



November 16, 2019

Dear Victoria Tool Library Members,

**On behalf of the Board of Directors and all volunteers at the Victoria Tool Library, we are pleased to present the 2018/2019 Annual report.**

It has been quite a year at the VTL! Volunteers have continued to build our inventory of high-quality new and used tools and equipment, and we now offer more than 1200 items in our catalogue. With the generosity of the Township of Esquimalt Community Grants, the VTL has been able to continue our educational workshops and hands-on training to support our mandate of community skills building and mentorship. The library now boasts a membership of almost 200 people and we are continuing to build partnerships with community organizations in the capital region.

Throughout 2018/2019, VTL attended a number of community events such as Fernfest, I <3 Gear, multiple Repair Cafes, and the Capital City Comic Con. As a part of our continued fundraising efforts, volunteers have produced silk-screened T-shirts available at the VTL and events. Our workshop offerings included Power Tool 101, Motorcycle Maintenance, Food Preservation, and Bicycle Repair.

As we look to the upcoming year we are excited to grow our volunteer capacity, inventory, and to continue to develop as a community hub. Sharing tools and equipment is an easy concept, but it takes the hard work and dedication of an incredible group of people to make it a reality.

To all of our members and volunteers – we couldn't do it without you.

With gratitude,

Merlin, Rea, Sarah, Allan, Brady, Craig, Tony, Derek, and Joanne

## Victoria Tool Library Highlights – 2018/2019

Membership Number as of Nov. 2, 2019	198
Current # of Items in the VTL Inventory	1250
Loans completed to date	8419
# of VTL hosted Workshops and Learning Events in 2018/2019	10
# of community events attended in 2017/2018	8
# of hours per week library is open	6
# of library volunteers	25
Social Media Connections	2710 followers on Facebook; 521 followers on Twitter; 407 followers on Instagram





## What is the Victoria Tool Library?

**Mission:** The VTL empowers the community by providing access to tools and the skills needed to use them safely and confidently.

**Vision:** To be a welcoming community hub within the sharing economy – fostering creativity and accessibility

**Values:** Access over Ownership, Education & Mentorship, Community Building, Sustainability

## Member at Large - General

- Be an enthusiastic member of our Board of Directors.
- You can fill shifts at the library, support general activities of the organization, and basically pitch in where needed.

## Member at Large - Tool Coordinator

- Oversees the management of the tool inventory
- Works with volunteers to identify gaps in the current tool inventory and finds ways to fill these gaps.
- Works with volunteers to handle the general maintenance, repair and recycling of tools in the library.

## Member at Large - Volunteer Coordinator

- Oversees keyholder and volunteer shifts through Sign-up Genius. Essentially this person ensures that there is someone scheduled to open and close the library
- Processes the intake of new volunteers and coordinates with other board members to deliver training (you don't have to train volunteers yourself, just ensure they are connected with someone who will train them).

- Leads the recruitment of new volunteers as needed, in collaboration with the rest of the board.

### **Member at Large - Outreach Coordinator**

- Identify opportunities to expand tool library membership. This might be through outreach events like tables set up at the Esquimalt Farmers Market or Seedy Saturday, community talks, workshops, leaflets - lots of possibilities to choose from!
- Ensures we have lots of outreach materials available, including leaflets and merchandise.

### **Member at Large - Communications Coordinator**

- Respond to enquiries from the public in our shared VTL email and Facebook page.
- Prepare a wide variety of communications materials as needed, from news releases to social media posts to web content. This person may work with specialized volunteers who manage our social media accounts, website, or volunteer their graphic design skills.

### **Member at Large - Education & Learning Coordinator**

- Responsible for organizing, facilitating, and potentially running workshops through VTL.
- You pick the topics, find the experts and organize the events.

### **Board Chair**

- Coordinates and chairs monthly board meetings
- Acts as the spokesperson for the organization
- Ensures that organization follows bylaws established to govern the organization and best practices in non-profit operations

### **Vice-Chair**

- Support to monthly board meetings
- Support for coordination of AGM business and/or policy updates
- Steps in for Chairperson as required

### **Treasurer**

- Responsible for monthly financial updates and bill payments as required
- Liaison with book-keeper
- Coordinates financial reports for each Annual General Meeting
- Ensures bank accounts and signing authority documentation is complete

### **Secretary**

- Responsible for taking monthly meeting minutes and general records management
- Submits annual paperwork to Provincial Government registry



**STATEMENT OF OPERATIONS**

**The Victoria Tool Library**

**For the Financial Year: 2018-2019**

**Reporting Period: September 1, 2018 - August 31, 2019**

<b>Revenue</b>	<b>Current Year</b>	<b>Previous Year</b>
Member Income – Membership Dues	\$11,815	\$9,435
Member Income – Late Fees	\$1,028	\$588
Grant Revenue	\$0	\$3,500
Donations - Individuals	\$334	\$656
Interest Income	\$9	\$6
Sales - Clothing / Tools	\$16	\$0
<i>Total Income</i>	<u>\$13,202</u>	<u>\$14,185</u>
<b>Expenditures</b>		
Administration	\$305	\$0
Bank Fees	\$22	\$32
Building - Repairs & Maintenance	\$61	\$75
Fundraising/Event Expenses	\$1,218	\$542
Insurance	\$1,150	\$1,050
Marketing	\$29	\$809
Office Supplies	\$29	\$49
POS Fees	\$603	\$470
Rent	\$6,000	\$6,000
Tool Maintenance	\$809	\$294
Volunteer Appreciation	\$176	\$0
Internet	\$0	\$169
<i>Total Operating Expenses</i>	<u>\$10,402</u>	<u>\$9,491</u>
<b>Excess Revenues over Expenditures</b>	<u>\$2,800</u>	<u>\$4,694</u>



**STATEMENT OF FINANCIAL POSITION**

**The Victoria Tool Library**

**As of: August 31st, 2019**

**Reporting Period: September 1st, 2018 - August 31st, 2019**

<b>Assets</b>	<b>Current Year</b>	<b>Previous Year</b>
<i>Current Assets</i>		
Cash on Hand	\$55	\$1,406
Checking Account	\$11,240	\$6,653
PayPal Account	\$648	\$436
Total Cash and Bank	\$11,942	\$8,495
 <i>Fixed Assets</i>		
Security Deposit	\$250	\$250
Tool Inventory	\$40,021	\$38,142
Total Long-term Assets	\$40,271	\$38,392
 <i>Total Assets</i>	<u>\$52,214</u>	<u>\$46,887</u>
 <b>Liabilities</b>		
<i>Current Liabilities</i>		
Accounts Payable	\$0	\$0
Total Current Liabilities	\$0	\$0
 <i>Long-term Liabilities</i>		
Deferred Contributions	\$1,000	\$0
 <i>Total Liabilities</i>	<u>\$1,000</u>	<u>\$0</u>
 <b>Net Assets</b>	<u>\$51,214</u>	<u>\$46,887</u>

