THE TOY LIBRARY LINK

Let The Children Play  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, and toy maintenance.

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:

2011 is rapidly drawing to a close, and like many, I’m hoping the next year will be a more settled year for everyone throughout the country. No more earthquakes, floods & other storms, oil spills, or any other disasters which seem to have been sent to test us!

It may be heading towards the end of the year, but there is still plenty to do and think about. I hope you enjoy this issue which contains several articles which are designed to get you thinking and maybe adapting some of the ideas for your library.

This issue also sees the beginning of a series highlighting different toy libraries around the country. Its always good to hear what others are up to. I invite you to send in an article about your toy library for me to put in an issue next year.

Over the summer break, I invite you all to do as I intend and spend a little time reflecting on your achievements this year, and recharging your energies for the year ahead.

But most of all, I wish you, your families and your toy library community a safe, happy and relaxing summer.

*Christine*

Let the Children Play
We have come to the end of another busy year at TLFNZ. A Highlight during the year was the AGM in Nelson in July. Having the opportunity to hear Kerri Tilby speak was great and I know the Board, as well as others there on the day, enjoyed the opportunity to learn some new fundraising techniques and plans. As a board, we are often helping other toy libraries solve situations, but we don’t often get a chance to learn new skills ourselves. For this reason we are really looking forward to the 2012 Volunteer training weekend, in Wellington. We really encourage you to start saving and plan to send at least two people from your committee to this weekend. The chance to hear good speakers and attend workshops with time to talk to other toy library volunteers is such a wonderful way to make running your toy library easier.

In this issue we have published some of the results from our Spring survey. It was great to have so many respond to the survey and to see that the majority of toy libraries feel they are coping well and running their toy libraries efficiently. It is a concern to us, the number of toy libraries that are feeling that they don’t understand some of the governance issues that we need to deal with these days. Please give the office, or any of our board members a call if you have any questions at all about your toy library charitable status, legal status, meeting procedure or compliance issues. We are all here to help and can access most information for you fairly quickly and help you work through the situations you are dealing with.

It was encouraging that far more toy libraries are understanding the role of TLFNZ and asking for help. A quick phone call to the office can save you a lot of time when you are not sure of something. It was also great to read that a much higher number are aware of our operations manual. This is a wonderful document that is designed specifically for you to use to help with the running of your toy library. If you would like a new copy on CD or a hard copy, please contact the office 0800 148 697.

Another highlight this year is the number of toy companies we have coming on board. Give Lisa a call at Toy Express to discuss your toy needs and do remember that Lisa can give you quotes for grant applications.

My daughter turns 18 this month and has just finished secondary school. The years have whizzed by. When I call in to our local toy library it seems like only yesterday that we had the ride ons and play sets in our front room, but in reality it is years ago now. As Christmas approaches, take time to enjoy your children, they will be grown up and leaving home in no time.

Merry Christmas and all the best for 2012

Irene Mosley
National President
With only nine months to go until our next National Training Weekend, plans are well underway! Below is an outline of plans to date. If you have any ideas or would like to be involved with this event please contact the Office.

- Dates set 3rd-5th August. This is not School holidays, so book some cheap airfares and block out your diaries now. **It is going to be a great learning and networking weekend for you all.**

- Full registration $300 includes basic accommodation (3 per room). If you are applying for funding remember you can’t purchase your air tickets prior to applying for funding. If you need more info on handing this situation please contact the office.

- Silverstream Retreat, near Lower Hutt has been booked for the weekend. All our events and accommodation will be on site. Accommodation prices are based on triple share basis. Some single rooms and other options are available on a first in first served basis and an additional cost.

- The timeframe of the weekend will be Friday afternoon until Sunday lunchtime so when you are making plans aim to be to arrive by 1pm Friday and plan to leave from mid afternoon Sunday to ensure you don’t miss out on anything.

- Pre-registration closes on **30 April 2012**, see form enclosed with this Link.

**Calling Hutt, Wairarpa and Wellingtonian’s –**

*We would love to have your help for this event.*

- Our training weekend committee is looking for people to join the committee. If you are able to help in any way please let us know now.
- **WHAT WE NEED**
  - people to help with planning as the weekend approaches
  - people keen to help during the weekend.
  - toy libraries that are prepared to open their doors and show-case their toy libraries to others.
- Please contact Christine at the Office if you can help in any way. You all have skills that would be helpful. **It will be fun and rewarding.**

**Start saving now to send as many committee members as possible!**

**YOU WON’T WANT TO MISS IT!! **
Thank you to those who completed the online spring survey.

Over 75 Spring surveys were submitted and the winner of the $75 toy express voucher for participating was Mt Maunganui. The Toy Express survey also generated a good response and the winner of that draw was Mornington.
If you employ a librarian, do you have on file....

Pleasing to see that most have a signed employment agreement and job description on file for your librarian. A health and safety plan is also required, so check your Operations Manual for a draft policy to use as a basis for preparing your own. Also great to see most are registered with Charities Commission. Please remember to file your returns to keep this status.

Is your Library Registered with the Charities Commission?

[Bar chart showing the breakdown of responses]

[Pie chart showing the breakdown of responses]
Do you feel that your Committee is working Effectively?

Some of the comments received included:

- need more members
- As a volunteer organisation, a great deal of the burden falls upon the committee members, and we are fortunate to have had some fresh and enthusiastic members join the committee.
- 4 of the 5 have been together for 2/3 years but we are really concerned that no one else is coming through
- As with most committee there is the core that does most of the work
- we are desperate for more committee
- It is hard to get an even workload over everyone. Some are more willing to help
- Like any committee there are certainly more members who do more than others but on the whole when it comes to fundraising everyone does a great job. I am sure there could be improvements in making the committee and the library work even more effectively.
- As any committee there are always members who put in more time and effort than others on the committee but it is working effectively when it certainly comes to fundraisers.
- there is always room for improvement. Our committee is getting old - we’re really working on getting in new blood every year. Most of us don’t even have preschoolers. However we do have a couple of grandparents who we call our ‘advisory’ committee members. They come to meetings and generally don’t say much, but are invaluable for setting the tone.
- we email regularly and communicate well at meetings and our paid administrator and librarian are extremely well organised. They do a lot to support us
- have new president and new lease of life!
- Always seem to never have enough time to fit everything in eg playcentre, home & school, work, kids etc, but we do govern quite effectively
- We are an almost all new committee & therefore we are still just finding our feet and handing over. I feel in the last couple of months things have slipped as we settle in.
- It seems that everyone is keen & supportive but no-one has enough time to do the extras and the Library is carried by one person who gets overloaded.
- Some action items don’t get actioned till after the next meeting!
- Fundraising commitment is getting weak, as we all have so many other jobs. It seems like committee people are enrolled in a lot of committees
- we don’t have a chairperson or vice at the moment and that can be hard
- could have more meetings
- difficulty getting a grants person
Subscriptions and Levies:

In the last issue we asked libraries to give consideration to your membership subscriptions and levies. As we indicated, the current rates of subs and levies to TLFNZ have not risen for a number of years and there will be a need to increase them to ensure that we do not run at a deficit. Discussion at this year’s AGM raised a number of factors and libraries were invited to send through their thoughts to the Office. To date, only one person has written in. At this stage, the Board have looked at a couple of options and believe that it is probably fairer, and easier, to stick with a base fee plus levy per family instead of moving to a series of fixed rate tiers, and will be presenting some options for your consideration early next year.

This year we have had a series of advertisements in Parenting Inc and believe that they offer some good information for families. They have given us permission to share their hot tips with you, and you are invited to sign up to their weekly email.

Making 'Sorry' Meaningful

When a child has done something they shouldn’t have, try not to focus too much on getting a particular word or phrase out of the guilty party’s mouth. The word 'sorry' alone, particularly when delivered in an insincere tone of voice, doesn’t necessarily restore the wrong that was done. A strong-willed child might also take that opportunity to refuse to apologise, turning an unfortunate situation into an extremely unpleasant one!

Expecting them to do something, rather than say something, acknowledges that a true sorry means doing it differently next time. So engage your child’s creativity, kindness, and desire to make things right. Ask them for some ideas on how things can be fixed, and encourage them to see these through.
Ensure there is ENOUGH money for SPECIFIC expenses on an ON-GOING basis.

So do you know specifically:

How much you need?
What you need it for?
How long you need it?

Look at your Budget – how specific have you listed your expenses – eg Admin – could be broken down further to stationery-pens…. once this is all identified out, it can be easier to find ways to fund them – eg if pens are a big part of the stationery requirements for your project, approach a bank or someone to see if they are willing to provide some (they get their name out there in return).

There are 7 key income strands:

1. Traditional Fundraising
2. Donations
3. Membership - ie subs
4. Sponsorship
5. Grants
6. Entreprenual - eg toy rentals
7. Contracts – maybe not appropriate for toy libraries

Memberships:

- Charge a reasonable fee – make it reasonable for what they get
- Every year review your fees and what is offered and raise it – frequent small increases can be justified better than big increases every 10 years!
- Make it easy to pay – perhaps offer internet payment, term rates-EFTPOS (hire over subs renewal week? - (possibly see if can get someone to sponsor EFTPOS cost by having them have a spiel on the bottom of the receipt?)
- Allow for extra donation option on your membership form – have tick boxes for optional extras eg if membership fee is $60 have options, and explanations of what the donation will fund – eg:

  - $5
  - $20
  - $30
  (eg battery) (eg puzzle) (eg game)

Note: most people tick the middle box – so choose your options carefully

- Keep track of who has paid and who hasn’t
- Always be on the lookout to increasing your membership numbers – admin costs are the same, but spread across more members make them seem easier to absorb.
**Donations:**

NB: Donations are defined as “given with no strings attached” – ie they are a gift (but still remember to thank the doner!)

**Ideas on how we can ask for donation:**

- Ask face to face
- Find out who’s organising an event (eg community concert/triathlon) and ask if you can be the organisation of choice – so you can then be at the event with donation boxes, and use the opportunity to talk to people about what you do, what funds raised for are used for...
- Brochure with donation slip put in with company statement mailouts
- Remember that toy libraries showcase toys that their members then may go and buy, so use this as a way of building up relationship with the likes of your local Toyworld or Warehouse..
- The Warehouse counter donation boxes – ask shop manager if you can be the group to get donations one month..
- Phone then follow up with letter – or go into business face-to-face with a letter or phonecall
- Dress up in Super hero costumes and do a pub crawl with a donation box
- Ask your members what their business affiliations are, allow business cards to go up on your noticeboard- then use these as sources to go to for donations
- Put a wishlist of what you want in your newsletter (and name and number of a person people can contact)
- Online fundraising (fastest growing avenue for many groups) – have a donate now button on your website- option of going through paypal, other options also available
  - [www.fundraiseonline.co.nz](http://www.fundraiseonline.co.nz) and [www.givealittle.co.nz](http://www.givealittle.co.nz)
  - similar to facebook pages where you can put up photos, projects..
  - They may charge a 5% admin fee on the monthly deposit to your account – but then again, it may be a source of income you wouldn’t have otherwise had
  - CATCH – you need to let people know that these sites exist, and invite people to use them to make a donation to you – maybe put the website as part of your email signature, and ask your members to do likewise.

**Bequests:**

Statistics show that 72% of people who leave bequests do so because they were asked. Suggest it as an option on your donation/subscription forms
Make sure that the person asking for bequests does so themselves – hard to sell if you personally not doing it.

**Sponsorship:**

Definition = “To Assume Responsibility For”

- Needs a buy-in and requires a commitment and return for the sponsor – ie they want to increase their profile, feel good, and hopefully generate more sales/business for themselves.
- Consider which business wants to get in touch with your members – ie a business who wants to deal with young families – what else are they involved in – try to be more specific about the target market.
Possible idea for toy library = local garden centre.

- See if they will put on a “gardening with kids” talk/demonstration – library sells tickets to get people to the event, and afterwards, attendees are often so enthused that they buy product on the way out of the event (and maybe you could get a % of the sales in addition to the tickets sold)
- Or invite them to have a column in your newsletter

In your new member welcome packs offer to include brochures with discount coupons – charge business for these inclusions

Remember to ask yourself:
- Who are our members (be specific as possible)
- How can we give sponsors a chance to engage with these members

**Traditional Fundraising:**

Why do it? It may not generate much revenue at times, but is still important.

- It is important as it raises the profile of your organisation,
- It gives the opportunity to speak face-to-face with the public about what you do
- It shows the community that you are willing to work hard for your money
- It gives tangible opportunities for your sponsors to be publicly acknowledged, and once on board, sponsors are more likely to help you out in other areas or future events.

The challenge is to THINK OUTSIDE THE SQUARE

- eg instead of just have a sausage sizzle, try having one that is part of a Guinness world –breaking event, which will draw a big crowd/publicity.

To come up with an idea, play a game challenging everyone, going around everyone –

  - first person “I think we could have a.....
  - next person “and then we could......
  - next “and we could also.....
  - and so on, not allowing any “but” statements, until after the idea is enthusiastically in people’s minds and then only allow a but to help keep the event sustainable.

Keeping your fundraiser sustainable -

- Research it first – consents required? Other similar events? Who are we competing with?
- Well resourced – people power, seed money to get it started (need to put this into your budget)
- Be Rewarded – everyone involved needs to be rewarded – volunteers, sponsors, publicity
- Recorded – every aspect of the event is recorded so that it is there for the next committee
- Review after the event – what worked? Didn’t? Change for next time?
- Repeat it – it gets easier and more profitable each year/time it takes place
- Market it to
  - Attendees (usually committee and loyal members/supporters)
  - Intenders – they may not make it the first time/year, but maybe next year (can take up to 4 years to get some there)
  - Keep date around same time each year – eg 2nd week May – so that everyone can start keeping date free
Enterprise:

- Hire out charges to members
- Hire out equipment to other groups?
- Think about how you can leverage your skills
  - you know about toys and benefits of play –
  - how can you sell this information to others? – book? Talks? Cd/dvd?....

Grants:

- Remember funders are real people having to make decisions
- Check to ensure that your project/organisation matches the criteria of the funder
  - Focus area – project area- expenses area
  - Maximum/minimum funds likely to be given
  - check from funders annual reports to see who and what and how much given as indicator
- www.fis.org.nz – 3 databases to consider – Fundview, Corporate Citizens, Breakout (more for individuals than organisations)
- Read what is asked for in the application and ensure that you answer every question – don’t put see attached sheet – write a summary on the form and then add attachment with more detail (and well indexed/referenced) if need be.
- Timing of your application – get it in ahead of closing date
- Get someone to check it before sending
- As someone who sits on funding panels, questions often considered when an application is in from of them include –
  - Does it make sense?
  - Can I trust the organisation?
  - Is it offering value for money?
  - Is there a need in the community?

Everyone that attended Kerri’s sessions in July commented afterwards how great she was and they went away from the day refreshed and full of new ideas and energy.

Kerri is one of our speakers at our Training Weekend in August 2012 - so come along and hear some more from her.
Recent Fundraisers promotional material by Toy Libraries

If you have a fundraiser that you want to advertise on our website, please let us know.

Many Libraries are now utilising Facebook as a means for letting people know what's happening in their libraries.
Saving Space Ideas

Abridged from Merry-Go-Round, Toy Libraries Victoria July Newsletter

The Loan Collection
Have a good look at your loan collection to see if you can reduce the number of toys without compromising quality.

- **Large toys** - Are there any rarely borrowed? Any that look tired or not up to the standard you like to maintain?
- **Smaller items** - Are some always on the shelf at the end of a session? If you use a computerised system, you can check which items were not borrowed in the last 2-3 years and in most cases remove them. Though take care that there are items from each mode of play. For example, threading beads are less popular than imaginative play toys, but a good toy library should always have a set.

Imagine that you are a borrower. Does every item in your toy library provide good play value? Is it up to the standard you expect? Is every item worth borrowing? If it isn’t, perhaps it should not be there.

You may want to keep some less-borrowed toys as spare parts for other items. Remember though to take stock of your spare parts from time to time and weed out spares for items long gone!

Packaging
How you store your collection depends on how much space it takes. A few points worth noting:

- **Pack tidy** - pieces arranged neatly in their bag take less space than if they are just thrown in haphazardly. Rubber bands keep train track pieces neatly together.

- **Store puzzles complete** - inset puzzles, complete, wrapped in a pantyhose (if pegs) or clingfilm (if no pegs), hung within their bag on a rack, take up a width of about 1 cm. A loose inset puzzle takes up about 5 cms. And borrowers see the puzzle's picture if it's stored complete!

- **Fold costumes away** - while costumes do look nice when hung on a rack, if space is at a premium, they can be washed, ironed and neatly folded in No 3 Raeco bags with pictures stuck on the front, taking up far less space.

Display
If you have a permanent room rather than a shared space with a cupboard, try to use every centimetre of the walls. If the room is large enough you could use double-sided dividers to split sections, trying always to keep the centre of the room for the loans and returns desks. That way you can see every part of the toy library at all times.

Last but definitely not least - Keep the toy library as neat and tidy as you possibly can, as this also saves a lot of space, as well as making it a lot easier for your members to choose.
Area Networkers

Are you passionate about toy libraries?
Do you like helping others?
We need your help to support toy libraries in your area.

We are looking for more area networkers around New Zealand. The purpose of the role is ‘to communicate with a designated list of Toy Libraries to ensure good support and contact on behalf of TLFNZ. Each networker has about 6-8 libraries in their area to contact at least twice a year, and are available for help and support as needed.

For more information, contact Debbie Bowdler – Regional Networker – Ph 03 5289214 or email Bowdler@clear.net.nz

Reach Me Pack Vouchers

Earlier this year we had a 3 month trial of inserting coupons into the Reach Me toddler packs. Did your library have any coupons presented for redemption? We would love to receive feedback from your library as to whether or not you had any enquiries that came from this source. It would also be great to hear if you have noticed any increase in membership enquiries following issues of the Little Treasures or Parenting Inc magazines in which we advertised this year. Please do let us know so that we can monitor the impact of advertising and promotion.

Problematic Members

A few libraries have enquired lately as to how they can pass on information onto other libraries about potential problem members. If you have had a problematic member (doesn’t return toys/always late/constantly loses pieces…..) please contact our office to discuss the best way to deal with the situation you are having. By discussing your situation with us, not only do you have someone to bounce ideas off to find a solution to your problem, it also helps us to know what systems work so we can share that with other toy libraries who may experience similar issues in the future.
The government invests a substantial sum of money every year in early childhood. It is invested in pre-natal post-natal care, Wellchild and immunisation programmes, other health services, parenting programmes for young parents, early childhood care and education services, welfare.

But New Zealand’s investment is low when compared to that of other OECD countries. Not only that but some of the programmes the government invests in do not seem to be as effective as in some of the other OECD countries.

Here’s seven key reasons why it is critical that we invest more, and more effectively, in the first 1000 days of a child’s life in New Zealand.

Key reason no. 1: Brain development
Key reason no. 2: ‘Hard-wiring’ the brain for social competence
Key reason no. 3: Learning physical skills
Key reason no. 4: Learning to talk
Key reason no. 5: Learning right and wrong
Key reason no. 6: Health
Key reason no. 7: Economic

Toy Libraries can help achieve 6 of the 7 criteria in this list of critical needs for children in their 1st three years. This would be good background for grant applications.

Go to http://www.everychildcounts.org.nz/_w/wp-content/uploads/2011/08/Main-page.pdf to read more, and possibly think about how you could use this information to help you with some of your funding applications.

The Government has issued its Green Paper on vulnerable children – Every child thrives, belongs, achieves for public discussion. Submissions close on 28 February 2012. To find out more go to http://www.childrensactionplan.govt.nz
Donee Status with Inland Revenue

By Debbie Bowdler

On a recent visit to the Inland Revenue website, I discovered that many toy libraries are not listed as Donee organisations. Some of you may have been in the past, but when I phoned Inland Revenue they said that there was a change around in the last few years and you needed to reapply.

If your organisation is registered as a charity with the Charities Commission, and indicated that donations are a source of income on the application form, that information should have been passed on to Inland Revenue and they would automatically consider donee organisation status. It may be that your toy library did not include donations as a source of income on your application form, and therefore this information was not passed onto Inland Revenue.

From the 2008-09 tax year onward, individuals who give cash donations of $5 or more to donee organisations may claim a tax credit of one-third (33.33%) of the total of all donations, up to the amount of their taxable income.

The list on the next page list shows toy libraries that are approved as donee organisations (as found on the Inland Revenue website). When a person makes a donation to a toy library listed here, generally they can claim a tax credit (formerly a rebate) for that donation. If you receive donations, and are not on this list then the person who has given you a donation will not be able to claim a tax credit.

If your toy library is not on the list - how do you become a donee organisation?
I have contacted Inland Revenue and if you are registered with the Charities Commission, yet not on the list of Donee organisations, you will need to write to Inland Revenue, PO Box 39010, Wellington Mail Centre, Lower Hutt 5045. You will need to include your toy libraries IRD number and Charities Registration number (from the Charities Commission) and let them know that your library would like to apply to be a donee organisation.

Something to remember when writing receipts for donations
You must provide the donor with a receipt that:
• shows the donor's full name
• is officially stamped with the name or branch of your organisation
• clearly shows that it is a donation and the amount
• shows the date the donation was received
• is signed by a person authorised by your organisation to accept donations
It's a good idea to include your organisation's IRD number and/or Charities Commission registration number.

If you have any queries, please do not hesitate to contact me either phone 03 5289214 or email Bowdler@clear.net.nz
Toy Libraries listed on Inland Revenue website that have Donee status.
If your library is not on this list, please see previous page for information.

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Have you checked the forum out lately? It’s a good place to share your thoughts with others. Some of the current queries libraries have include:

**Cleaning Products**

*We currently keep poisons (cleaners) on a very high shelf but have been told Plunket require all their poisons to be locked. The shelves are in the library’s back room which is only access by children when they are accompanied to the toilet. Does the Toy Library Fed have rules on locking poisons etc.*

I would recommend that you do all you can to ensure that children are unable to access cleaning products. Having them on a high shelf in a room where children are unable to go into without adult supervision would I imagine indicate that you are being a “responsible” organisation.

**Minutes**

*A committee member was told by a CanTeen member that all minutes need to be signed by the President and Secretary. We do not have this stated in our rules, however we wanted to check if it is a requirement or not*

You do not need both the president and secretary to sign the minutes of the previous meeting at each meeting. The president should be signing them after the meeting has moved a motion saying that the previous minutes are a true and correct record, and these official minutes should be kept in a minute book. (I type my minutes up then paste a copy into a hardcover exercise book which the president then signs at our meetings. This book is kept as the official record of what our library has said and done, and the auditor looks at it as part of their process each year).

**Bike Helmets**

*Could you please tell me what the policy is on bike helmets on loan in a Toy Library or loaning out a bike without a helmet.*

NZ law states that you must wear a helmet when riding a bike. So if your library hires out bikes then you should check that members either have a helmet at home for use with the bike, or have one available in the library for them to also hire.
Stocktake

Well it’s that time of year for us again to have a thorough stocktake and clean of our library and we were wondering how other libraries did their stocktake. We find it is a huge mission and are looking at ideas and ways for this to change for next year so other input that we know works would be very useful.

Section 8 of the Operations Manual gives some ideas on how to do a stocktake. There are also various discussion threads on this subject on the Forum.

Porse and Group Members

I’m just wondering how other libraries deal with ‘porse type’ members? Do you allow them as members? Do they pay the same membership fees? etc

We have had many home educators as members just paying the usual casual or general membership fee as provided for in our constitution. The only exception we made was to charge for 2 memberships with a Kohanga Reo wanting to borrow 15-20 toys per fortnight instead of our usual limit of 8. The carers have always joined personally in their own name and take individual responsibility for the toys. I understand there have been issues in another library where the carer organisation joined up on behalf of all their carers for 1 membership fee. There were difficulties over late and missing piece charges and who was responsible for unreturned toys.

Does your toy library need a helping hand?

The TLFNZ board is a team who have a tremendous amount of experience in many areas of setting up and running toy libraries. If you are struggling with any areas of 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 through any issues and if necessary arrange to visit your toy library to spend time to assist with ideas and share their experience.
Pizza Fundraising

I only recently found out about this fundraising source, maybe it could be something to consider?

**Doughraisers**

Doughraisers aim to support local communities by raising funds through the sale of pizza products on a particular day for a chosen charity, school, sporting or community group. Doughraisers are ideal for local community groups, charities, sporting clubs and schools as they raise much needed dough, at no expense to the organisation and are a great way of promoting a cause to the local community.

Every Domino’s store is unique but here’s an example of how doughraisers work:

- Once a store has agreed to run a doughraiser for your group or organisation, one day of the week, usually a Monday or a Wednesday night, is chosen as the doughraiser day
- On this day a pre-determined amount, usually $1, from every pizza sold goes directly to the chosen group or organisation.

If you’re involved with any organisation, be it a sporting club, charity, or school, and are looking for fundraising support, please contact your local Domino’s store on 0800 30 40 50 to find out more information about doughraisers.

---

**Fisher-Price Australia and New Zealand** are currently celebrating 80 years with chances to win prize packs. To find out more check them out on facebook.

The results are from their survey for the most remembered toys of all time...

1. View Master
2. Activity Centre
3. Chatter Telephone
Toy Express
Spare Parts Service

Check our website
for a full list of pieces in stock

End of Year Clean and Stocktake is happening for many libraries
– make your list of parts required and check to see if we have any in stock.

Enough Little Tikes Road & Rail pieces and small Gowi Cars available
to make up a small set for ages 9 months +.

Fisher Price Little
People and Little
Animals available

We have small boats,
pumps and plenty of the
red seals that join the
blue canals.

Plenty of Brio Track also available, so
buy some to make small set

Please note
We can now access
some replacement parts for:
Brio, Thomas, Step 2, Little
Tikes, Triang, and others as well.

Contact Toy Express with your needs today
Lisa 0800-148-699 or toyexpress@toylibrary.co.nz
Next year the Board are hoping to work with SKIP to develop a leaflet along the lines of the importance of play, promoting play and in particular the importance of Dad’s in play with their children. In the meantime we would like to draw your attention to SKIP. Their website, facebook page and resources are all worth checking out, and promoting to your own members. Here is a bit from their latest e-newsletter. Sign up with them today to get your own copies.

**November 2011**

**SKIP E-news**

*Kia ora tātou katoa. We've got lots to tell you this month.*

**Whakatipu - a new and exciting resource for whānau**

The SKIP and the Āhuru Mōwai teams are excited to have *Whakatipu* blessed and ready for communities to use to support whānau in parenting. It includes information on brain and child development, activities, pakiwaitara (stories) and tikanga-based learnings.

The first four booklets and web-based resource cover conception through to eighteen months. The final five booklets, covering the next stages of development to five years old, will be available shortly.

If you like to host a *Whakatipu* workshop in your community let us know.

For more *Whakatipu* activities, go to [www.skip.org.nz](http://www.skip.org.nz). Don't forget to order some booklets.

**Website**

We’re busy updating the SKIP website. You’ll start to see changes over the next few weeks. Every week we’ve been posting new activities on the *Whakatipu* pages. We have a mixture of stories of change and videos to keep you informed and inspired.

A new order form is being developed, to make ordering easier. Keep an eye out for some new resources on the form.

We’ve been reviewing all of the resources and some will become web-based only. Our list has grown, as we’ve developed more resources and we want to make sure we keep the most useful and popular ones available for everyone.
**SKIP Mum**

SKIP is now on Facebook. SKIP Mum is a busy mum of two young girls and keeping a day-to-day parenting diary, hosting links to interesting news, articles and updates. [Check it out](#).

**New look SKIP pamphlets**

We are looking at redesigning and combining the SKIP pamphlets.

One of the ideas we have been looking at is to put the pamphlets into one booklet, organised in age groups. We’re doing this so parents can find relevant information easily. We’ll let you know what our testing tells us.

If you’ve got any ideas please let us know.

**Summer LIF**

Sudanese parents, Rotorua whānau, Afghani mums, Pacific dads, and families in the Waikato will all be able to boost their parenting as part of SKIP initiatives funded over the summer and autumn months. Starting in November, 12 new initiatives will be underway.

[Check it out](#)

**Have your say about vulnerable children**

Resources to make it easier for you to share your ideas and have your say on the Green Paper for Vulnerable Children are now available on [www.childrensactionplan.govt.nz](http://www.childrensactionplan.govt.nz)

They include:

- A [freepost form](#) that makes it easy to make a submission
- A [poster](#)
- A [fact sheet](#) on the Green Paper that explains what the Government is trying to achieve and how to have your say
- An [information sheet](#) that provides ideas as to how organisations and networks can mobilise the families and groups in their communities to take part in the discussion
- A [banner](#) that can be easily put on websites, newsletters, e-mails etc

It would be great if you can think about how you can use these resources to get other people in your community – families you know and work with, church groups, sports groups, local businesses, marae, playgroups – to know more about the Green Paper and have their say too.

This is everyone’s chance to get involved and let the Government know what they think should happen. Submissions close on 28 February 2012.

We encourage you to forward this email to your colleagues, networks, friends and family. If you need printed copies of the resources you can order them from [the website](#).

**Subscribe**

To subscribe to this e-newsletter, email [info@skip.org.nz](mailto:info@skip.org.nz).
A TLFNZ Toy Box consists of two large plastic containers delivered to you full of around 30 toys. They range in suitability from:

- Baby/infants
- Toddler and up to 5 years
- 5-8 years

All the toys are:
- individually bagged with contents label and suggested age group.
- complete with issue cards, and a comprehensive description/contents main list.

WHY BORROW

Many reasons!

- Influx of new members or an anticipated future increase in demand
- Grant(s) – currently awaiting decisions or money not yet received, which means toys cannot be purchased just yet.
- Awaiting delivery and processing of new toys
- A lack of funds preventing immediate purchase of new toys
- Having a Toy Box set will give breathing space for your busy committee.
- Any rental you charge from the Toy Box toys you retain, thus generating new funds for your library.

COST

$100.00 as a bond. When the box is returned complete, containing clean items, your library will be refunded $75.00. $25 is retained to help offset freight.

BORROWING TIME – 5 months

January/February to June/July or July/August to December

BOXES AVAILABLE

6x boxes of infants to 5 yrs OR 2 x boxes of 5-8 years.

TYPES OF TOYS IN BOXES

Animals; Cars; Cricket set; Doug and Melissa; Duplo-pooh bear/hospital/cars/playhouse; Games; Gears gears; Infant posting; LT road transporter; Meccano; Mobilo; Music items; Tea sets; Thomas racing set; Train Sets; WOW items; Plus many more ……..

All toys in the toy boxes have been purchased through Toy Express. If you find any particular toy in the box is a success for your toy library you are able to source your own set through Toy Express by contacting Lisa on 0800-148-699 or toyexpress@toylibrary.co.nz

To book or discuss future availability email toyboxes@toylibrary.co.nz

Toy Box co-ordinator: Diane Pitcaithly.
Toy Libraries in the News

It’s great to see libraries managing to get some publicity in their local papers. Thanks for sending these articles in.

Summer Closedown:

The Office will be closing for the summer holidays from 14th December through to 30th January 2012.

Emails and phone messages will be checked over this period, so if you have anything urgent, please leave a message.
Littlies’ toy-tastic library

By PAUL BROOKS

Visit the Wanganui Toy Library—every Thursday or the first and third Saturday of the month—and you’ll be overwhelmed by the numbers of mums, grandparents and children.

These are people who have worked out the advantages of borrowing good quality toys, instead of buying them.

The toy library is a purpose-built place on London St, opposite 143 on London Rd, in the same driveway as the SPCC.

When Midweek visited, the place was semi-organised bedlam, as toys were returned and borrowed and children took the time to look at a few on the spot. Amid the apparent confusion, Gail and Jill, the two members on duty, took stock of what was coming in and going out, filling up library cards and keeping up a friendly stream of greetings and chat. Working around them and helping when appropriate, was librarian Jo Palmer, coping calmly with all that was happening, as well as taking the time to talk to this reporter.

She says she started out as a member four years ago and has been involved with the committee for two years. Now she is the sole, trained librarian.

She explained the set-up and how one gets to be able to borrow. First, you join. For $40 a year, you can borrow toys whenever the library is open (66 times a year). As a member, you also have to contribute duties twice a year, marking the desk and helping out for two hours the library’s open. “You can’t buy a decent toy for $40, and you can use it for 66 sessions ... and to do two duties—that’s four hours out of your whole year,” says Jo.

The recently built premises are newly painted and carpeted, and the shelving is all new. That was done last year, says Jo, and the aim this year is to stock up on new toys. They do that by finding applications ... and the toy library gets a lot of support. Its website—www.libratu.com/online/library.jsp?id=53—is courtesy of a grant from the Lion Foundation.

There is always an emphasis on fundraising. Recently, the library raffled off some fireworks and raised $700.

Another way to support the library is through membership and Jo says they ‘love more members. “We’re a charity organisation, so that’s part of our income,” says Jo.

So what are membership entitlements? “If they’ve got one child they can borrow three toys and as many puzzles as they like, and if they have two or more children they can borrow six toys and as many puzzles as they like.”

Jo says they’re looking at casual membership for people such as grandparents, who look after grandchildren regularly but not enough to justify full membership. That way they don’t have to buy toys either but can borrow them when they need to.

Jo says, “They have a heart, as Jo explains.

“We had a lady from Lyttelton who went through the earthquake and she came to stay with family and friends. We gave her membership free because we thought, you’ve been through such a lot, and she came in every week because her family here didn’t have toys.”

I saw a huge selection of toys of all kinds, including puzzles and games, even though the shelves had been depleted seriously by the morning’s borrowers.

“We’ve got different sections,” Jo says, pointing them out. “This is domestic play, all our vehicles are over there, we’ve got baby toys in the middle aisle, all our ride-ons ... we try to cater for 0-9-year-olds but mainly the library is for under-5s.”

“We’ve always got to replace toys, because of wear and tear,” she says. “I have two kids who are doing a fantastic job repairing toys.”

Although the library likes to be stocked with new toys, if someone has good quality second-hand toys and could consider donating them, the people at the library would be grateful. The toy library has started to label the toys with recommended age group, numbers and names of components and loan type (standard—four weeks, or gold star—two weeks). Bar codes are making an appearance too, in readiness for computerisation.

At the counter are albums of photos of all the toys in the library. People can browse and see what’s available to borrow—if they can get there early enough. The website, too, features pictures of all newly purchased toys. There’s no such thing as boredom if your child has access to the Wanganui Toy Library.

To join or for more information, call 027 466 6153 or email: wanganuitoylibrary@gmail.com
Toys for every child at the Toy Library

By PIERS FULLER

Blind and low vision children will now have a special range of toys just for them at the Masterton Community Toy Library thanks to the Lions.

Masterton Holdsworth Lions Club president Glenys Hansen came up with a novel way of raising thousands of dollars for the equipment — by turning her dining room into a restaurant.

Both Glenys and fellow Lion, Judy Taylor, held special fundraisers called, “Restaurant in my Dining Room” in their respective homes which raised over half of the target $5000 needed of the special department to be located in the toy library.

The Lions have always been great supporters of sight-related causes and Glenys wanted to come up with a project that would bring real improvements to the lives of blind and low vision children. She consulted with BLENNZ (Blind and Low Vision Education Network) resource teacher vision, Aleisha Mahony, and they decided that providing the children with special learning and development toys would be a real asset to the community.

“The toy library will allow local children with a visual impairment to address two major issues they deal with.

One is gaps in their concept development and the other is social connections.

“As the resource teacher vision for the Wairarapa I am extremely grateful for the work of the Masterton Holdsworth Lions and their support for these children,” says Aleisha.

The project was very successful and along with a grant from the Club has since been recognised with a district award for their project and other Lions Clubs around New Zealand may take their idea and create toy library resources in their respective communities.

The Masterton Community Toy Library will become available for those families.

The purchase of the toys and equipment is under the guidance of Aleisha Mahony. These specialised toys/equipment need to be sourced from various Teaching Aid Outlets.

Aleisha is choosing toys with the help of the Club that will help blind and low vision children to develop their skills.
Carterton Toy Library -
Here are the photos from our brand new purpose built toy library which reopened on Monday 31st October. It took 3 hours to move and set up. Not bad for a group of 4 volunteers! Thanks to our local council these new premises are rent free and the book librarians issue and return the toys. All the rental will go towards new purchases. The builders were doing last minute stuff, hence the sawdust everywhere.

Regards from a very happy toy library!

Above: Looking in from the outside.

Left: The gates which will get closed when class groups of kids come in. Easily opened.

Below Left: The ride-on’s. This should look better once some toys are hired.

Below: Transport and babies. The new toy bags from Shirley Toy library look great and make the toys more visible.
Balclutha Toy Library has been going for over 20 years and is run by a team of enthusiastic volunteers along with an equally helpful paid librarian.

The library is open two days a week Friday 9.00 am - 12.00 pm and Saturday 9.30 - 12.00 pm. We cater for ages 0 - 8 but there are a few games etc that appeal to an older sibling.

Currently our membership stands at 74 families but has been up to 130 families. Memberships are based on causal, rostered or non-rostered basis. The rostered people help out on duty for two hours on either of the two days that the library is open. Their job involves counting toys that come back in and helping the librarian out with any jobs as needed.

All toys are hired for two weeks for a fee of between $1.00 - $5.00. We hire baby swings and exasaucers for a period of four weeks.

The library recently had an upgrade. It was repainted and had all our toys photographed to be catalogued for the members to view in the library.
Consider asking if you can speak about your toy library at your local service clubs. Often these clubs do not know much about toy libraries but are happy to financially support them if they know.

Things to Consider

APPLY FOR FUNDING FOR NEXT YEAR’s Volunteer training weekend

TLFNZ has a new set of publicity photos available

If you would like a copy of these photos on CD please contact our office

TLFNZ is putting together new promotional kits.

What would you like in these?

- tell us now, so we can respond with the resources you would like
Recognition Awards

December 5th is International Volunteer Day, and the Board would like to take this opportunity to thank all toy library committee members for your efforts in this year. December is also a good time for you to send out thank you cards, or maybe put on a thank-you morning tea, for your exceptional members who have assisted your librarian and committee throughout the year.

Would you like to be recognized for your commitment to your toy library? Have you contributed many years service on committee?

Many volunteer organisations acknowledge outstanding service and/or present long-service certificates to members at their AGM’s. The Office has available A4 certificates for any members you would like to acknowledge.

The Board would like to acknowledge long term and outstanding contributions of volunteers at our AGM & National Training Weekend. We invite nomination/s from your toy library, so please let us know of your deserving champions.

Toy Library Pens

These fantastic pens have “Let the Children Play” written on their side, are a joy to use and come in 5 bright colours (Red, Blue, Orange, Green, Purple).

Great way to say thanks to your volunteers, sponsors and supporters. Or perhaps use as an ongoing fundraiser - onsell to members as Xmas pressies.

Stock up today by ordering from the Office. Bundles of 10 for only $12.
Toy Express Survey Responses

Please rate the following in order of importance when deciding where to purchase toys for your toy library:

- **PRICE**
  - Very important
  - Quite important
  - Not that important
  - Not at all important

- **QUALITY**
  - Very important
  - Quite important
  - Not that important
  - Not at all important

- **FREIGHT**
  - Very important
  - Quite important
  - Not that important
  - Not at all important

- **SERVICE**
  - Very important
  - Quite important
  - Not that important
  - Not at all important

- **PERSONAL CONTACT**
  - Very important
  - Quite important
  - Not that important
  - Not at all important

- **0800 NUMBER**
  - Very important
  - Quite important
  - Not that important
  - Not at all important

- **DOOR TO DOOR SERVICE**
  - Very important
  - Quite important
  - Not that important
  - Not at all important

What do you like most about Toy Express?

- emails, convenient
- extra toys, variety
- the best prices
- buy online, delivered to door! do not take kids to shops. Cheaper!
- Specials and convenience.
- offers best value, friendly service
- New online catalogue
- Great value, wide selection, reliable delivery
- Quotes and sourcing from different suppliers
- Homework already done for prices and friendly follow-up
- Good value, friendly helpful service, supports other libraries
- ease of contact
- Lisa’s efficiency and her knowledge as well as knowing what it is like for us toy library people
- Lower freight costs, regular special offers
- Competitive prices
- Very prompt with orders
What do you find most useful about the online toy pack?

- Being able to pull together quotes for grants easily
- Getting ideas for toys
- Immediate access to prices
- You can go by brand to look at what is available
- It's a one stop shop, easy to look online knowing these are the best deals and great quality toys. Great selection
- Very convenient having an online resource - quick and relatively east to use.
- Being able to see all the toys on offer.

Order Now: Driveway Run over 'Warning Sign'

Used to promote driveway run over awareness, these warning signs can be placed:
- On the sides of rubbish collection or recycling bins
- On the sides of a letterbox
- Along the driveway (fence, walls or side of house)
- In the garage, or on the garage door
- Anywhere where cars are parked.

Order your FREE Safekids resources.
Go to www.safekids.org.nz
Toy Express

Toy Library Federation of New Zealand’s
Toy Buying Service for Toy Libraries

Email: toyexpress@toylibrary.co.nz
Ph: 0800 148 699
Hours: Monday – Thursday 10am – 2pm
Lisa Taylor - Toy Buyer

Toy express acts as an independent broker providing toy libraries with access to a huge range of quality toys. We offer help and advice in choosing toys, advice on where to get the best value for money, quotes for your grant applications and a spare parts service. Our business is helping toy libraries, not making money, although we need to add on a small margin to keep the service operational. For your entire toy buying needs, please contact us by email or phone advising your toy library’s name and if ordering, delivery and invoice addresses.

Summer Closedown:

Toy Express will be closing for the summer holidays from 16th December through to 23rd January 2012.

Please ensure that you get your December orders in early, and please remember to pay any outstanding accounts as soon as possible so that we can all have a relaxing summer.
1. Little Tikes Easy Score Totsports Basketball Set
2. Step 2 Water Wheel Play Table
3. Step 2 Fun Flow Sink
4. Step 2 Whisper Ride Buggy
5. 123 Playmobil Zoo
6. Little Tikes Spray and Rescue Fire Truck
7. Orchard Games and Puzzles
8. Leapfrog Toys
9. Plasma Cars
10. Delux Circus Exersaucer
Toys for Toddlers 1-3 Years

From 1-3 years, children love to run, climb, dance and jump as they develop their gross motor skills (abilities required to control the large muscles of the body) and fine motor skills (smaller actions such as grasping an object between finger and thumb) by sorting, building, collecting, filling and pouring.

They may love to borrow the same toys over and over again from the toy library as they repeat the same actions and start to master specific physical movements and real skills for problem solving and discovery.

For the most part toddlers like to play on their own or alongside others and will imitate those around them.

Yes, those endless tea parties and pretend phone conversations are all part of their learning!!

- Baby dolls, clothes and accessories
- Dress Ups
- Balls/hoops
- Sand/Water toys
- Building Blocks
- Peg Puzzles
- Cars and Trucks
- Small slides, playgrounds, swings
- Tea Sets, food sets
- Music CDs and instruments
- Push walkers
- Rocking horses
- Bead frames
- Stacking/nesting toys
- Puppets

Abacus Dolls (clothes also available)
Abacus Building Blocks
Play n Learn Stacking Puzzle
Pinegrove Teddy Puzzle

Abacus Build A Peg Board

Triang Walker Wagon

Gollygo’h Hero Costume

Little Tikes Xylophone

Kobba Tractor & Trailer

Little Tikes 30th Anniversary Coupe
Echo Fred CD  Folkmanis Puppet  Kobba Bops Board (extra bops available)

Grow n Up Slide  Triang AT Cycle

For these and many other toddler toys, look on the [www.toylibrary.co.nz](http://www.toylibrary.co.nz) website (username and password required) for more great quality toys, or contact Lisa (phone 0800-148-699 or email: [toyexpress@toylibrary.co.nz](mailto:toyexpress@toylibrary.co.nz)) for help with selecting a suitable range of additional toddler toys to complement your current stock.
WOODEN THOMAS STEAMIES & DIESELS SET

Thomas and Percy travel through the Steamworks and over to the Dieselworks to help Diesel and Salty rebuild the Dieselworks.

This set includes two talking engines, two standard engines, and mountain risers that create 4 different layouts!

For more information and prices on these, or any other toys, please contact:

Lisa Taylor, Toy Buyer

toyexpress@toylibrary.co.nz

Ph 0800 148 699 or 03 4821 370

Office Hours: Monday-Thursday 10am-2pm
1. Identify Hazards
This is the basic information-gathering stage where the employer identifies all the potential hazards in the workplace, both obvious and not so obvious. Get your employees/volunteers involved. Through their day-to-day work, they'll spot hazards you won’t.

In a Toy Library situation potential hazards might include: shelving that is not braced to a wall or ceiling, toys that might fall off shelves, lack of a step ladder to reach top shelves, toys left lying on the floor, children using ride-ons in the Library, broken toys, plastic bags etc.

2. Rate Their Significance
Measuring is always an important step towards managing, and rating hazards will show you which are the priorities that need to be dealt with first.

In rating hazards, the issues that need to be considered include:
• Past experience - has this hazard already caused injuries?
• Have there been any near misses?
• How likely is injury?
• How serious would the injury be?
• The practicality of “putting it right” e.g. hazards with a good cost/benefit ratio that can be fixed quickly and easily should be high up the list.

3. Take Action; - What you can do:
ELIMINATE
• Replace - e.g. broken toys with new ones
• Remove - e.g. instruct your volunteers/librarian/committee to ensure that toys aren’t left lying around
• Improve or add - e.g. a step ladder for reaching top shelves, a timber lip to the front of shelves to keep toys in place
• Redesign - e.g. bracing for shelving for maximum effect.

ISOLATE
• Restrict use of ride-ons to a controlled area of the library
• Place broken toys in a store room until fixed or replaced

MINIMISE
If eliminating or isolating hazards isn’t possible, you may at least be able to reduce the likelihood of harm. For example, you could:
• Place signs warning of a flooded access way in heavy rain
• Remind parents that plastic bags aren’t toys for their children to use, but packaging for the toys.

As the elected representatives of the Toy Library, the committee may be deemed to be “people in control of a workplace” acting in the interests of the employer (the Toy Library) where a paid Librarian is employed. Every Toy Library should have a procedure in place to ensure that their toys are well maintained and safe for their members' children to use.
Toy Library Federation - Stationery Order Form

Send to:

Toy Library Name:_________________________
Contact Person:_________________________
Street Address:_________________________________
Telephone:_________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Borrowing Cards (Packet 50)</td>
<td></td>
<td>$7.50</td>
<td></td>
</tr>
<tr>
<td>Please circle - Pink, Green, Blue or Yellow</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Membership Cards (Packet 50)</td>
<td></td>
<td>$7.50</td>
<td></td>
</tr>
<tr>
<td>Toy Issuing Cards (Packet 100)</td>
<td></td>
<td>$10.50</td>
<td></td>
</tr>
<tr>
<td>Toy Master Record Cards (Packet 100)</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>What is a Toy Library Pamphlet? (5)</td>
<td></td>
<td>$1.00</td>
<td></td>
</tr>
<tr>
<td>Let the Children Play Stickers (20 stickers)</td>
<td></td>
<td>$6.00</td>
<td></td>
</tr>
<tr>
<td><strong>Bugs Are Mean Stickers</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please Clean Me Stickers (50 stickers)</td>
<td></td>
<td>$5.50</td>
<td></td>
</tr>
<tr>
<td>Plastic Bag Warning Labels (20 stickers)</td>
<td></td>
<td>$4.50</td>
<td></td>
</tr>
<tr>
<td>Toy Safety Warning Labels - under 3 years (60)</td>
<td></td>
<td>$6.50</td>
<td></td>
</tr>
<tr>
<td><strong>Carry Bags</strong></td>
<td></td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>Pens &quot;Let the Children Play - <a href="http://www.toylibrary.co.nz">www.toylibrary.co.nz</a>&quot;</td>
<td>10 for</td>
<td>10 for $12</td>
<td></td>
</tr>
<tr>
<td>Extra Newsletters - four editions for 1 year</td>
<td></td>
<td>$24.00</td>
<td></td>
</tr>
<tr>
<td>Embroidered colour logo badges <em>(limited stock)</em></td>
<td></td>
<td>$5.50</td>
<td></td>
</tr>
<tr>
<td>Certificates</td>
<td></td>
<td>$2.00</td>
<td></td>
</tr>
<tr>
<td>Blank Greeting Cards (10)</td>
<td></td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>DVD of Set Up &amp; Operations manual</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Set Up &amp; Operations - Manual</td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

IF YOUR ORDER IS URGENT NOTE DATE REQUIRED BY:___________

P & H TOTAL

Please email or post order form to the Office. An invoice will be sent with your order with payment due within 10 days.
## Operations Manual

The updated CD was sent to libraries in February. Have you download it yet onto your toy library computer? Remember to often refer to it for help or ideas.

## 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 2011 – 31 July 2012.

## 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, Tear Drop 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, or contact the Office.
Calender Upcoming Events:

2011:
Dec 16  Office and Toy Express close for Summer

2012:
Jan 30  Office and Toy Express re-open-Welcome Back!
Mar 1-8  Toy Library Awareness Week
Mar 5  Childrens Day
Apr 30  Early Bird Registration close for Training Weekend
June 1  TW Registrations Close

Aug 3-5  National Training Weekend, Silverstream, Hutt

- 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.
- Check the website and forum regularly.
- Use forum and market place areas on our website to ask questions, advertise your fundraisers and buy/sell toys or parts.
- Continue saving for Conference 2012 in Wellington.
- Help make our website and publicity packs look great- send in photos today
- Keep the Office informed of any changes of contact details

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).
# REGIONAL AREA CONTACTS

## Northland & Auckland

**Di Pitcaithly - Auckland**  
Home Ph: 09 575 7376  
Email: cpbpig@ihug.co.nz

## East Coast/Hawkes Bay & Wairarapa & Wellington

**Kim Siemonek - Masterton**  
Home Ph: 06 378 8033  
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## Hamilton

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## Nelson/Marlborough/West Coast

**Debbie Bowdler - Motueka**  
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## Waikato/Coromandel

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## Canterbury

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## Bay of Plenty

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## Otago and Southland

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**Irene Mosley - Mosgiel**  
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**Lorraine Mears - Raetihi**  
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Email: mearsfamily@slingshot.co.nz

**Susie Burnett - Otatau**  
Home Ph: 03 225-8917  
Email: drburnett@xtra.co.nz

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If you are interested in becoming a regional contact person, please contact the office for more information.
TOY LIBRARY FEDERATION OF NZ
BOARD OF TRUSTEES 2011-2012

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

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

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New Brighton
Shirley
CHRISTCHURCH 8083
CHRISTCHURCH 8640

Website: www.toylibrary.co.nz
Happy Holidays

From all of us on the board we would like to wish all the members and their families a very merry Christmas and a safe and happy new year.

Kim Siemonek

Christine Lilly
(Coffee Manager)

Lisa Ross

Lealey
(Toy Shop)