



MEMBERSHIP PACK

July 2017

Greenwood Toy Library Inc ABN 739536255

Greenwood Scout Hall, Calectasia Street, Greenwood

www.greenwoodtoylibrary.org.au

Version 2.0

GREENWOOD TOY LIBRARY

- Conditions of Membership 1
- GENERAL INFORMATION 1
- LOCATION 1
- MEMBERSHIP 1
- FEES 2
- HOURS OF OPERATION 2
- COMMITTEE 2
- ROSTERS 3
- STOCKTAKE 4
- ANNUAL GENERAL MEETING 4
- ROSTER DUTIES 3
- PARTICIPATION SCHEDULE 4
- FUNDRAISING 4
- TOY CATEGORIES 5
- NUMBERS ON TOYS 5
- CIRCULATION OF TOYS 5
- COMMUNICATION 5
- RETURN OF TOYS 6
- BATTERY OPERATED TOYS 6
- FINES 6
- DAMAGED TOYS / MISSING PARTS 6
- SHIFT DUTIES 7
- AT THE END OF THE SESSION 7

CONDITIONS OF MEMBERSHIP

Greenwood Toy Library Inc (GTL) is a non-profit organisation run by a committee and members. Its purpose is to provide members' children with access to a wide range of quality, educational toys to enhance their development through various play activities.

This package is to let you know how we operate. Please contact one of the committee members if you have any further questions.

The constitution was updated in 2017 and can be found on the GTL website <http://www.greenwoodtoylibrary.org.au/our-constitution.html>

GENERAL INFORMATION

LOCATION

Greenwood Scout Hall, Calectasia Street, Greenwood (opposite Greenwood Village Shopping Centre).

The website address is www.greenwoodtoylibrary.org.au

Current President is Claire Burns and her contact details

- president@greenwoodtoylibrary.org.au
- 0402 048 923

MEMBERSHIP

GTL membership is open to families residing in the northern suburbs with children 0-6 years (under 7 at the AGM.)

The membership limit is decided by the committee and membership is limited to 50. If necessary a waiting list is kept of families wanting to join the Toy Library by the Vice President (Membership Officer).

Membership can be retained by non---active members with payment of the normal annual fee. Resignations must be in writing to the Memberships Officer: memberships@greenwoodtoylibrary.org.au

Membership applications can be made on line – please follow the link on the front page of the Greenwood Toy Library website <http://www.greenwoodtoylibrary.org.au/membership.html>

FEES

Membership fees are \$70.00 per family per year for the period July to June.

Attendance and fees paid at the AGM will receive a discount of \$10 to a membership fee of \$60.00.

Fees are charged prorata for applications made during the year. These fees are not transferable.

Once a membership is approved, fees can be paid in cash at the toy library, or via direct deposit:

BSB: 036-219

Account: 112765

Account Name: Greenwood Toy Library Inc

Please ensure your name is on the payment if paying by bank transfer.

CONSTITUTION

Greenwood Toy Library's constitution is available on its website, in the Daily Sessions Folder, or can be requested through the secretary secretary@greenwoodtoylibrary.org.au

HOURS OF OPERATION

GTL opens on Thursday 7.30pm to 8.30pm and Saturday from 9:30 to 10:30am.

The GTL will be closed for a period over Christmas and stocktake. You will be updated by newsletter and email of closure dates.

COMMITTEE

The Committee comprises of a President, Vice President (Memberships Officer), Secretary and Treasurer, plus up to 6 other committee members. This may include a Rosters Officer, Purchasing and Packaging Officer; Missing and Damaged parts officer and a Fundraising Officer.

The following positions make up the Committee and are declared vacant at each Annual General Meeting;

The duty statements of these positions are kept in the daily sessions file.

If you wish to be involved on the Committee, or as an Assistant, please speak to one of our current Committee members.

YOUR COMMITMENT TO THE TOY LIBRARY

ROSTERS

The toy library operates through the support of the membership. Each member family is required to complete two shifts per term (four roster terms per year).

Members are invited to nominate for their preferred shift when rosters are issued via MiBase (the toy library online database). Members are alerted to rosters by email from Roster Officer. Once completed the Roster Officer will issue a hard copy of the roster via email, however access to the roster is always available via MiBase.

Members that are unable to attend their rostered shift are required to find a replacement and advise the Roster Officer of any shift swaps so these can be updated in MiBase.

Swapping of rosters is your responsibility, we encourage members to join the GTL Facebook page <https://www.facebook.com/greenwoodtoy/> to make communication or access phone numbers through the roster.

The rosters policy is attached as Appendix A to this document.

ROSTER DUTIES

An SMS is sent to remind members when they have a roster. Each Thursday and Saturday roster assigns one member as 'keypik'. It is this person's responsibility to collect the keys prior to arriving at the toy library and to contact the roster partner/s to let them know.

When on roster, all members need to arrive 15 minutes before opening time (i.e. 9:15am or 7:15pm). The keys are to be collected from Greenwood Village Coles supermarket, at the front desk. The person who collects the keys is responsible for the return of the keys.

In preparation, the puzzle rack, costume rack and rolling shelves are to be wheeled into the main hall, the trestle tables arranged and the Toy Library sign and flag placed outside the hall near the footpath.

Within the kitchen in the storeroom there is a "missing parts to be reunited with toys" bring this out and have it available if there is a toy that comes back in with a missing parts form attached. The likelihood that the toy is in the box is quite high.

You will also need the sessions box and relevant contents. Pull out several large toys that may be hidden down or blocking other toys.

Returned toys are kept behind the checking-in table until the end of the session, and returned to the storeroom at the close of the session. This allows for better circulation of the toys between the borrowing days (Hold Back System).

Once a member has signed up, you will be signed up to a roster time that suits to attend and learn.

STOCKTAKE

The participation of all members is necessary to complete the Toy Library's annual stocktake. Attendance by all members for assisting with stocktake is COMPULSORY. This usually consists of three hours work for each member.

ANNUAL GENERAL MEETING

Attendance at the AGM is COMPULSORY for all members. This is in order to choose the new committee as well as to discuss and vote on important issues.

Apologies for exceptional circumstances may be accepted by email to the Secretary on secretary@greenwoodtoylibrary.org.au

The AGM is usually held in July. Annual fees are due and member's details are checked at this meeting.

PARTICIPATION SCHEDULE

As a volunteer organisation, the Toy Library relies on the participation of all members to function effectively. For this reason, each of the following may incur a fine or the committee may decide to ask the member to resign.

- Repeated misuse or abuse of toys
- Failure to attend a rostered session
- Non-attendance at AGM without apology
- Failure to participate in stocktake

FUNDRAISING

Participating in fundraising activities is encouraged during the year. It is important for all members to assist where they can. Fundraising is necessary to raise funds for new toys as other toys wear out or are removed from the catalogue. Fundraising also keeps our membership fees affordable.

TOY CATEGORIES

Toys are organised into categories to make selection easier for parents. These categories are arranged on the shelves in their category and should be returned to their area at the end of each session.

Toy categories are;

- Activity
- Games
- Imagination
- Babies
- Construction
- Puzzles
- DressUps

NUMBERS ON TOYS

All toys are labelled with a category letter and a borrowing number. These toy numbers are used to loan and return toys using the MiBase borrowing system. Eg. A003 (if a toy is labelled G4 it will appear in MiBase as G004).

CIRCULATION OF TOYS

For a two-week period, a family membership allows borrowing of;

- 3 toys
- 4 games/puzzles
- 2 dressups

For each additional child one toy and a game/puzzle may be added to the allowance per family.

Toys may be renewed once, for an additional two-week period, this can be done via MiBase.

COMMUNICATION

Correspondence to members is sent via email. If you change your email address please let the Membership Officer know by emailing memberships@greenwoodtoylibrary.org.au

If members have correspondence for the committee it can be placed in the red wooden letterbox located in the Toy Library storeroom, or email the president at president@greenwoodtoylibrary.org.au

For urgent matters, please contact one of the committee members. The President's email is president@greenwoodtoylibrary.org.au.

It is each member's responsibility to notify the Committee of a change in contact details.

There is also a Greenwood Toy Library members Facebook page members are encouraged to join for communication purposes.

RETURN OF TOYS

Toys should always be returned in good condition. If toys are not clean and dry, you will be asked to either do this at the Toy Library or take them home for another week.

Toys remain the property of Greenwood Toy Library at all times.

BATTERY OPERATED TOYS

Some toys have batteries already included. If the toy comes with batteries, please ensure it is returned with batteries. Otherwise, please leave your batteries in the toy until it is checked upon its return, then you may remove and keep your batteries. Replacement batteries are available in the session box.

FINES

The limit for late toys is one week following the return due date. After this, a fee of \$1 per week applies. Members who do not turn up for their roster, AGM or stocktake may be asked to pay a nominal fine. Fines are to be paid into the honesty box or placed in an envelope and posted in the red box at the Toy Library.

DAMAGED TOYS / MISSING PARTS

It is the member's responsibility to check that a toy is complete when it is taken from the Toy Library. Members must complete a "Damaged Toy Form" (in Daily Sessions file) on return of any broken item/s or toys. The form is then kept with the toy, which is placed in the Damaged Toys area for repair.

On return of an *incomplete* toy with missing parts, the member will be required to re-borrow that toy (as part of their toy allowance) for another week to have extra time to find the missing part/s. If after this time the part is still missing, the member must complete a "Missing Parts Form" (in Daily Sessions file) which is then kept with the toy and placed in the Damaged Toy area. An alert should also be put onto the toy in MiBase to notify members when borrowing, this procedure is in the daily sessions folder.

Fines for significantly damaged toys or missing parts is decided upon by the committee.

SHIFT DUTIES

- Set up tables for borrows and returns.
- Open storeroom, bring racks out in the hall and set up the computer table.
- Open session box and display honesty box on desk.
- Ensure laptop and tablet are logged in and ready to go.
- Ask visiting members their name, and locate record on MiBase computer system
- Check returned items for (1) Correct pieces (2) Damage (3) Cleanliness and (4) Packaging (returning member should assist by counting items and helping the shift member)
- Loan new toys via the MiBase computer system, using the scanner or entering the toy number. Remind member to check toys before use to ensure nothing is missing or damaged. Remind member of return date
- Returned toys are kept behind the checking-in table until the end of the session, and returned to the storeroom at the close of the session. This allows for better circulation of the toys between the borrowing days. (Hold Back System).

AT THE END OF THE SESSION

- Return the toys to their correct category shelf.
- PLEASE KEEP STOREROOM TIDY AND ORDERLY.
- Return the sessions box, computer table, puzzle rack, dress up rack and Toy Library sign to the store room. Put away the trestle tables and chairs.
- Lock the storeroom door and front door to the hall. Double check.
- Return the keys to Coles.

Appendix A: Rosters Policy

Rosters Policy

All members are required to complete the following shifts each term:

Members – 2 Shifts

Committee – 1 shift

Roster terms run for 13-14 weeks and are set to align as closely as possible with school terms to make shift selection easier for those who have school and sporting commitments that change each school term.

Rostered Shifts are for 1.5hrs to allow for set up and pack up. Please ensure you arrive in time to set up the hall prior to opening time. You will also need time to log in to the computer and tablet. Shift times are:

Thursday 7:15pm-8:45pm

Saturday 9:15am-10:45am

Roster Selections

Rosters selections are completed on MiBase. The Rosters Officer will send an email to your registered email address 2 weeks prior to the commencement of the new roster term, members are given 7 days to select shifts, after which all unallocated shifts will be filled by the rosters officer so that the roster can be emailed to all members.

Shift coordinators are allocated by the rosters officer prior to emailing out the roster. Please check the final roster to see if you are required to collect the keys.

If you are unable to attend your rostered shift

It is **your** responsibility to arrange to swap your shift with another member. A member contact list is available on MiBase when you first Log in on your member log in. Changes to the MiBase roster can only be made by the rosters officer, so please contact the roster officer at rosters@greenwoodtoylibrary.org.au to inform when you have arranged a swap so that changes can be made to the roster.

If you fail to attend a rostered shift

Non attendance on your rostered shift will impact many other toy library members. Members who do not attend a rostered shift will be asked to complete a make up shift and also an additional *penalty* shift. We understand that occasionally people do forget a shift, however the toy library cannot run with less than 2 members on shift and if there is not someone else able to step in and help the toy library will have to close for that shift.

Roster Credits

MiBase allows for roster credits to be allocated to members for extra duties completed outside of roster times. These will be allocated by the committee where it is deemed that a member has completed service to the toy library that is equivalent of a roster shift for example taking on extra roles to coordinate fundraising or attend busy bees.