



**2012-2013
Annual Report**

MESSAGE FROM THE BOARD OF DIRECTORS

Our second year has proven that the tool library is here to stay. This year we didn't grow so much as we did mature; the VTL now has a stable and full Board of Directors, and two part-time staff members.

In November 2012, the Board held a very successful strategic planning weekend. We set our goals for the coming year and we were able to tackle some long-standing issues facing our organization.

Since becoming Canada's first tool lending library, our shop has served as a model for new tool lending organizations starting up across the country. We are proud of all our members and volunteers for helping build an organization that is at the forefront of a growing sharing movement.

Sincerely,

2012-2013 VTL Board of Directors:
Scott Baker, Brian Beaudry, Adam Carver, Chris Diplock, Caitlin Dorward, Kathy Yan Li, Craig Massey, and Conner Wear.

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OUR VOLUNTEERS

This fiscal year, we welcomed our first paid contractors to the team. In July 2012, we brought on Lauren McGuire-Wood to develop the VTL's educational workshop series, and assist with communications and promotion. In September 2012, we hired Geoffrey Vincent to manage the VTL shop and coordinate volunteers.

Although we now have two staff members, the VTL still relies heavily on volunteers. Together we have invested thousands of hours of hard work into making sure the VTL keeps running. Our volunteers contribute to efforts in the shop, on communications and events, finances, and partnership building. We are lucky to have such a dedicated and talented group helping us out. In all, we saw an increase of 63% in terms of number of volunteers! Huge thanks to all of you!

Board of Directors

The Board of Directors is an elected group of volunteers that commits to guiding the general direction and strategy for the Tool Library. Our board members spent countless hours in the boardroom, the shop, and at events. This year was the first to see all positions on the board filled. We thank all the individuals who served on our Board in 2012-2013.

Committees

There are currently three sub-committees of the VTL: Tool Committee, Events Committee, and City Commons Planning Committee. The Tool Committee is responsible for the maintenance of our tool inventory. The Events Committee met a couple times this year to brainstorm fundraising opportunities. The City Commons Planning Committee is organizing a placemaking event scheduled for July 2013.

Shop Volunteers

Our shop volunteers continue to assist members with their tool needs and Geoffrey with in-shop projects. The VTL shop volunteers are the face of the co-op. This year we implemented a new recruitment system whereby new volunteers are hired and trained every four months. Committing to a shift every two weeks for a four month semester, the shop volunteers are essential to the day-to-day operation of the library. In the past year, we have seen 32 individual volunteers in the shop, 50% of which continued volunteering for more than one 4-month long "semester". Volunteers in the shop learn important skills such as tool maintenance, tool vocabulary, and building skills. Through our volunteer program we have made many improvements to the shop including shelving, towel racks, workbenches, and benches. Volunteers learn from the advice and experience of other members and are eventually able to pass on advice and experience of their own.

TOOL REPORT

The 2012-2013 fiscal year saw the number of tools in our inventory increase from around 800 items to over 1100, including tools for construction, woodworking, bike repair, gardening, and more!

The generosity of our tool donors was instrumental in continuing to keep our operating costs low. This year we have received donations of tools such as lawn mowers, tablesaws, nail guns, drills, bike repair stands, wet tile saws, and many more! We continue to receive ongoing donations and seek out tools for purchase based on our members' feedback and tool usage statistics. Some of the tools we have purchased this year include pressure washers, nail guns, belt sanders, and carving tools.

Tool Repair

With a regular staff member in the shop, tool repair has been more efficient and consistent. In addition to work done by the tool committee and Director of Tools, the VTL shop manager, Geoffrey, is able to do tool repair and assessment as issues arise. The VTL receives an average of 4 tools per week in need of repair or part replacement (including blades). Most of these repairs are done within a day to a week, however, finding parts can sometimes be difficult and can delay the return of the tool to the inventory. Going forward, the VTL will work to ensure that tools purchased and donated are high quality, and that parts can be easily sourced in order to reduce the cost of replacing inventory and shorten the turnaround time of repairs.

Tool Committee

The maintenance and development of the VTL's tool inventory is overseen by a small group of volunteers who form our Tool Committee. The committee of six members meets once a month and holds smaller bi-weekly work-parties during which new tools are inventoried, tool safety checks are performed, damaged tools are repaired, and decisions are made around tool purchasing, tool use, and maintenance policies. This coming year, the Committee aims to continue to reduce turn-around time on damaged tools, develop a more consistent system for the performance of tool maintenance checks, and continue to expand our tool selection. A huge thank you goes out to this very dedicated committee who keep our tools and shop safe!

Most Borrowed Tools

- 1) 10" Dewalt Table Saw
- 2) Rigid 10" Miter Saw
- 3) Dewalt Ferrous Oxide Drill Bit Set
- 4) Dewalt 18v Cordless Impact Driver
- 5) ITC 10" Miter Saw

Honourable Mention

- 1) Dewalt 18v Cordless Hammer Drill
- 2) Irwin Wood Clamps
- 3) Mastercraft Belt Sander

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Tool Statistics

- Over 1100 tools in our inventory
- Over 8,300 cases of tool check-out to date
- Over 100 tools checked out a week, on average

MEMBERSHIP AND PARTICIPATION

Our Members

633 Members
Active Members: 63%
Age Range: 19-79
30% Female
70% Male

Our second year has seen healthy growth in our membership. This year we enrolled 345 members: 4 were Cooperative Memberships Only, 101 were Low Income/Student Memberships, 207 were Standard Memberships, 33 were Other.

In July of 2012, the Vancouver Tool Library conducted a member survey which was completed by over 20% of our members. Through this process, we learned about what our members think of our service and inventory and the directions we might take in the future.

After much deliberation by the board of directors, we decided to raise our annual membership prices in our second year. We received some valuable feedback from our members, all of whom wrote to us to say they thought the increase was reasonable and were happy to pay a little extra in order to keep the VTL running. We appreciate your feedback!

In response to the request for a space to share project ideas and pictures, we have been regularly showcasing members' projects through our Facebook and Twitter pages and our blog. This seems to be a huge source of inspiration for other members. We are planning to re-launch our website in the coming months and it will feature a gallery for members to post their own photos and explain their building processes.

Share Your Thoughts with the Vancouver Tool Library

As a member owned and governed organization it is important to actively pursue member feedback. We currently have several ways to give us feedback and get involved:

1. Talk To Us - Fill in our Tool Inventory Feedback Form online, respond to our bi-annual surveys, email us at info@vancouvertoolibrary.com, or talk to our volunteers in shop.
2. Volunteer - Fill in the Volunteer Intake Form on our website and let us know how you'd like to get involved: in the shop, on committees or on just once and a while.
3. Come Out To Our General Meetings – We hold general meetings once a year.

PROGRAMS AND EVENTS

Workshop Series

In our second year, the Vancouver Tool Library has continued to offer the popular monthly how-to workshop program for our members and the public. We regularly host Intro to Tools Workshops for those who are unfamiliar with many of the tools available at our shop. Participants typically build simple projects such as planter boxes, birdhouses, or benches. We have also had more specialized workshops, including Woodworking with Hand Tools, Winter Garden Construction, and Bike Maintenance. Nearly all of the workshops have sold out! As always, we welcome members' input on workshops in the next year; your ideas help us provide meaningful educational opportunities.

Community Builders Program

The VTL began a new program this year: Community Builders. Our role is the connector between individuals who want to volunteer and organizations who need people to help with tool-related projects. We recently connected volunteers with the Cedar Cottage Neighbourhood House when they built their edible garden this past spring. We anticipate having many more opportunities to help these volunteers find projects this summer.

Outreach and Events

We have had a few opportunities to get the word out about the VTL in the community. Last summer, we had a table at Maker Faire. This past winter, we were featured in the Cedar Cottage-Kensington branch of the Vancouver Public Library and the South Burnaby Branch of Vancity. In March, the City Commons Planning Committee held an information session for those interested in submitting a project to the City Commons placemaking event that will happen this summer. In April, we were invited by Modo the Car Co-op to participate in their first ever Sharing Station at the Vancouver Farmer's Market at Nat Bailey Stadium, along with Trade School Vancouver, East End Food Co-op, and the Sharing Project. The Sharing Station was a hit and we will likely be coming back to the Farmer's Markets this summer!



FINANCIAL REPORT

During the last fiscal year, the VTL under went a price model change (an introduction of cost per use for power tools) and saw an increase in annual memberships. Both supported costs associated with running the VTL. In the coming year, this will help the VTL rely less on grants and eventually become self-sufficient. These changes, combined with conservative spending, have seen the VTL end the 2012-2013 with positive income. This income will be used to purchase more tools and to help support further projects including the possibility of moving to a larger space. The largest expenditures remain to be rent and contractor expenses, while the greatest revenue generators are annual memberships and grants.

Balance Sheet As of May 26, 2013

	May 26, 13
ASSETS	
Current Assets	
Chequing/Savings	
Petty Cash	200.00
Vancity Chequings	20,229.08
Vancity Membership Share	5.00
Total Chequing/Savings	<u>20,434.08</u>
Accounts Receivable	
Accounts Receivable	1,621.98
Related Party - City Commons	771.02
Total Accounts Receivable	<u>2,393.00</u>
Total Current Assets	<u>22,827.08</u>
Other Assets	
Modo Membership	500.00
Total Other Assets	<u>500.00</u>
TOTAL ASSETS	<u><u>23,327.08</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,716.92
Total Accounts Payable	<u>1,716.92</u>
Total Current Liabilities	1,716.92
Long Term Liabilities	
Deferred Grant Revenue	5,000.00
Emergency Operating Reserve	4,000.00
Total Long Term Liabilities	<u>9,000.00</u>
Total Liabilities	10,716.92
Equity	
Member Equity	12,320.00
Opening Balance Equity	5.22
Retained Earnings	169.94
Net Income	115.00
Total Equity	<u>12,610.16</u>
TOTAL LIABILITIES & EQUITY	<u><u>23,327.08</u></u>

Profit & Loss May 2012 through April 2013

	May '12 - Apr 13
Ordinary Income/Expense	
Income	
Fundraising	100.00
General Donations	1,070.60
Grant Revenue	12,000.00
Late Fee Revenue	1,509.50
Maintenance Fee Revenue	10,671.65
Miscellaneous Revenue	22.00
Power Tool Rental	574.80
Tool Donation Revenue	510.00
Workshop Revenue	1,464.31
Total Income	<u>27,922.86</u>
Expense	
Advertising and Promotion	915.67
Committees Expense	759.01
Contractor Expense	11,745.38
Depreciation Expense	0.00
Event Expense	28.00
HST Expense	156.62
Insurance Expense	1,452.36
Miscellaneous Expense	7.32
Moneris Processing Fee	300.51
Moneris Terminal Fee	135.54
Paypal Expense	21.15
Rent Expense	7,800.00
Store Set-Up	1,167.41
Tool Repair & Maintenance	103.29
Training	732.94
Utilities	1,011.88
Volunteer App	24.84
Workshop Expense	306.19
Total Expense	<u>26,668.11</u>
Net Ordinary Income	1,254.75
Other Income/Expense	
Other Expense	
Modo	85.12
Prepaid Expense	50.00
Total Other Expense	<u>135.12</u>
Net Other Income	<u>-135.12</u>
Income	<u><u>1,119.63</u></u>

OUR SUPPORTERS AND CONTRIBUTORS

Financial Support

City of Vancouver - Greenest City Action Team

Vancity - Vancity Community Project Grant

The Cooperators - Cooperative Development Fund

10,000 Villages on Commercial Drive - Holiday Fundraiser

Technical and Professional Support

Zach Bulick - Graphic Design

Mitch Dermer - Associate, Singleton Urquhart

Partners and Contributors

Modo the Car Co-op

Private Donors

Thank you!