



MEMBERSHIPS

Co-op SHARE	\$20 (over)
<u>ANNUAL MAINTENANCE FEES</u>	
STANDARD	\$45
LOW INCOME/STUDENT	\$30
ORGANIZATIONS	\$140
<u>TOOL LOANS</u>	
HAND TOOLS	FREE!
POWER TOOLS	\$2/tool/loan

Member Count: 1,580



2015 - 2016 ANNUAL REPORT



MESSAGE FROM THE BOARD OF DIRECTORS

The VTL is turning five this year! We've come a long way since our incorporation in 2011.

The past year has seen a number of significant changes. Our cooperative has grown, yet again, and now includes over 1,600 members. Our inventory has expanded and is more diverse; try out our new sewing machines and cargo bike. We hosted dozens of workshops covering a variety of topics. I'm sure you've noticed the renovations in the shop as well—our new front desk, counter, feature wall, and hardwood floor are a big improvement. Behind the scenes we've also made significant improvements in shop operations, our new pricing structure, the volunteer program, and our governance structure.

We anticipate the upcoming year will focus on continuing to build our volunteer capacity, renewing our strategic plan, and ensuring the financial stability of our co-op. We are also excited to launch our Safer Spaces Agreement this coming year, as part of our work to ensure our co-op is an inclusive and accessible community resource. As a primarily volunteer-run organization, there is always room for new faces and we'd welcome your help on these important initiatives. Say hello if you'd like to get involved.

An enormous thank-you is due to all of our current volunteers. In particular, outgoing board members Brian Beaudry, Craig Massey and Adam Carver. Each of you gave generously over the many years you served on the board, and the VTL would not be the thriving organization it is today without your contributions. Our volunteer coordinators Rob Gill, Suz Forbes, Amy Thorogood, Derek Martinig and Lauren McGuire-Wood also deserve our thanks. Your generous gifts of time and energy are invaluable. Finally, Greg Stone, our multi-talented general manager—you've done an incredible job juggling everything we've thrown at you. The VTL has flourished under your watch!

On behalf of the board, we look forward to another exciting year. Thank you to all our members and volunteers for your ongoing support. See you in the shop.

Best wishes,

Stuart Higgs
Interim President

Your 2015-16 Board: Brian Beaudry (President), Craig Massey (Vice President), Andrew Carver (Treasurer), Rob Gill (Director of Tools), Lauren McGuire-Wood (Director of Communications), Stuart Higgs (Director of Volunteers / Interim President)

CONTENTS

OUR VOLUNTEERS AND STAFF.....	4
PARTNERSHIPS	5
TOOL REPORT	6
WORKSHOPS AND EVENTS	7
BALANCE SHEET	8
PROFIT AND LOSS	9
WITH APPRECIATION	10
APPENDIX	11

SHOP STATS

(AS OF APRIL 30, 2016)

Total Membership	1,583
Members this year	345
(237 Standard memberships)	
(108 Low Income memberships)	
(0 Organizational members)	
Membership Renewals	169
Volunteers	30
Tools	2,153
Individual loans to date ...	30,164
Workshops this year	25

OUR VOLUNTEERS AND STAFF

The VTL has had a busy year of positive development thanks to our staff and volunteers. General Manager Greg Stone has contributed greatly to shop improvements and continues to support the hard working group of volunteers who keep the shop doors open and tools working. As of the end of the fiscal year, we have once again increased our volunteer count. There are currently 30 volunteers working behind the shop desk, running workshops, helping with committees and maintaining tools.

BOARD OF DIRECTORS AND COORDINATORS

The Board of Directors is an elected group of volunteers responsible for the long-term vision of the VTL. “Coordinators” have been incorporated to fulfill a more active role in the shop’s day-to-day operations and are to report to the Board. This new structure aims to strengthen and maintain a long-term Board of Directors and provide fresh energy and ideas at the Coordinator level. Earlier this year, a Board retreat was held on Salt Spring Island. The retreat is where much of the strategic planning is done for the upcoming year.

COMMITTEES

Currently, three committees are active at the VTL. The Tool Coordinator continues to run a monthly tool committee where much of the tool maintenance occurs. The Tiny Workshop Committee is in the initial phases of planning for a tiny mobile VTL workshop. The Safer Spaces committee is working on developing policy that will make the shop more accessible to all members of the community.

SHOP VOLUNTEERS

The Shop Assistants and Supervisor volunteers continue to be the steady pulse of the VTL, providing friendly assistance for their fellow members. In return for their services, shop volunteers continue to receive discounts on borrowing fees and workshops. The refined Volunteer Training Program has seen great success and a Supervisor Training Program is now being developed. In the next year, the VTL hopes to increase education and training opportunities, in the form of seminars, for shop volunteers in various relevant spheres from tool maintenance to safer spaces policy.

PARTNERSHIPS

Over the course of the last year, the VTL has made a lot of new friends. These partnerships are very important for the VTL. Cross-pollinating helps us collaborate and come up with great new ideas and initiatives. Here are some of our new and old friends.

ANOTHER SPACE

The VTL and Another Space have gotten really close this year! Another Space is a site for workshops to serve your personal growth, healing and exploration. Since the fall of 2015, VTL and AS have been co-hosting monthly Drop-In Sewing workshops. These workshops are an opportunity for people to come and learn how to sew from nothing, or to get help from specialists with their textile projects. The workshops have been really popular and even garnered a segment on CTV news. The VTL would also like to thank AS for hosting our AGM this year!

WOOD SHOP WORKER'S COOP

Early in 2016, the VTL started talking with the Wood Shop Worker's Coop, a very cool organization based in False Creek Flats. The Wood Shop is an upcycling machine, offering furniture and lumber from various sources of upcycled materials; pallets, box springs, and home demos all included. The VTL wanted to make it easier for our members to get access to the Wood Shop's upcycled lumber for projects. We're happy to say that VTL members get 20% off lumber from Wood Shop. We're also in talks to cohost workshops and to offer furniture 'kits' to our members for a discounted rate.

CEDAR COTTAGE NEIGHBOURHOOD HOUSE

The Cedar Cottage Neighbourhood House is one of VTL's oldest partners, and we're still going strong! Located on Victoria Dr, the CCNH is a gathering place for Cedar Cottage community members of all ages, cultures and walks of life. The VTL got the opportunity to help out with a few CCNH events this year. First, we hosted a small box-building workshop for a group of girls in the After-School Program. Everyone finished their boxes! And we helped CCNH prepare for their annual Carnival fundraiser by assisting them with signage, promotion and some upgrades to their mini-putt course.

THE URBAN NESTWORK

The Urban Nestwork is a new organization that aims to assist urban biodiversity! They host birdhouse-building workshops, organize seminars on biodiversity, and sell birdhouses. VTL has been providing tools for the Urban Nestwork's workshops, and they'll be hosting birdhouse-building workshops with the VTL in the near future. Check out their 'Nestwork' on their website, a map that displays all of their birdhouses throughout the city!

TOOL REPORT

The tools at the VTL experienced a first for 2015-16 – a starring role in our “Tools for Fall” short film. Our red rake and Skil drill managed to stay grounded and didn’t make extensive demands. The bike on the other hand took the elevated status literally and demanded to be stored at the highest point in the shop. Check out the film on our website or youtube channel. You can also come and take home these stars – they will be happy to help you rake leaves, drill holes or carry a 400lb load under pedal power.

This year the tool committee has been re-established and now meets on the last Monday of every month. Additionally, the tool committee is inviting any member to drop-in and help keep the tools in operation. This has led to a larger engagement with our members as well as more hands on deck to work on the tools.

As with last year, shop organization has been a priority. The shop shelving is largely completed now and we have begun utilizing the vertical space in the shop for more seasonal items such as the lawn mowers. More work will be done on the hanging tools over the coming months. Although not strictly shop organization, some effort was put forth to give the front desk area more character with the addition of wood panelling from reclaimed sources such as cedar fencing and pallet wood.

For the second year in a row we held a spring garage sale. This event was wildly successful in terms of disposing responsibly of tools that were no longer required in the shop as well as being a kick-off to the spring busy season. The garage sale day is one of our busiest for loans and new members.

Here’s a few stats from the year:

- Over 1100 unique tools checked
- 612 members took out at least one tool
- Over 9000 loan transactions
- Most loaned tool: Dewalt 10in table saw

WORKSHOPS AND EVENTS

This year, the VTL offered an array of workshops to members and the community, and participated in some great events. Here's a summary of everything we did.

WORKSHOPS

Intro to Tools

Our monthly Intro to Tools workshop was very successful this year. The demand for basic woodworking instruction is high, with every Intro to Tools class being nearly sold out. Some of the projects we worked on this year were ladders, lunch boxes, bird houses, hexagonal shelves and planter boxes. Our GM Greg Stone is the host of this workshop.

Drop-in Sewing

Along with Another Space, the VTL has been offering a monthly drop-in sewing event. Participants can come and learn from our on-hand textile experts, or just use our machines to work on their projects. The VTL is pleased to be engaging in the world of textiles, new territory for us. Thanks to hosts Sarah Kerfoot, Linnea McPhail, and the Another Space crew.

Bike Maintenance

This year, we offered a 7-part bike maintenance workshop series. Cycling guru Ari Ng instructed participants how to maintain all the individual parts of their bikes.

Ski and Snowboard Tuning

This winter, we offered two workshops focused on keeping your skis and snowboards tuned. Former Olympian and snowboarder Alex Duckworth has been an amazing host for these events. We hope to keep this going next winter.

Miscellaneous

Alongside our recurring workshops, we also hosted numerous one-off workshops, including planter boxes (hosted by Jillian Papp), box-building with Cedar Cottage Neighbourhood House, and mini-putt upgrading at Charles Dicken Elementary.

EVENTS

The VTL was involved in several events this past year. Once again, we were present at the Vancouver Mini MakerFaire, where we showcased our members' projects and offered participants to build their own growler carriers. We also hosted our now-annual Garage Sale. This event is a great fundraiser, while helping us clear out some space in our shop and drawing some new members to the VTL.

Balance Sheet

The Vancouver Tool Library As at 30 April 2016

	30 Apr 2016	30 Apr 2015
Assets		
Current Assets		
Cash - Vancity	12,076	9,616
Cash - Vancity Emergency ¹	-	4,000
Cash - Vancity Other	2,355	2,355
Total Current Assets	14,431	15,971
Non-current Assets		
Co - Op Shares - Modo	500	500
Co - Op Shares - Vancity	5	5
Total Non-current Assets	505	505
Total Assets	14,936	16,476
Liabilities		
Current Liabilities		
Employee Benefits Payable - CRA	494	294
Total Current Liabilities	494	294
Non-Current Liabilities		
Emergency Operating Fund	-	4,000
Total Non-Current Liabilities	-	4,000
Total Liabilities	494	4,294
Net Assets	14,442	12,182
Equity		
Current Year Earnings	(8,548)	(6,928)
Membership Share	30,409	23,600
Retained Earnings	(7,418)	(4,490)
Total Equity	14,442	12,182

Notes

1
Vancity Emergency transferred into Cash-Vancity

Profit & Loss

The Vancouver Tool Library For the 12 months ended 30 April 2016

	Apr-16	Apr-15
Income		
Annual Maintenance LOW INCOME	3,470	3,360
Annual Maintenance LOW INCOME RENEWAL	1,440	1,320
Annual Maintenance ORGANIZATION	-	140
Annual Maintenance ORGANIZATION RENEWAL	-	280
Annual Maintenance STANDARD	10,110	8,865
Annual Maintenance STANDARD RENEWAL	5,466	4,545
General Donations	4,626	642
Inventory for Sale and Misc	-	38
Late Fees	5,492	4,508
Power Tool Loan Fee	5,203	4,165
Workshop Revenue	186	-
Total Income	35,992	27,862
Gross Profit	35,992	27,862
Less Operating Expenses		
Administrative Expense	429	1,158
Advertising/Promotion	13	-
Board Meetings	72	-
Board Retreat	928	-
Contractor and Employee Expense	22,348	16,931
Credit Card / Bank Card Fees	881	747
Insurance	1,754	1,767
Modo Expense	378	141
Moving Expenses	373	426
Penalties (Late Remissions/Interest)	407	-
POS / Inventory	-	362
Rent	9,200	8,400
Rounding / Till / Misc - ERRORS	4	-
Shop Expense	624	694
Tool Maintenance	969	425
Tool Purchases	2,351	1,972
Utilities	1,429	1,082
Volunteer Appreciation	232	363
WCB	855	-
Web Hosting	292	323
Work Shop Expense	1,001	-
Total Operating Expenses	44,540	34,791
Net Profit	(8,548)	(6,928)

WITH APPRECIATION

The VTL exists because of all the help we get from everyone in the community. We would like to personally thank all of you who have helped in any capacity this past year. Many thanks go out to...

BOARD OF DIRECTORS

Brian Beaudry (President)
Craig Massey (Vice President)
Rob Gill (Director of Tools)
Lauren McGuire-Wood (Director of Communications)
Stuart Higgs (Director of Volunteers/Interim President)

COORDINATORS

Suz Forbes (Volunteer Coordinator)
Amy Thorogood (Special Projects Coordinator)
Derek Martinig (Financial Coordinator)

STAFF

Greg Stone (General Manager)

SHOP SUPERVISORS

Stefan Tjarks, Luna Nuhic, Ryan Gerrard, Matt Osmond, Mike King, Geoff Vincent

SHOP VOLUNTEERS

Alex Duckworth, Mike Krywulak, Rob Lee, Chris McGuire, Rosalind Sadowski, Philip Schulze, Joel Bennett, Max Lloyd, Matt Stevenson, Lesley Lim, Phil Klering, Jillian Papp, and Roxanne Gardener

OTHER THANKS

We can't forget these people who have helped the VTL grow this year:

Ari Ng, Sarah Kerfoot, Linnea McPhail, Sarah Peacock, Nicky Grunfeld, Simon Gauthier, and everyone who donated time and tools this year.

APPENDIX

Project Budget 2016-2017 Vancouver Tool Library

	2015-2016 Actuals	2016-2017 Budget
Income		
Annual Maintenance LOW INCOME (new + Renewal)	\$ 4,910.00	\$ 5,000.00
Annual Maintenance STANDARD (new + renewal)	\$ 15,576.00	\$ 18,000.00
General Donations	\$ 4,812.00	\$ 6,288.60
Late Fees	\$ 5,492.00	\$ 6,500.00
Power Tool Loan Fees	\$ 5,203.00	\$ 6,500.00
Other Income (Grants)	\$ -	\$ -
Total Income	\$ 35,993.00	\$ 42,288.60
Operating Expenses		
Administrative Expense	\$ 429.00	\$ 400.00
Advertising/Promotion	\$ 13.00	\$ 50.00
Employee Expense/Payroll	\$ 22,348.00	\$ 24,600.00
AGM	\$ 72.00	\$ 75.00
Board Retreat & Volunteer Appreciation	\$ 1,160.00	\$ 1,000.00
Credit Card / Bank Card Fees	\$ 881.00	\$ 940.00
Insurance	\$ 1,754.00	\$ 1,800.00
Modo Expense	\$ 378.00	\$ 350.00
Moving Expenses	\$ 373.00	\$ -
Rent	\$ 9,200.00	\$ 11,200.00
Shop Expense	\$ 624.00	\$ 700.00
Tool Maintenance & Purchases	\$ 3,320.00	\$ 4,050.00
Utilities - Internet & Electricity	\$ 1,429.00	\$ 2,184.00
Penalties	\$ 407.00	\$ -
WCB	\$ 855.00	\$ 300.00
Web Hosting	\$ 292.00	\$ 360.00
Work Shop Expense	\$ 1,001.00	\$ 1,000.00
Total Operating Expenses	\$ 44,536.00	\$ 49,009.00
Net Profit	\$ (8,543.00)	\$ (6,720.40)
Membership	\$ 6,809.00	\$ 7,000.00
	-\$ 1,734.00	\$ 279.60

