



**2013-2014
Annual Report**

MESSAGE FROM THE BOARD OF DIRECTORS

Now entering its third year, the Vancouver Tool Library has become an established institution. The use of our services has grown across the board, from workshop attendance to membership renewal rates to inventory use.

We continue to work to determine the feasibility of offering our members workshop space, and a working business model to that effect has been developed. While efforts toward securing a larger location have not yet come to fruition, this year we were able to open a satellite location with its own inventory for our members' convenience.

Though operating at a loss for the fiscal year of 2014, our revenue has grown. The proportion of our operating revenue supplied by financial grants fell from 45% to less than 20%, indicating that the cooperative is well on its way to financial self-sustainability.

As Canada's original tool lending library, we strive to continue to lead the sharing economy by example. We would like to thank all of our members, staff and volunteers for their efforts towards making our community a more sustainable and enjoyable place to live.

Sincerely,

2014 Board of Directors: Brian Beaudry, Adam Carver, Nicole Jahraus, Ryan Mason, Craig Massey, Lauren McGuire-Wood & Steven Rice

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OUR VOLUNTEERS

The last year was one of transition. With the departure of our former Shop Manager, Geoffrey Vincent, it was decided to combine his position with that of our Events and Communications Coordinator into the new role of General Manager. The position was also changed from a contractual one to an employment agreement. This has improved the financial sustainability and working conditions of our General Manager (GM) position.

From July 2013 to April 2014 our GM was Lauren Warbeck; currently it is Bill Reynolds. The experience and reliability of both employees has been invaluable. We are pleased to report that inadvertent closures due to a lack of staffing has plummeted to just 1% in the last six months. Even with such great staff, the VTL continues to fulfill many of its needs through our dedicated volunteers.

Board of Directors

The Board of Directors is an elected group of volunteers responsible for the strategic planning, financial stability, and oversight of staff and volunteers required to ensure that the cooperative's mandate is being achieved. With over a thousand hours volunteered in service to the VTL last year alone, this is no small task. After filling all of its seats for the first time in 2013, this year saw two positions change hands: Lauren McGuire-Wood moved from her role as our Events and Communications Coordinator to our Director of Communications, while Steven Rice took over as Director of Events.

Committees

Committees are used on both a temporary and permanent basis to meet requirements of the organization that cannot be met by the regular work of our staff or volunteers. The Tool Committee is an ongoing source of skill and expertise in tool repair and acquisitions as well as maintaining the shop itself. This year also saw the advent of the New Space Committee, which oversees all efforts towards securing a future home for the VTL: from permits to real estate to business modeling.

Shop Volunteers

With unique skill sets, experience and connections to the community, our shop volunteers enhance the shop environment for our membership - and for Bill when it's especially busy! We try to make their relationship with the VTL reciprocal, and our volunteers are rewarded with skill-building opportunities, appreciation events (on two well-attended occasions in the last year) and discounts on our maintenance fees and workshop series.

The introduction of our semester system for training shop volunteers has decreased the number of volunteers on our roster, but has increased both their level of commitment and the duration of their tenure. About half of our current volunteers have been with us for over a year!

PARTNERSHIPS

We see the VTL as an active member of the local community and the larger co-op/sharing economy movements. To this end we engage in a large number of partnerships with other organizations.

Since mid-July, the VTL has been proud to partner with MakerLabs in providing a lending library within their space at 196 Kingsway Ave. Members of the VTL can borrow tools from either location.

The Burnaby Association for Community Inclusion (BACI) made a generous donation of shop tools to the VTL. As soon as we can set them up in our workshop space, we will work to engage their members in the community we are creating there.

We are also working with the Vancouver Urban Farmers Society to provide a larger inventory of agricultural equipment for the 2015 growing season.

PROGRESS ON A NEW SHOP

As mentioned previously, a New Space Committee was started to focus on moving the VTL into a larger space. Since its inception in the summer of 2013, the New Space Committee has been actively seeking an appropriate location to move our main shop.

This move will address several ongoing issues with our current space, allow for a larger and more varied inventory of tools, and provide space for training workshops and a full wood shop for member use. A lot of leg-work around regulations/zoning/business planning has been done, and we are convinced of the business case moving forward if we can find an appropriate space.

A series of bad luck followed our attempts to move, first with Red Gate in Strathcona and next with a space off Clark Drive. We made an offer on the second space (to share with SHIFT Urban Cargo Delivery Co-op) for July 1st. The deal fell through due to an unexpected change in priorities by the owner (and subsequent de-listing of the property).

The current volunteer board does not have the extra time to champion such a large move without additional human resources. In the short-term (until end of 2014) we will focus on improving the member-experience at our current locations. If we receive sufficient volunteer support from members to help with all aspects of the move, we can revisit this in the new year. In the meantime, members further west have access to a selection of tools at our MakerLabs location.

TOOL REPORT

The last year has seen our tool inventory grow faster than ever. In the fiscal year of 2013-2014, we added some 500 tools to circulation, an increase of 45% over last year, for a total of 1616 individual tools available for use by our membership.

Thanks to the generosity of our members and the community at large, the vast majority of additions to our inventory continue to arrive by donation. Furthermore, many of these additions were highly specialized and valuable items. We have members to thank for nearly all of our pneumatic nailers and compressors, wood carving tools and our ever popular miter saws.

Just 228 tools at the VTL have been purchased new: only 14% of our total inventory. The proportion of our inventory sourced by donation also rose slightly over the last year, from 82.4% to 86%.

Tool Use

Approximately 800 unique tools were loaned out over 5000 times in the last year by 431 individual members. The number of members using the inventory grew by 6.5%. The proportion of our inventory that was loaned in the last year fell 15% from FY 2013 to 50%. This may indicate that part of our inventory is outdated, or we are accepting some donations that do not meet the demands of our membership.

Budget

In the fiscal year, we spent \$500 on tool maintenance and repair of the allocated \$600. As much as possible, tools are repaired on location, often with the technical expertise of the good volunteers on our Tool Committee and in the shop. Inventory purchases amounted to \$1100 of the budgeted \$1200. The money carried forward from these two budgets will be invested in the inventory in fiscal year 2015.

Fiscal Year 2015

We are looking forward to some big-ticket purchases before the end of the year, based on significant demand from our membership. These will include a demolition hammer, folding table-saw and a commercial-grade steam cleaner. Due to the additional space available at our satellite location at MakerLabs and the unerring organizational skills of our Manager, we will have the physical space needed to continue adding to our inventory for at least the coming year.

MEMBERSHIP AND PARTICIPATION

Our third year saw growth in membership almost identical to last year's: we issued another 271 shares in the cooperative. Of newly acquired members, 4 were Community Organizations, 99 used our Student/Low-Income option and the remainder paid our Standard Maintenance Fee. Of those who chose to identify a gender, 30% identified as female – exactly the same proportion as one year ago.

About 100 members renewed their maintenance fees. This sizeable increase in the renewal rate is almost solely responsible for a 34.5% increase in maintenance fee revenue over last year. Though increasing the renewal rate will continue to be a focus in 2015, we believe that this rate indicates an increasing relevance of our services for our membership.

Survey of our Membership

In October of 2013, we issued a membership survey to learn more about how and where our membership would like to see us grow. This survey's response rate was about 20%, and much of the feedback was used by the New Space Committee in its efforts towards securing larger workspace for the VTL. Highlights of the results include:

- our rental inventory was voted as the single most important service to develop;
- increasing our hours of operation appeared in our members' top three requests more often than any other service development;
- Given the provision of workshop space for use by our members, most would use a drop-in style fee system, while a significant portion would use a mix of annual or monthly rates; and
- nearly 70% of respondents would use our services more or as often as they currently do provided the VTL moved to a larger location with workshop space in Strathcona.

We were also able to collect metadata on where our membership lives. This information has helped focus the search for both a satellite location and new space into the neighbourhoods most convenient to our members.

Member Participation

In the autumn of 2013, we launched our overhauled website. It is now easier than ever for our members to find our hours of operation, news, events listings and featured projects, as well as contact us with their questions and requests. Feedback from our members remains important to us! We'd love to hear from you online, in the shop, or at meetings like these.

WORKSHOPS AND EVENTS

Workshop Series

We continued to offer our popular series of tool workshops this year. Open both to Tool Library members and the public, these workshops provide an excellent opportunity to learn more about the tools in our Library. As well as learning how to use a range of tools safely, participants were able to complete and take home their own project; from the Intro to Tools workshop where they built a planter box; to Routers 101 where attendees created their own cutting boards. These workshops have proven to be a popular way of engaging members and the public with our work and serve to support the day-to-day running of the Tool Library with the modest revenue raised. We aim to consistently offer workshops throughout the next year and welcome suggestions from members as to what they would like to make and which tools they would like to be more familiar with.

Outreach and Events

Board members and volunteers have taken various opportunities to increase the profile of the VTL at events throughout the year. We had tables at events including the Modo 8k in Stanley Park in May and Jam at the Jam – a laneway event hosted close to our new satellite location on Kingsway. Representatives of the VTL spent a day with the Vancouver Urban Farmers Society at the UBC Farm to learn more about urban agriculture and what types of resources the VTL may be able to provide in assistance.

In July, the VTL put on the city-wide placemaking event City Commons. In several different neighbourhoods, volunteers completed various interventions in publicly accessible space. The most well-attended event was the intersection painting at the 10th Avenue Bikeway and St. George (see picture below).

In December, we hosted the seasonal Decks and Halls party, which included a very successful skills auction where members could bid on each other's and community members' time and expertise. At this year's Maker Faire we collaborated with Modo and other like-minded organizations to host a "sharing station" where attendees could learn about VTL and how it fits within the wider sharing economy of Vancouver.



FINANCIAL STATEMENTS

Profit & Loss

The Vancouver Tool Library 1 May 2013 to 30 April 2014

30 Apr 14

Income

Annual Maintenance LOW INCOME	2,970
Annual Maintenance LOW INCOME RENEWAL	870
Annual Maintenance ORGANIZATION	560
Annual Maintenance ORGANIZATION RENEWAL	140
Annual Maintenance STANDARD	6,885
Annual Maintenance STANDARD RENEWAL	2,925
Fundraising	1,589
General Donations	345
Grant Revenue	5,000
Inventory for Sale and Misc	457
Late Fees	4,003
Power Tool Loan Fee	2,364
Workshop Revenue	1,316
Total Income	29,424

Gross Profit	29,424
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Less Operating Expenses

Administrative Expense	376
Advertising/Promotion	152
Board Meetings	273
Contractor and Employee Expense	14,665
Credit Card / Bank Card Fees	530
Event Expense	190
Fundraiser Expense	1,253
Gifted Tools Expense	618
Insurance	1,755
Modo Expense	1,010
POS / Inventory	145
Rent	8,250
Shop Expense	481
Tool Maintenance	511
Tool Purchases	1,122
Utilities	1,193
Volunteer Appreciation	61
Web Hosting	244
Work Shop Expense	1,293
Total Operating Expenses	34,123

Net Profit	(4,699)
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Balance Sheet

The Vancouver Tool Library As at 30 April 2014

30 Apr 2014

30 Apr 2013

Assets

Current Assets		
AR - Other	-	1,622
AR - Related Party - City Commons	-	1,287
Cash - Petty	-	200
Cash - Vancity	12,661	13,317
Cash - Vancity Emergency	4,000	4,000
Cash - Vancity Other	2,355	2,355
Total Current Assets	19,016	22,781
Non-current Assets		
Co - Op Shares - Modo	500	500
Co - Op Shares - Vancity	5	5
Total Non-current Assets	505	505
Total Assets	19,521	23,286

Liabilities

Current Liabilities		
Accounts Payable	1,924	1,717
Employee Benefits Payable - CRA	567	-
Total Current Liabilities	2,491	1,717
Non-Current Liabilities		
Deferred Grant Revenue	-	5,000
Emergency Operating Fund	4,000	4,000
Total Non-Current Liabilities	4,000	9,000
Total Liabilities	6,491	10,717
Net Assets	13,030	12,569

Equity

Current Year Earnings	(4,699)	(81)
Membership Share	17,520	12,360
Retained Earnings	209	290
Total Equity	13,030	12,569

WITH APPRECIATION

We would like to personally thank everyone who has helped the Vancouver Tool Library Cooperative in any and every capacity over the last year. This cooperative exists because of you!

Board of Directors

Brian Beaudry, President
Adam Carver, Director of Finance
Nicole Jahraus, Director of Volunteers
Ryan Mason, Director of Tools
Craig Massey, Vice-President
Lauren McGuire-Wood, Director of Communications
Steven Rice, Director of Events

Staff and Contractors

Lauren McGuire-Wood, Bill Reynolds, Geoffrey Vincent, Lauren Warbeck

Tool Committee

Paul Batalha, Bruce Coates, Steven Creaser, Mark Dalgarno, Richard Rankin, Phil Schulze

New Space Committee

Laura Kozak, Laura McMurrin, Ryan Nussbacher

Shop Supervisors

Sean Hillis, Michael King, David Kurbis, Luna Nuhic

Shop Volunteers

Rebecca Apostoli, Max Battison, Ben Clark, Brandon Cotter, Natalie Jacobs, Matt Jennings, David Liou, Matthew Osmond

Professional & Technical Support

Zach Bulick (graphic design), Mitch Dermer (legal consultation), Marcin Lasinski (graphic design), Trevor Record (website design and technical support)

Former Board Members

Chris Diplock, Scott Baker, Kevin Hollett