, plunket rooms, playcentre, kindy, shopping mall noticeboard....

Check and update posters and pamphlets you’ve put in your local library, parent centre, playcentre, etc. It’s surprising how many of these places have out-of-date information!

A great website to keep an eye on with lots of good information for toy libraries. www.socialdevelopment.org.nz You and your committee may like to subscribe and receive your own regular updates.

Consider joining Techsoup to keep abreast of special offers on software and refurbished computers. They also offer webinars on a number of topics that could be of interest. www.techsoup.net.nz
Any nonprofit manager can browse the web and look for grant opportunities for their projects. It’s the writing part that can prove a little trickier.

Grant writing is one of the more frustrating aspects of the funding seeking process. You can pour all of your time and energy into a proposal only to see it rejected with seemingly little thought. While there is no surefire way to ensure your proposal will be accepted 100 percent of the time, there are some ways to increase your chances of success.

In "Nonprofit Management 101," Tori O’Neal-McElrath, director of institutional advancement at the Center for Community Change, listed nine dos and don'ts for the grant seeking process that will give your proposal the best possible shot of being accepted:

- **DO** take the executive summary portion of the proposal seriously. It is often the first section that gets read.

- **DON’T** make your problem statement so bleak that it creates the perception of no hope.

- **DO** get your facts straight. Make sure your data is up-to-date and as accurate as possible.

- **DON’T** let a grant-writing consultant develop your program plan. The person can write the grant, but staff needs to develop the program.

- **DO** follow the grant guidelines as specifically as they are articulated. Never use a “one size fits all” approach to seeking grants.

- **DO** contact the funding institution and speak or meet with someone about your organization and/or program before submitting the proposal. *(if appropriate)*

- **DO** think of everyone -- funding institutions included -- who invests in your organization as partners.

**DON’T** try to convince a funder to invest in your nonprofit if you do not fit within their specific areas of focus.
Flags - We now have some available for sale

The Office still has a limited supply of OPEN Flags for sale $189 each - 1800x900mm printed polyknit with double stitched hems, side sleeve and top sleeve.

We also have a "Play is the Way" flag available (these have the office 0800 number and www.toylibrary.co.nz website written on them) Cost $300.

You will need to order your own stand and poles from either Adams Flags & Accessories (www.admasflags.co.nz) or your own local supplier.

Our new flags are available for toy libraries to hire $15 per week plus return freight. $50 bond payable to secure booking. Contact the Office to book one for your next fundraising or promotional event.

For the full range of promotional material available from TLFNZ see the website www.toylibrary.co.nz or contact the Office today to discuss your requirements.
Promotion - Toy Library Awareness Week

We all know how fantastic toy libraries are, but did you realise that there are still many out in the wider community that have no idea that we exist, or what we do????

So it’s really important to keep promoting ourselves in our local and wider community - to spread the word that we do exist and offer a fun and valuable service to young families and that “Play is the Way.”

The annual Toy Library Awareness Week (1st week of March) provides an ideal opportunity for toy libraries to focus on getting the word out there to their communities - have an open day, invite other pre-school leaders/groups to visit, go speak with local groups such as Rotary/Lions/Council and in the process of raising awareness you may find that you will also increase membership and open up possible fundraising/ funding/ sponsorship opportunities. An Awareness Pack was sent at the end of January with ideas and a press release. We hope everyone promotes and takes part in the National Pay Challenge.

Hi there toy library ladies,

In the mail today I got the awareness week pack from Federation. It's awesome! Man those ladies on the board impress me with the great stuff they come up with - it's going to be SO easy for us to get out there and look fantastic.

It will be easy enough to copy the play challenge and give to members (and potential or aspiring members)

We might also issue chalk? I'm thinking we could offer our library members a prize for the best photo of their chalk art, or they could do it on our footpath outside the library? All ideas running around to offer to my committee.

I'm planning on taking a few photos - kids with birdfeeders, chalk pictures and 'being a ball' activities will be great to put to our local papers.

We are very fortunate to have some creative and resourceful people on our board who have done a great job of designing and preparing these resources. Please remember to let them know how you got on with awareness week 3-10 March.

Speaking of the date we may give out the play challenge to our community at a local promotions day where the whole town turns out and we have our bouncy castle there? Again brainstorming for the committee... they'll be thankful I'm sure???

Thanks Susie for sharing your thoughts.
Play Challenge for Toy Library Awareness Week 3-10 March

How many activities can you do during the week? Tick them off, fill in your answers, and return to your local toy library to enter the draw for a mystery toy. Entries close on 16 March 2013.

☐ Lie on the grass looking up at the clouds and see what you think the clouds look like. Get someone to write down what you saw. ______________________

☐ Help your child make a simple bird feeder and count the number of birds eating from it. ___

☐ Draw a picture with chalk on the footpath. What did you draw? ________________

☐ Play a game of “tidy the room” to the song of 12 days of Christmas. Changing the words to the “12 minutes of Tidying” e.g: (12 pieces of paper, 11 things with blue on, 10 items of clothing, 9 of my books, 8 green pieces, 7 stripy bits, 6 yellow toys, 5 of my choice. 4 round bits, 3 tiny squares, 2 from under the chair and 1 toy library toy.)

☐ Curl up with a family member to read a book – What was it called? ________________

☐ Make up a story by each person saying two words at a time to create the story. (You will be surprised what small children can come up with, with this game)

☐ Visit your local toy library and borrow a puzzle to work on together. Or cut out a picture from a magazine, or even a shopping flyer; cut it into easy shapes and then work together to remake it. (Glue your picture to cardboard before cutting to make it more durable). What was your puzzle a picture of? __________________

☐ Play Musical Cushions, Simon Says or Statues – my favourite was ________________

☐ Make a guitar using a plastic container with rubber bands stretched over it or a shaker using a plastic jar with lid, filled with stones to shake> What did you make? __________________ Or you could check out the musical instruments at your local toy library & make your own band.

☐ Play a board or card game with 2 others – even preschoolers can play these games. It helps with coordination and teaches sharing and working together. (Good ones to start with include snakes and ladders, snap, or Slamwich) - you might even like to make your own board game. What did you play? ________________

☐ Bounce a ball then pretended to be a ball and jump, hop and skip around the park or backyard

☐ Visit the toy library with a friend – return your form to your local toy library before 17 March to enter the draw for special toys of your own. (one prize to be awarded nationwide)

You may like to offer a play challenge like this one at other times during the year?
WHAT DO YOU GET FOR YOUR SUBS?

✓ National Office support
   (Including a 0800 ph # for your convenience)
✓ Operations Manual – an update disk will be sent when this year’s subs have been paid
✓ Stationery supplies
✓ Bulk Insurance scheme
✓ Toy Library Link Newsletter
✓ Regional Networking support
✓ Toy Express/Toy Buying service including –
   Toy pack
   Newsflash emails
   0800 phone # for your convenience
✓ Bulk Lottery National Community funding
✓ Publicity resources
✓ Biennial Conference
✓ National database of Toy Libraries
✓ Board members willing to help your library.

As set at last year’s AGM, membership to TLFNZ for 2013-14 will comprise of a base fee of $87.40 and a levy of $1 per family; with no levy charged for the first 19 members enrolled during 2012 and capped at 250 members enrolled by the library during 2012. These rates are inclusive of GST.

An email has been sent to toy libraries requesting members to advise the Office of membership numbers for 2012. If your library has not already sent this information in, please do so asap. Subs invoices will be sent via email on 1 April.

THE PROBLEM WITH CHILDREN IS THAT YOU HAVE TO PUT UP WITH THEIR PARENTS.

source unknown
DO YOU NEED A STORAGE SOLUTION? 
TRY DRAWSTRING BAGS

Great bags to use for storing books, toys, dress-ups, puzzles 
and games for children of all ages.

Visit our website www.shirleytoylibrary.co.nz for a order form

or

Please contact Debbie our bag co-ordinator for any enquiries
bags@shirleytoylibrary.co.nz

Our Drawstring bags are:

➢ Made from strong, 125 micron plastic 
with 'air holes'
➢ Industrially sealed
➢ Enforced with extra strong cloth tape
➢ Non-fraying string with toggle 
fastener
➢ Fluorescent warning sticker attached 
for child safety

We are a non profit organisation and all 
money raised is re-invested into the 
library.

We offer a fast turn-around and DO NOT 
charge GST.

Prices: 

- $1.90 Extra small
- $1.50 Small
- $1.90 Medium
- $2.50 Large
- $4.50 Extra Large
- $5.00 Dress up

Ideal for storing: 

- small pieces for family play toys
- bath toys and puzzles
- Board games and crafts
- Farm set, dolls house etc...
- toy trucks and dolls houses
- fancy dress costumes

Measurements: 

- (200 x 300mm WHITE)
- (300 x 450mm GREEN)
- (375 x 500mm RED)
- (450 x 750mm YELLOW)
- (660 x 1000mm BLUE)
- (660 x 1000mm + hanger)
Hello everyone and welcome back for 2013!

Over the holiday break there has been a change of Toy Buyer for Toy Express. I would like to take this opportunity to introduce myself. My name is Heather Lindsay and I live in Broad Bay which is situated next to the Dunedin Harbour on the Otago Peninsula. I have one daughter named Mikayla who is 4 ½ years old. When she was about 9 months old I decided to join the Caversham Toy Library, and it didn’t take long for me to realise the value of the service that toy libraries provide. I joined the committee taking on the role of Treasurer which I still hold, never realising where it was going to lead me! As well as being hands on in a toy library, I also bring to Toy Express over 20 years of retail experience and have been involved in Playcentre. I have a particular interest in children’s development and in toys, and in particular I like to look for the play value of a toy and the quality of a toy. I am excited to be taking on this role and I look forward to being able to supply you with some great toys for your toy libraries. I will be attending the Toy Fair in May so I hope to be able to bring you some fantastic new toys and great specials from that.

I would like to thank Lisa Taylor for the wonderful job she has done with Toy Express (she has left me some big shoes to fill!) and for all her help in the handover.

In my role as Toy Buyer I am able to offer Toy Libraries:

- sourcing the **best quality toys at the best price**
- regular information including new products, specials and general toy news
- a supportive point of contact for members of TLFNZ regarding toys and toy related issues
- quotes for grants
- ordering toys
- replacement parts
My hours are 10am–2pm Monday to Thursday. You can phone 0800 148 699 or 03 4781182, or email toyexpress@toylibrary.co.nz. If you phone out of hours please leave a message and I will phone you back as soon as possible.

If you are a new toy buyer, please contact me with your email details so I can send you regular Toy Express flyers and provide you with the details to access the Toy Express Online Toy Pack.

If you need any help at all in relation to toys, please don’t hesitate to contact me. Also I would love to hear about your favourite toy library toys. If you have a popular toy which is always on loan, I would love to know so I can feature it in the newsletter so other toy libraries might benefit from stocking the same toy.

Spare Parts

Toy Express may have that piece your members just can’t seem to find.

Contact Heather today to see if she can source that elusive part and make your toys complete once more.
New Products from Little Tikes

Little Tikes Play 'n' Scoot Pirate Ship

ARRR Matey! Get ready to set sail with this exciting 2-in-1 foot-to-floor, ride on pirate ship playset! Remove the deck hatch, pull up the anchor, grab a seat and ride out to sea! Kids can store the accessories in the hatch when pirate play is done for the day!
Recommended for ages 18mths to 3 years.
Available NOW!

Little Tikes Attach 'n' Play Basketball Set

The Attach 'n Play Basketball set fits easily over doors! The adjustable over the door strap adjusts to 3 different heights, perfect for beginners! The Attach 'n Play Basketball set also includes a junior basketball and the hoop and net fold for easy storage. Recommended for ages 2 to 4 years.
Available March 2013

Little Tikes Roll 'n' Pop Vac

A play vacuum cleaner and play hand vac in one! Kids love to imitate the world around them, and now they can vacuum when their parents do. Fun popping sounds encourage movement. A great toy for combining imagination and active, physical play.
Recommended for ages 18mths+
Available March 2013

For more information and prices on these, or any other toys, please contact:
Heather Lindsay, Toy Buyer
toyexpress@toylibrary.co.nz Phone 0800 148 699
Office Hours: Monday-Thursday 10am - 2pm
Science and Discovery Toys

Young children are naturally curious and constantly exploring the world around them. At no other time in their lives will they possibly be so eager to learn about their environment making this the perfect time to help them to expand their understanding of the world and how it works.

Science and discovery toys are about exploration and discovery, problem solving, responsibility and wonderment. There is a whole world of lessons just waiting to be learnt. Children will benefit from playing with science and discovery toys in a number of areas. Some of these benefits include:

Intellectual benefits
There are often specific steps that need to be followed in order for an experiment to work. By doing this, children will develop skills in the areas of concentration, listening, and logical process. As these skills develop, children will start questioning how and why things work the way they do, and begin to develop their own problem solving skills. Science and discovery toys will also encourage children to question strategy and reasoning, helping to contribute towards the skills required for true creative thinking.

Physical Benefits
In a general sense, science and discovery toys usually require fine motor skills. These skills are the ability to make small or ‘fine’ movements with your body. Just as children require fine motor skills to write, draw, or play an instrument, fine motor skills are also required (and developed) in turning gears, playing with magnets or inserting shapes into a shape sorter.

Emotional and Social Benefits
It doesn’t matter what the toys are, science and discovery toys will provide children with a chance to question cause and effect - starting at a physical level, and then at a personal and social level as well. Science and discovery toys introduce the idea that personal actions have an effect on other people and other things, and at a young age children are aware that they share responsibility for something bigger than themselves.

Fun and science can go hand in hand and this is where toy libraries can help by having a range of suitable toys that encourage exploration and discovery. Here are a few ideas to help you with your range of science and discovery toys.

If you would like to reproduce this article to use in your own newsletter to your toy library members, or to assist with a funding application, please email toyexpress@toylibrary.co.nz for a copy.

To find out prices or to place an order please contact Heather at Toy Express - toyexpress@toylibrary.co.nz or phone 0800 148699.
**Science and Discovery Toys**

**Babies**

*Crawl and See Me Centre*
Plenty of mirrors for babies to explore, this product should keep young ones occupied for a long time, while learning more about their own features by looking in the mirrors. When opened, the centre measures 100cm long and 11cm wide. Made from foam and covered with colourful vinyl. Ages 6+ months

**Little Tikes Activity Garden**
Babies and toddlers will love playing in this multi activity centre. The play centre easily transforms without tools into an open, two-sided play centre. The double sided play panel features a mirror, clock, ball shaker, movable clicking bugs, and a telephone. Includes a shape sorting mailbox, working shutters and a telescope. Dimensions when play area is closed: 84.45 x 64.8 x 63.5cm high, when play area is opened up: 128.27 x 64.8cm x 63.5cm high. Ages 6+ months

**Toddlers**

*Butterfly Gear Board*
This rainbow-coloured gear toy is twisting, turning, changing fun! With their bulky, notched shape, the colourful gears are easy for children to fit onto the colour-coordinated pegs . . . then rotate, remove and rearrange. Toddlers will be fascinated by the colours, movement and sweet butterfly artwork on this charming toy.

To find out prices or to place an order please contact Heather at Toy Express – toyexpress@toylibrary.co.nz or phone 0800 148699.
Visual Explorer
These 19.5 x 0.5cm thick durable plastic frames contain either an unbreakable mirror, a see through acrylic coloured panel in red, yellow and blue or a multi-faceted panel. These sets of 5 frames are great tools for observing, experimenting and drawing conclusions about light, colour and reflection. Includes an activity guide. Ages 2+ years

Kaleidoscopic blocks
Add a colourful dimension for light and fun to any building and stacking activity with this innovative set of blocks. Wooden cubes encase multicoloured acrylic prisms, offering fascinating glances through the coloured prism. Each block measures approximately 5 x 5 x 5cm. For 12 months plus.

Older Children
Science Encounters
Set of 12 alien counters with varying attributes and detachable arms. Use them to explore basic scientific principles such as movement, sink/float, magnetic response and more. Includes a 16 page activity guide. For 5 years plus.

To find out prices or to place an order please contact Heather at Toy Express - toyexpress@toylibrary.co.nz or phone 0800 148699.
Colour Mixer Glasses
This pair of glasses has lenses that slide in and out of the top frame so children can mix colours. For example, use a red lens and a yellow lens to 'see' in orange. Comes with 6 coloured lenses (2 each of red, blue and yellow) and 2 'bug eye' lenses. Ages 4+

Tuzzles Magnifier
Students can investigate various objects up-close with this Magnifier Investigation Box. Examine and compare the textures, the colours and the shapes of both natural and man-made objects and discuss their findings. The box measures 30 x 20cm. Ages 4+

Big Optics Workshop
A fabulous workshop for discoverers of colours and shapes – the optical effects are simply fascinating! There are many things to discover: exciting patterns of colours, shapes and impressive motion effects. Even everyday surroundings look very different with the optical blocks. Includes a mirror block, faceted block, jiggling block, colour spinning top, big colour bender, kaleidoscope, 2 effect blocks, moire block, a prism with 4 picture cards and a cinema block with 4 animal tiles. For 3 years +.

To find out prices or to place an order please contact Heather at Toy Express – toyexpress@toylibrary.co.nz or phone 0800 148699.

Does your toy library stock these toys? Do you find they’re on your top toys list? What other Science & Discovery toys have you found to be extremely popular – we would love to hear, so please drop us a line.
All about the TLFNZ Toy Boxes

While Toy Boxes are primarily for new and struggling toy libraries; some established libraries may like to borrow them as well.

They’re a great idea to have if you would like to increase your toys or membership, or are waiting for a grant to arrive to increase your toy numbers. Any toy rental you earn from their use is kept by your toy library.

What is in a Toy Box?
We currently have 6 preschool sets and 3 sets designed for 4-8 years.
Each Toy Box Set has approximately 30 toys, and comes packed in two large boxes.
Each toy is appropriately packaged
You also receive a set of Family Issue Cards, List of Contents, and a description of the toys within the set.

When can we have them?
We have 2 hire periods each year
20 January – 25 June, and
5 July – 10 December

How much do they cost?
A $100 bond needs to be paid before the toy box is sent to your library.
Provided all toys are returned in clean and tidy condition at the end of the hire period, $60 is refunded to you. If there is a missing piece, the fine is $5, unless it is a crucial piece (meaning the toy can’t really be used without it). In this case we would negotiate a suitable solution.
The remaining $40 is kept by TLFNZ and goes towards freight and handling costs.

How do I book one?
Contact: TLFNZ Office
office@toylibrary.co.nz
Ph: 0800148697

or
Diane Pitcaithly
toybox@toylibrary.co.nz
Ph: 09 5757 376
Keeping donors

Notes taken from a webinar 2012  www.aherncomm.com

When thanking someone for their support
  Change from "we did this, we did that, we are amazing and thankyou very much...
  "We" is not the right word; instead turn it all around and use "You"

Consider how the difference in your wording will sound to someone eg
  How our funds support.... c/f how your gifts support....

Donors stay loyal because they're learning- you're taking them on a journey. Treat donors
  as part of the family.
  "with your help all these amazing things have happened.....
  "the generosity of you, our donors, is one of our greatest blessings.... your support
gives us the resources we need to bring innovative solutions to ....

You ask, you thank, you report
  Appeals, thanks, newsletters - flatter flatter flatter all the time.

Write a Because of You letter:
  Dear.....
  Because you are one of our beloved donors....
  Because you've chosen to make toy libraries a cause you support locally to the
  benefit of everyone...
  Because your charity helps fund new equipment for us
  Because of all that i'm writing to thank you again. I'm also writing to humbly add We
cannot do it without you

Consider welcoming new donors onboard with a welcome package eg

St. Jude’s welcome package

- #10 envelope: THANKS! Your St. Jude welcome materials are enclosed.
- Personalized, one-sided letter (for $10 gift) gushes, “I’ve just received the marvelous news – you’re the newest
  member of the St. Jude family.” Marlo Thomas
- P.S.: “I know there are many worthy charities that ask for your help. Please know how honored we are that you’ve
  chosen to support the work of St. Jude.”
- Inserts: thank you from patient, thank you from parent, small notepad, reply slip with a gentle ask for “extra gift”
There are some changes ahead for charities - new financial reporting standards are being proposed, and are likely to take effect in the 2015 financial year.

Once the proposals are finalised, registered charities will have a new "template" for filing Annual Returns (required to keep your charitable status), which will include some “non-financial” reporting on progress with fulfilling your charitable aims.

Help is at hand for charities though, with understanding what’s been proposed, and finding out how to have your say about the proposals.

The Department of Internal Affairs’ Charities team, the External Reporting Board (XRB) and Angoa have teamed up to run free workshops to explain the proposals, and how they might affect your charity. You can also ask questions, and talk with colleagues in the sector, to get their views. The workshops run right across the country, from 1 March to the end of May, and are for three hours (morning or afternoon).

If you are the person who prepares your charity’s accounts, we encourage you to register now to attend a workshop in your area. We also encourage you to pass the word along to colleagues in the charitable and wider non-profit sector, and persuade them to attend a workshop as well.

- Gisborne: Friday 1 March 2013 (12.30pm-3.30pm)
- Wellington: Monday 4 March 2013 (9am-12pm, 1.30pm-4.30pm and 5.30pm-8.30pm)
- Whangarei: Tuesday 19 March 2013 (9am-12pm)
- Auckland: Wednesday 20 March 2013 (9am-12pm, 1.30pm-4.30pm and 5.30pm-8.30pm)
  Thursday 21 March 2013 (9am-12pm and 1.30pm-4.30pm)
- Hamilton: Monday 11 March 2013 (1pm-4pm)
- Tauranga: Tuesday 12 March 2013 (9am-12pm)
- Rotorua: Wednesday 13 March 2013 (9am-12pm)
- Napier: Wednesday 3 April 2013 (1.30pm-4.30pm)
- New Plymouth: Wednesday 24 April 2013 (1pm-4pm)
- Wanganui: Friday 5 April 2013 (9am-12pm)
- Palmerston North: Thursday 4 April 2013 (9am-12pm)
- Lower Hutt: Tuesday 5 March 2013 (9am-12pm)
- Christchurch: Wednesday 8 May 2013 (9am-12pm, 1.30pm-4.30pm and 5.30pm-8.30pm)
- Dunedin: Tuesday 7 May 2013 (9am-12pm)
- Invercargill: Monday 6 May 2013 (9am-12pm)
- Nelson: Thursday 9 May 2013 (1pm-4pm)
The Safekids Campaign is a collaborative child safety programme nationally co-ordinated by Safekids New Zealand in partnership with government and non-government organisations, sponsors and community-based coalitions throughout New Zealand. The 2012-2013 Safekids Campaign focuses on the prevention of Child Cycling Injuries.

**Child Cycling Injury Prevention**

More than 487 New Zealand children a year are hospitalised as a result of cycle-related injuries and an average of 2 children die each year from cycle-related injuries. Boys are over-represented in cycling related deaths, during the five year period 2003-2007 11 boys died compared to one girl. Boys aged 10-14 years are at greatest risk of fatal injury, accounting for seven deaths. Tamariki Maori boys are over represented in deaths following a crash between a motor vehicle and a child cyclist, accounting for half of all deaths involving a motor vehicle and a child cyclist.

**Be Smart, Be Safe, Be Seen**

**Key Safety Messages for Child Cyclists:**
- Be smart – plan safe cycle routes with an adult, the best riders are skilled riders.
- Be safe – no helmet no bike.
- Be seen – wear bright colours and use reflective gear.

**Key Safety Messages for Drivers**
- Slow Down and Look Out For Kids.

For more information go to: [www.mysafekids.org.nz](http://www.mysafekids.org.nz)

Check out: **Bryan & Bobby Series 2:**

Features “Helmet” (10 minute episode)

Targeting preschool and primary school age children. The episode focuses on the importance of wearing helmets. Also contains chapters on car seats, bus safety, fire safety, poisoning prevention, safe crossings, etc.

DVDs CAN BE PURCHASED for $9.95 at [www.bryanandbobby.co.nz](http://www.bryanandbobby.co.nz), click Bobby’s Market.
Dear Friends,
We hope that you had a wonderful Christmas break and that 2013 has started well for you.

It is our intention to add new material to the website every month. What follows are the additions for January.

The NOTICEBOARD

- We now have a direct link to our ITLA FaceBook Page. Remember to “like” our page.
- Request from Australia for information about Toy Library Management Software. Please send the information to info.itla@gmail.com
- Link to pamphlet - The Value of Play - UK National Toy Association on Play Plus Toy Library Website
- You Tube Video about Play in Hospitals - submitted by Helena Bergstrom, Sweden
- 4th Asian Conference - June 2013 Registration Form
- 13th International Toy Library Conference "PLAY FOR LIFE" will be taking place in Seoul, Korea in October 2014. Keep visiting the ITLA website for more information and START SAVING!
- Toy Libraries for the Children of Africa submitted by Rolande Filion, Canada with the collaboration of Ms. Madeleine Baillargeon
- Nepal Japan Children's Library Toy Library Proposal

RELEVANT ARTICLES SECTION (for members only):

Sub-section Toy Libraries:

Toy Libraries have fun, save money, build community by Julie Ozanne and Lucie Ozanne in PAMPLIN, COLLEGE of BUSINESS MAGAZINE, SPRING, 2011
This study focuses on the impact on children of parents’ support and use of toy libraries.

Sub-section Toys & Games:
Using Toys to Support Infant-Toddler Learning and Development by Gabriel Gayton published by the National Association for the Education of Young Children in "Young Children", September 2011
A good reminder for toy librarians, as well as teachers, of the skills that different play materials (both bought and homemade) develop.

Sub-section Child Development
Dr. Sergio Pellis examines the relationship between a child’s brain and behaviour during development.
The importance of rough and tumble play

Sub-section Education & Play:
This paper examines the reasons why poor children are less ready for school and evaluates three interventions for improving their school readiness.

Sub-section Adult Education & Training
National Association for the Education of Young Children (NAEYC) - Website
NAEYC is the world's largest organization working on behalf of young children with nearly 80,000 members.

Please send information about any articles you have read or relevant websites you have come across to news.itla@gmail.com

Use the same email address for any comments, negative or positive, about our website or the updates.

Greetings!
ITLA BOARD
From the Manual... Meetings

2.4.13 Types of Meetings
It is impossible to run a toy library without holding meetings of some sort. There are a number of different types of meetings and it is important that the Constitution/Trust Deed of the toy library specify how, when and why these meetings are held. Refer back to your Constitution/Trust Deed if you are unsure about the types of meetings your organisation is required to hold.

- Annual General Meeting
The Annual General Meeting (AGM) is held to review the activities of the toy library over the past year and to make plans for the next year. It is at this meeting that Office Bearers and committee members are elected. A Sample AGM agenda is in your Operations Manual: Appendix 4B
  - Why have an Annual General Meeting
    - To ensure open and transparent operations as outlined in the Constitution/Trust Deed
    - Accountability
    - To elect others to your committee
    - To be effective and successful, you need good people; these people must be elected.
  - Constitutional Requirements:
    - Most Constitution/Trust Deed will state that an AGM must be advertised, so many days prior to the meeting. (Refer to your Constitution/Trust Deed.)

Ensure that you:
- Advise all the members within the required time frame
- Place the advertisement in the Public Notices of your local newspaper if your Constitution/Trust Deed states this requirement. Alternatively, you can post the Notice of AGM at your Toy Library.
- Have your audited/reviewed accounts ready for presentation
- Fulfill your requirements for nomination of office bearers
- Have a copy of last year's AGM minutes and a report from the Chairperson

- Committee Meetings
The Constitution/Trust Deed should outline the structure of the committee, how it should function, how long members should serve etc.

Many toy library committees have a meeting time that is traditional, e.g. the second Monday in every month at 7.30pm. Many toy libraries setting up will meet on a fortnightly basis to keep the momentum going. Most toy libraries have an informal meeting structure for their committee meetings. The atmosphere is often relaxed and social needs are acknowledged, e.g. having fun, etc. Despite this, it is important that clear decisions are made and majority support is established. The chairperson should be sure that decisions have support and that they are recorded. If the group is not used to moving, seconding and voting on a motion it is good practice to adopt a “formal” resolution process for financial decisions and for decisions of some importance.

This may be done by the chairperson saying, “It is agreed then that.......?” and having the decision recorded. Try and keep the meetings short as often any meeting after 9.00pm is probably not as productive.

Sometimes issues arise that need to be decided upon when it is not practical to wait for the next face to face committee meeting. In more recent times, decisions have been able to be made and recorded by E-mail, while still in keeping with the Constitution/Trust Deed. For Guidelines for recording decisions via E-mail – see Appendix 4C in your Operations Manual.

- Social Meetings
It is a good idea for toy libraries to hold social type meetings perhaps in combination with an educational/fundraising purpose to build the morale of the toy library and the committee. Games nights, potluck dinners, girl’s nights out, family BBQ’s are good ways of getting to know your team.
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Upcoming Events:

2013:

Mar 3-10  Toy Library Awareness Week
April 1  Subs invoices sent out for payment
Late April  Expect to hear of Lottery success
May 1  Deadline for inclusions in the next Link
        6  Board Meeting
June 28  AGM and Training Day, Levin

2014:

June 27-29  Training Weekend, Invercargill

- Share your news with the rest of us. Send your photos and articles into the Office for inclusion.
- Volunteer your Library as a venue for a Regional.
- Consider becoming a Board Member or Regional Networker
- Check the website, forum, and facebook regularly.
- Use facebook, the forum and market place areas on our website to ask questions, advertise your fundraisers and buy/sell toys or parts.
- Keep the Office informed of any changes of contact details

Start saving and applying for grants NOW

Remember to keep an eye on funding deadlines within your own area. Check for possible sources from Fundview (which is often available free through local Council websites)
### Operations Manual
Remember to often refer to it for help or ideas. Limited supplies of hardcopies are available from the Office. An updated CD will be sent to libraries upon payment of subs this year. Download it onto your toy library computer for reference.

### Annual Return
If your library has registered with the Charities Commission then you need to send in your Annual Return within 6 months of your balance date. This return includes your financial report, along with any changes in Officers. If you have change of Officers during the year, you should also file the changes when they occur.

### Insurance:
180 Toy Libraries currently take part in the Insurance Scheme offered through the Federation. We are pleased we could help many toy libraries save money and make insurance cover simple to arrange. Toy Libraries can join the scheme at any time. Please contact the office if you have any queries. Insurance cover runs from 1 August 2012 – 31 July 2013.

### Funding Letters of Support:
Remember to get your Funding Officer to check Fundview (free access through your local library databases) for possible funding sources and closing dates in your area.

Most of the main funding providers have their own websites, so bookmark these and check them for close-off dates.

Contact the Office if you would like a letter of support for your funding applications.

### Publicity Resources:
We have Publicity Kits, Banners, Flags, and High Visibility Vests available from the Office for you to hire for your promotional events.

For more details see the Resources page on our Website or contact the Office.

### Toy Boxes:
Toy Boxes currently available for hire. A great way for small libraries to increase their toy stock. And a Great way to have a change of toys to offer to your members! More details check out our website, www.toylibrary.co.nz or contact the Office ph 0800148697.
Toy Library Federation - Stationery Order Form

Send to:
Toy Library Name: ____________________________
Contact Person: ________________________________
Street
Address: ____________________________________________
______________________________________________
Telephone: ________________________________

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<th>Item</th>
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<td>Family Borrowing Cards (Packet 50)</td>
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<td>Please circle - Pink, Green, Blue or Yellow</td>
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<td>Family Membership Cards (Packet 50)</td>
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<td>Toy Issuing Cards (Packet 100)</td>
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<td>Toy Master Record Cards (Packet 100)</td>
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<td>Bugs Are Mean Stickers (20 stickers)</td>
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<td>Please Clean Me Stickers (50 stickers)</td>
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<td>Plastic Bag Warning Labels (20 stickers)</td>
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<td>Toy Safety Warning Labels - under 3 years (60)</td>
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<td>Let the Children Play Stickers (20 stickers)</td>
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<td>A5 unlined Pads (with Play is the Way on them)</td>
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<td>Carry Bags (purple or green, please state)</td>
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<td>Pens &quot;Let the Children Play - <a href="http://www.toylibrary.co.nz">www.toylibrary.co.nz</a>&quot;</td>
<td>10 for $12</td>
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<td>Certificates</td>
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<td>Toy Library Pamphlet? (10)</td>
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<td>Colour Posters - A3</td>
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<td>Dad Bumper Stickers (for the car or wheely bin!)</td>
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<td>Become a Toy Library Bumper Sticker</td>
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<td>Publicity DVD</td>
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<td>Extra Newsletters - four editions for 1 year</td>
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<td>Open Flag (no poles or base)</td>
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<td>Play is the Way Flag (no poles or base)</td>
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<td>CD ROM of Set Up &amp; Operations manual</td>
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Postage is an additional cost, and will depend on size of order.
Place your order by phone 0800-148-697 or email office@toylibrary.co.nz
TLFNZ LINK NEWSLETTER
ADVERTISING RATES
(excluding GST)

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(current distribution = 240 copies NZ wide)

Discount for 3 or more consecutive advertisements.
Members qualify for 50% discount (n/a to colour ads)

Copy must be good quality and photocopy ready;
(Preferably as a jpeg or Word document.)

The editor reserves the right to adjust submitted material.

Deadline for inclusion: 1st of Feb, May, Aug or November.
Contact office@toylibrary.co.nz or phone 0800-148-697.

SIMPLE WAYS TO LOVE YOUR NEIGHBOUR

Neighbours Day Aotearoa 24-25 March is a great opportunity to get to know others in your community. Here are some simple ideas to get you started:

- when you mow your grass verge, do your neighbour’s as well
- bake something to give to your neighbours or invite them over for a cuppa
- start a neighbourhood library for things you and your neighbours are happy to lend or share (ladders, tools, books, toys, sports gear…)
- share home-grown produce or start a local community garden.
- ask them how to say hello in their language and practice greeting them.

Do you have a good idea? We’d love to hear it!
www.neighboursday.org.nz

BECOME A TOY LIBRARY
FAMILY TODAY!
Play is the way

5 good reasons to join a toy library

1. Access to quality toys for a minimal annual fee or weekly hire charge
2. Age appropriate toys always available
3. An opportunity to meet other families in the community and network
4. Volunteers on hand to help you and your children
5. Hiring is a good environmental option, reducing landfill waste from unused toys

Visit our website www.toylibrary.co.nz or contact our national office 0800 148 697 for details of a Toy Library near you.
NEWSLETTER CIRCULATION LIST

Date Received:

Please read, then circulate:

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