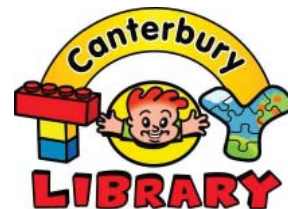


Canterbury Toy Library Newsletter



October 2011 - Term 4

Canterbury Area Toy Library Inc, Reg No. A0012449G
190A Canterbury Road CANTERBURY 3126 Ph: 9836 9942,
www.canterburytoylibrary.com.au
Email: catltoys@hotmail.com

EXPRESSIONS OF INTEREST FOR COMMITTEE FOR 2012

Dear Members, I am writing to urge you to consider joining the Committee for 2012 so that we can continue to maintain the services that our Toy Library offers to our community. Over this year we have maintained a healthy membership, and have been able to purchase some terrific new toys as a result of our fundraising events and council grant, as well as the introduction of some morning teas for members. However, we will need to scale down our activities if we do not have people to plan, organise, promote and carry them out.

Our Committee and Coordinators have been the driving force behind this work and have been vital to the ongoing strength of our Library. We cannot do our work without the continued support of our members in terms of time and energy spent in assisting with our activities. This is especially important for our fundraising activities and rostering which draw on our wider membership for support. We have some enthusiastic members who have shown great support by their involvement, however, it is important that we all share in the responsibilities as indeed we all benefit from the services of our Toy Library. We have had to close the library on occasions such as the middle weekend of these holidays, due to too few members being able to fill rosters. Similarly, without a vibrant committee drawn from our membership base, we would not be able to offer our toy borrowing services.

We are speedily approaching our Annual General Meeting, on Wednesday 16 November, 8pm at the Toy Library, to which you are encouraged to attend. In line with our Constitution, we need to have a functioning committee in order to continue operating as Canterbury and Area Toy Library. Without new members taking on these roles, we as a library would need to close. We urge you to consider this opportunity to contribute further to our library by serving on our committee. This is a chance for you to use and further develop your skills whilst serving the needs of our community-based group. There will be a number of positions to be filled on the committee for the coming year, as many of our committee, having done a fabulous job in their roles, move on to other commitments.

The roles are detailed on page 5. If you are able to fill any of these positions please phone myself, Rosalie, on 9877 1456, email catltoys@hotmail.com, or speak with one of our Coordinators or current committee members as soon as possible. We look forward to hearing from you soon.

Kind regards, Rosalie Austin, CATL President

Kew Traffic School Day!



Saturday, 15 October
From 3.30pm till 6.00pm

Cnr Cotham and Grange
Roads, Kew

Bring your bike, trike,
pusher, cart, scooter or
anything with wheels and
join us for a fun afternoon
at Kew Traffic School.
(Helmets not provided)

Tickets at gate: \$5.00 per
child, \$10.00 per family
(under 18 months free)

Sausage Sizzle & Muffins
On Sale

OPENING HOURS

Mondays

8:00-9:00pm

Duty 7:45-9:15pm

Saturdays

10:00am-1:00pm

Duty 9.45am-11.30am

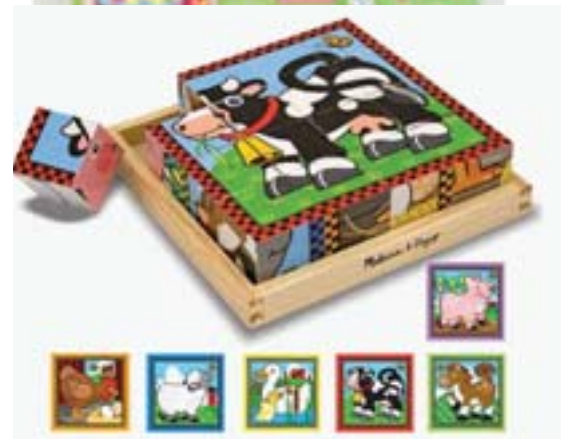
Duty 11.30-1:15pm

Diary Dates

- Saturday 8th October - Term 4 starts
- Saturday 15th October - Kew Traffic School, 3.30-6pm
- Wed 16th November - AGM, Toy Library, 8pm - all welcome.
- Saturday November 26th - Last day for borrowing.

New Toys!

Here are just some of the new toys purchased in the last few months.





Membership and Roster Reminders

Term 4 at the Toy Library begins Saturday 8th Oct. By now all members should have received a copy of the Roster via email. Please check this carefully and note your duty time in your diaries as this can be a busy term with Christmas looming!

Please check that your email address and telephone numbers are up to date as most communications from the Toy Library are through these methods.

Finally, if you are thinking about resigning from the toy library over the next few months, simply not renewing your membership cannot be interpreted as a resignation. You may have just forgotten to pay your fee over the Christmas break. It would be appreciated if you could fill in the "resignation" section of our "renewal" form for our records, use the online form on our website, or at least send an email.

Christmas Borrowing

The last day for borrowing toys is Saturday November 26th. After this, it returns only. All toys need to be returned by the last day of opening, Saturday December 10th.

If your kids have 1 (or more!) favourite toys that you would love to have over the holidays, we allow members to borrow 'holiday loans'. Each toy on holiday loan costs \$5 and is due back when the toy library opens for 2010 on Saturday February 4th. You can borrow as many holiday loans as you like but only on our last Monday night (December 5th) and last Saturday (December 10th).



Missing Parts and Broken Toys

We value our toys and the onus is on all members to take care of them and to ensure that they are returned in a clean and fit condition for others to use.

Of course there will always be some "wear-and-tear" as the toys get older and are repeatedly borrowed by members.

However, if you lose a part of a toy or break it through excessively rough play, we expect you to tell us and pay a fine.

The fine for a broken or missing toy part is \$3 or \$5 – depending on the size of the part and at the Coordinator's discretion.

If it is a new toy that is broken, and the part is so integral that its breakage renders the toy useless, then the member should offer to pay the full replacement cost of the toy. If the toy is older, then only part of the replacement cost should be paid.

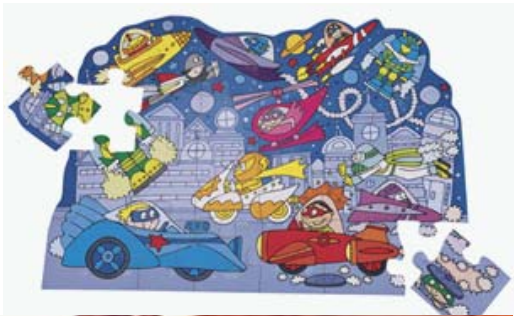
Congratulations – New Babies

Congratulations to all our parents of new babies throughout the year. We love to hear about our "new members" and remember, we are happy to give you a one term exemption from duty when your baby is born.



Our Coordinators

We are very pleased to introduce to you our newest Coordinator, Jackie, who has just joined our team of coordinators, alongside Julie, Katia and Sonya. Please introduce yourself next time you come into the library! Together they share the responsibilities and duties for providing the wonderful services of our Toy Library, with the support of our Committee and you our members.



Bunnings BBQ

Bunnings Hawthorn Sausage Sizzle – Fundraising Update

We had a fantastic performance for our annual Bunnings Sausage Sizzle which was held on Saturday, August 27. We specifically acknowledge the generous support of local suppliers for this event including Josh and the team at Glenferrie Gourmet Meats, Tod Minton at Coles, Tooronga Village and Patrick & the team at Bunnings for allowing us to once again run the event at their popular store.

I'm very happy to report that we sold a record number of these yummy sausages this year – 830! We expected an average of 700 so the additional sales added to a profit of over \$2,100.

These events require a great deal of support in terms of preparation to ensure the day runs seamlessly. The fundraising team would like to thank those of our members (and their partners) who volunteered their time to this very important day in our fundraising calendar. Furthermore we would like to thank previous committee members for their wisdom and suggestions; greatly appreciated!

As a result, Lisa (our Toy Buyer) will be busy purchasing some new toys for the library. We can add to her budget by providing her with some extra funds with the money we hope to raise from Kew Traffic school. It's a fun day out for all our members and their families so please come along to support this event. We look forward to seeing you there on Saturday, October 15th at 3.30pm.

Thanks again!

Margie O'Connor
Events & Fundraising



Committee Roles & Responsibilities

We urgently require new committee members if our toy library is to continue into 2012. If you are able to fill any of these positions please speak with Rosalie Austin on Ph: 9877 1456, email catltoys@hotmail.com or speak with one of our Coordinators or current committee members. Current committee members will provide hand-over support and training for your role. The 2012 Committee is elected at our AGM on Wednesday 16th November 8pm at the Toy Library.

PRESIDENT

Overall oversight of the CATL's activities and processes including liaising with Committee members, co-ordinators, members and external organisations to keep the library running effectively, chairing Committee meetings and participating in functions, fundraising and events.

VICE PRESIDENT

Supporting the President as required, particularly with Council liaison and Library premises.

TREASURER

Collect weekly income, pay weekly wages and sundry expenses, and keep electronic records.

Report to the tax office, submit annual financial audit and budget.

SECRETARY / PUBLIC OFFICER

Drafting and distributing agendas and minutes for Committee meetings.

Collecting mail and directing correspondence to Committee members.

ROSTER & MEMBERSHIP OFFICER

Maintain the CATL email contact list, manage new memberships and renewals (including updating lists, sending welcome emails and noting duty preferences), process resignations, and organise the duty roster (including drafting and displaying and notifying duty shifts, and liaising with the Co-ordinators)

TOY BUYER

Liaise with Co-ordinators and Committee to determine which toys to purchase.

Purchase toys using credit vouchers from toy catalogues, and maximise discounts during toy sales.

FUNDRAISERS

Establish fundraising events for the CATL calendar year.

Advise committee on upcoming events and organise all aspects of the events (including marketing, job allocation, paperwork and promotion).

Manage and coordinate all fundraising committee members and ensure all tasks are allocated and carried out effectively.

IT SUPPORT

Ensure the smooth running of computer and networking equipment used for the CATL database.

Purchase necessary IT equipment and supplies.

Co-ordinate the resolution of software issues with software vendors.

GRANTS OFFICER

Research, advise and liaise with the Committee on possible grants applications.

Prepare & submit grants applications, and follow-up as required.

NEWSLETTERS

Prepare newsletter prior to each term with submissions from committee members, prepare for electronic distribution.

WEBSITE

Maintain basic information & roster/newsletter on website (update each term).

STOCKTAKE

Manage the annual stocktake for the library (including organising staffing and rostering of members, purchasing supplies such as bags, pens, labels).

Enter all stock information on the computer after the stocktake.

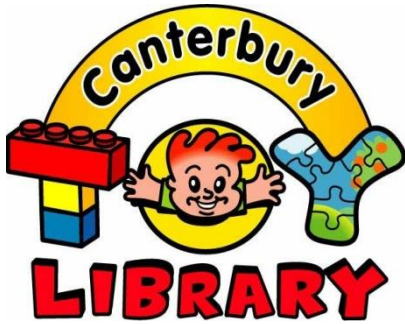
Organise all toys into categories and then record every toy.

Produce all reports and analyse all toy categories to see where new toys need to be purchased or removed from stock.

CO-ORDINATORS

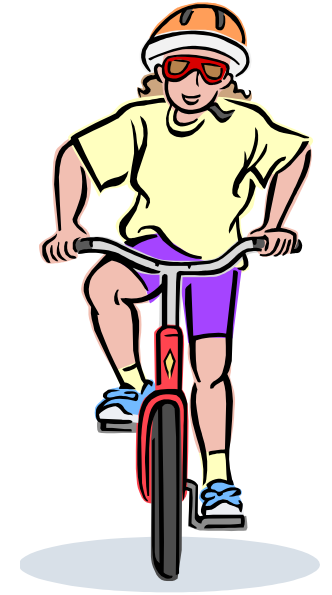
While the paid Co-ordinators for the Toy Library generally attend most Committee meetings, they do so in an advisory capacity and are not actual members of the Committee.

Training and hand-over is provided by current committee members for these roles.



Traffic School Day Saturday, 15 October

**From 3.30pm till 6.00pm
Cnr Cotham and Grange Roads, Kew**



Bring your bike, trike, pusher, cart, scooter or anything with wheels on and join us for a fun afternoon at Kew Traffic School.
(Helmets not provided)

Tickets at the gate: \$5.00 per child, \$10.00 per family (under 18 months free)

Sausage Sizzle & Cakes On Sale!