



**2011/2012  
Annual Report**





**The Vancouver Tool Library is a cooperative tool lending library in Vancouver, BC.**

**In our first year, we have made great progress in support of our mission to empower our community with the tools and skills they need to improve their homes and public spaces.**

**This report will outline the successes and challenges of our first year and how we plan to move forward in 2012/2013.**

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# MESSAGE FROM THE BOARD OF DIRECTORS

This has been an exciting year for everyone on the Board of Directors at the Vancouver Tool Library. In our first year, we helped the organization make the difficult transition from a great idea into what now stands at 3448 Commercial Street: Canada's first tool lending library. Starting a new organization is never easy, and as you'll read in the pages of this report, our Board of Directors only accomplished what we did this year by working together with an amazing group of community members, funders, and supporters.

The response we've received from our members and Vancouver residents in general over this past year has been overwhelmingly positive. We're looking forward to another great year in 2012/2013, which we see as a time not only to refine and improve the services we already offer, but also to explore the potential to expand into new areas suggested by our membership, such as an online forum and a shared workshop space.

Sincerely,

The VTL Board of Directors:  
*Chris Diplock, Caitlin Dorward,  
Conner Wear, Craig Massey  
And Kathy Yan Li*

\*Mentions to past board members:  
George Rahi, Kirsten Blomdal, Tony Phillips, Sam Wright, Gaelen Kraus, Morgan Slusar, Quentin Wright, and Mike Harry.



# OUR VOLUNTEERS

## (AKA the people who run the place)

For all of fiscal 2011/2012 the Vancouver Tool Library has been 100% volunteer run. This means that the design, financials, communications, tool repairs & maintenance and shop hours are all thanks to an amazingly devoted group of community volunteers. Together, our volunteers have invested over 2000 volunteer hours into the organization in the past year.



**The Board of Directors** - The board of directors is an elected group of volunteers that commits to overseeing the general direction and strategy for the Tool Library. In the VTL's first year, the board worked above and beyond the hours expected, in all different aspects of the organizations. Our working board of directors was active in the board room, on the shop floor, and at all our events and workshops. We thank all the individuals who served on our Board in 2011/2012.

**Committee Volunteers** – The VTL has a number of committees that are open for our members to serve on. Although committees have been relatively inactive in our first year, one committee, The Tool Committee, stands out. The Tool Committee is a group of tinkerers and trades people who have committed time to help maintain and repair the VTL's tool inventory. Chaired by the Director of Tools, this committee has overseen the development and maintenance of our tool collection. Read more about them in the Tool Report on p.6.

**Shop Volunteers** – These are our frontline volunteers, who commit to working two shop shifts per week. Their commitment has allowed us to provide consistent hours of operation and support. More than 20 individuals have participated in the Shop Volunteer program over the past year.

**A New Volunteer Program** – Based on feedback received in a February 2012 Volunteer Survey, we have recently developed a new volunteer program called *Build It*. This program incorporates a personal woodworking project and training to incentivize the volunteer experience and help volunteers gain tool skills. Look for program updates in this year's newsletters.

### Interested in volunteering?

Fill out our Volunteer Intake form at [www.vancouvertoollibrary.com](http://www.vancouvertoollibrary.com)







# TOOL REPORT

We currently have over 800 power and hand tools in our tool inventory, including tools for construction, woodworking, bike repair, gardening, and more. The generosity of our tool donors was instrumental in helping to keep costs low during our first year of operation. Over 80% of our tools have been donated – everything from hammers to table saws to pressure washers.

Our tool inventory continues to grow. We receive ongoing donations and seek out tools for purchase based on our members' feedback and tool usage statistics, which we are able to collect with our "Local Tools" tool inventory software. This software also allows us to keep track of incidences of tool damage and the costs associated with their repair.

Since we began using this tracking method in November 2011, a total of 36 tools have been taken out of inventory due to damage, on a total of 50 separate occasions. Relatively few of these incidences were due to member misuse but rather a result of low quality tools that were simply were not of the quality necessary to hold up to such consistent use.

As our membership increases in the upcoming year and beyond, the need to ensure we have quality tools that can perform over the long term will become increasingly important. 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 meets once a month and holds smaller 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 and tool use and maintenance policies.

This coming year, the Committee aims to reduce turn-around time on damaged tools, getting them back on our shelves faster, 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 sharp, safe, and in good working condition.

## **The VTL's Most Popular Tools:**

1. Dewalt 18 volt Cordless Drill
2. ITC 10" Compound Miter Saw
3. Black and Decker Circular Saw

\*Honorable Mentions: Dewalt Table Saw, Orbital Sander, and Wood Clamps

## **Stats from 2011/2012:**

- Over 800 tools in our inventory
- Over 3,000 cases of tool checkout
- Over 80% of tool inventory donated

# Membership & Participation

## Our Members



**294 Members In Our First Year**



**Active Users, 61%**



**Age Range: 20 - 77 Years Old**

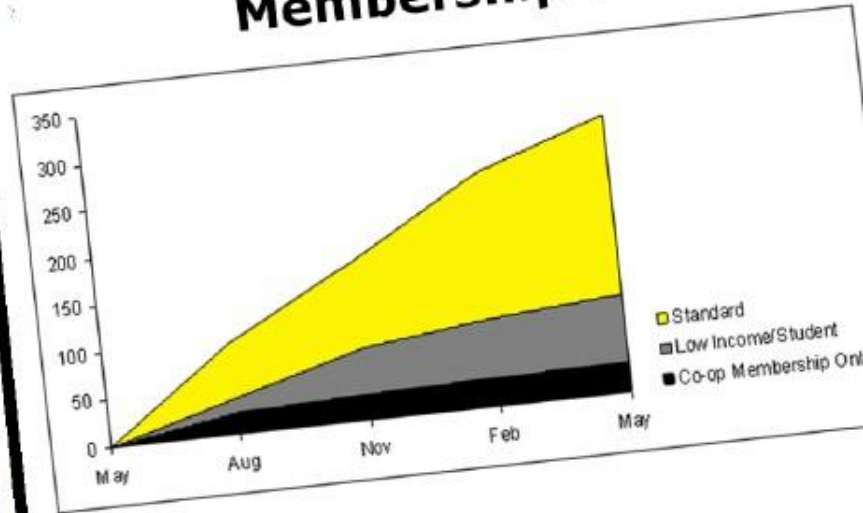


**20% Female**



**80% Male**

## Membership Growth



When the founders of the Vancouver Tool Library began organizing in the fall of 2010, they put a lot of thought into what kind of organization they would create. Their choice to develop the VTL on a cooperative model reflects the strong values of accountability, community ownership and participation that they believed an organization should have.

The response we have received from the Vancouver Community has been amazing. In our first fiscal year we enrolled 294 members. 32 were Cooperative Memberships Only, 72 were Low Income/Student Memberships and 192 were Standard Memberships. 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](mailto: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.

In October of 2011, the Vancouver Tool Library, in collaboration with Charlie Easton, conducted a member survey which was completed by over 30% of our members, as well as two extended focus groups. Through this process, we learned a lot about why our members joined the VTL and where they'd like us to go. We saw that our members' top priorities were skill building workshops, workshops space, and an online community forum.

# WORKSHOPS AND EVENTS REPORT

On April 30<sup>th</sup>, we held our first event at our new shop space – an open house for the community to come meet our Board of Directors and learn about the project we wanted to create together. Our first supporters purchased memberships, demonstrating their support before we had even opened their doors, and we engaged community members of all ages through hands-on activities such as Mason Bee House Building.



Mason Bee House Construction, Our First Members, and Proud Steering Committee Members in April 2011

Over the winter, we launched the “Featured Member Project” series, which was communicated through our blog, newsletter, and facebook page, to profile the successful projects that our Members have been able to complete with the use of our tools. Projects covered thus far include a complete home renovation, the construction of handmade kites, re-claimed wood home-décor creation, an indoor hammock stand, and a street-side “little library” which neighbours now use to share books and other small, reusable items.

In February, we were very excited to offer our very first workshop, an Introduction to Power Tools. This workshop was offered again each month through the spring, complemented by three Intro to Bike Maintenance workshops held in April and June. Our final major event of the year was our “Mighty Spring Garage Sale,” held on April 15<sup>th</sup>, at which we raised over \$800 for the VTL.

With the recent hire of an Events and Workshops Coordinator, our first ever paid position at the VTL, we now have the capacity to further develop our workshop series. In the coming year, we strive to offer a greater variety and increased consistency of workshop offerings. We will be reaching out to our Members and the wider VTL audience in the coming months to determine their needs and desires for workshop topics so that we can tailor our program to suit our community.



Students Learning the Basics at Our First Workshop: Introduction to Power Tools

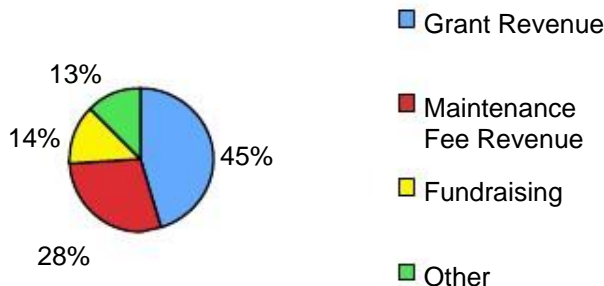
# FINANCIAL REPORT

Set out on this page are the consolidated Financial Statements for the Vancouver Tool Library Cooperative, for the year end April 30<sup>th</sup> 2012.

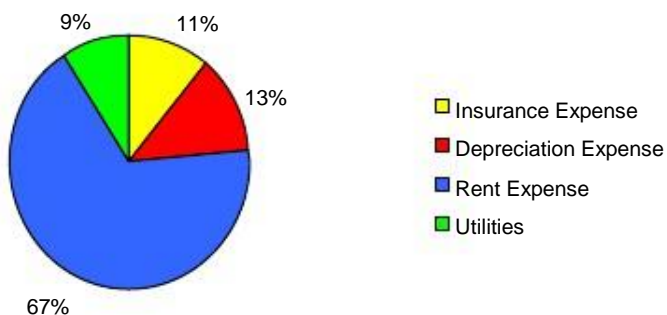
The Vancouver Tool Library has had an impressive first year of operations and the Board of Directors is pleased to announce that with the support of our members and funders we have been able to end the year in good financial standing.

We have been guided by the Canadian GAAP for non-profit organizations for our first year and plan to officially adopt these reporting standards in the coming year.

## REVENUE



## FIXED EXPENSES



## VTL BALANCE SHEET

Apr 30, 12

### ASSETS

Cash & Cash Equivalents	11,236.43
Other Current Assets	1,526.92
Fixed Assets & Tools	12,545.00
<b>TOTAL ASSETS</b>	<b>25,308.35</b>

### LIABILITIES & EQUITY

Current Liabilities	2,983.36
Long Term Liabilities	16,038.04
<b>Total Liabilities</b>	<b>19,021.40</b>
Member Equity	5,940.00
Net Income	350.55
Retained Earnings & Opening Balance	-3.60
<b>Total Equity</b>	<b>6,286.95</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>25,308.35</b>

## VTL INCOME STATEMENT 2011/2012

May '11 - Apr 12

### Income

Fundraising	3,030.03
Total General Donations	265.58
Grant Revenue	9,734.00
Late Fee Revenue	641.50
Maintenance Fee Revenue	5,955.00
Total Miscellaneous Revenue	70.76
Tool Donation Revenue	1,345.10
Workshop Revenue	385.00
<b>Total Income</b>	<b>21,426.97</b>

### Expense

#### Fixed Expenses

Insurance Expense	1,203.24
Depreciation Expense	1,344.00
Rent Expense	7,200.00
Total Utilities	971.47
<b>Total Fixed Expenses</b>	<b>10,718.71</b>

#### Variable Expenses

Store Set-Up	3,325.19
Total Advertising and Promotion	435.75
Total Training & Development	677.96
Event & Workshop Expense	634.88
Total Tool Repair & Maintenance	110.14
Transfer to Emergency Operating Fund	4,000.00
Other Expenses	1,173.79
<b>Total Variable Expenses</b>	<b>10,357.71</b>
<b>Total Expense</b>	<b>21,076.42</b>
<b>NET INCOME</b>	<b>350.55</b>





## OUR SUPPORTERS & CONTRIBUTORS

### Financial Supporters

**The City Of Vancouver** - *Greenest City Action Team*

**Vancity Foundation** - *Cooperative Commonwealth Fund*

**Mountain Equipment Co-op** - *Sustainability Fund*

**UBC Student Environment Centre** - *Sustainability Fund*

**Peernet BC** - *Community Development*

### Technical & Professional Support

**Zach Bulick** - *Graphic Designer*

**Melanie Conn** - *Cooperative Developer*

**Mitch Dermer** - *Associate, Singleton Urquhart*

**Charlie Easton** - *Community Research Consultant*

### Partners

**Port Coquitlum Building Supplies** - *Chris Galer*

**Midland Tarp & Canopy** - *Ken McAllister*

**Private Donors**

# THANK YOU