

ETL AGM 30 November 2021 – Zoom and Custom Lane – Hybrid meeting

33 people attended in-person and online, including staff and trustees.

Agenda item
<p>1. Welcome and Introduction (Board steps down)</p> <p>Gill Eunson welcomed the attendees both online and in person. Thanked everyone for planning the AGM.</p> <p>Outlined what the board of trustees do and informed the meeting that the board would step down for the meeting and the attendees could decide whether to re-elect them at the end, or not!</p> <p>Gill talked about the ongoing review of the Board's governance of ETL and how we also wanted to improve the visibility of the board and how we've been doing that. Stay tuned tonight for a few video messages from the board members.</p>
<p>2. Breakout room 1</p> <p>The in-person side of the meeting had a great time discussing what tool they'd be and the online attendees contributed some ideas to the chatroom.</p>
<p>3. Approve Minutes of 2019-2020 AGM</p> <p>Minutes approved!</p>
<p>4. Director's annual report 2020-21</p> <p>Chris Hellawell' full report is available at the end of these minutes.</p> <p>What a really weird, tough yet successful year it has been. It gave ETL a chance to look at things that have been on the backburner for a long time. Our resilience shone through due to our staff and volunteer's dedication.</p> <p>Scottish Government are going to fund a national sharing library network. Aim is for 50 over the next three years.</p> <p>We've taken time to develop support for volunteer wellbeing through external funding during the pandemic but have decided to continue that support using our own self-generated finances.</p> <p>The initial decision to close ETL at the beginning of the pandemic was entirely down to the importance of keeping our community safe. This is more important than lending tools to people.</p> <p>Staff took the lead on reopening when we could in summer 2020 with some solid support from volunteers. ETL shared its protocols with other</p>

organisations to help them out in their returns from lockdown.

Dick's tool sharpening service was a good example of letting people use ETL for their own ideas.

Outreach began again, led by Alice, which was crucial for the people who benefit from these projects. Often the threat of isolation and loneliness is as severe for them as the threat of Covid.

Chris finished with some very heartfelt thanks to the board, volunteers and the 'holy-mackerel-you-guys-are-good' staff!

Chris also thanked Jonny and Guy for their efforts during lockdown, etc who have moved onto pastures new. He welcomed Gabe, the newest member of staff and Alice, the second newest! The legends that are Janet and Cecile of course also got a lovely thankyou from Chris.

Chris was also very thankful to the members who have continued to support us financially in such fraught financial times.

5. Finances 2020-21 (actually six not five)

Financial presentation at end of these minutes.

Roughly £77K in the bank at year end which is great.

Louise highlighted the effect of the pandemic on ETL finances which ended up being pretty strong despite the uncertainty.

Even though workshops and libraries were shut we managed to do lots of new and creative things to generate money (see first colourful pie chart)

6. Breakout room 2 (actually five, not six)

- Attendees discussed their DIY successes over the year.

7. Board videos

Inge stood up to improvised a live reworking of her excellent video, she said how great it was that ETL continues to invest in people.

8. Staff input

Cecile's two highlights were: a Tooligan challenge to work out how to advertise the reopening of ETL (backpack flyer distributor); all the volunteers were happy to take everything online and engage with the organisation that way (because ETL is such a hands-on practical place usually). Cecile also spoke about the new online catalogue and guides which will hopefully go live in 2022.

Terence spoke about the data and adopt-a-tool projects which were about using ETL's data in a more useful way. Data project: This was an international discussion with other MyTurn using database tool libraries

across the world and created a carbon calculator for use by other sharing libraries. ETL saved 40.8 tonnes of carbon emissions alone.

Adopt-a-tool: we wanted to highlight the charitable goals of ETL using the six character tools that were created. This is a live project and makes for a really good gift for people. This has raised almost £2k in 2021.

<https://edinburghtoolibrary.org.uk/?s=Adopt+a+tool>

9. Election/ Re-election of board

All the board members were re-elected with a clear majority using Mentimeter for both the online and in-person participants.

10. Breakout Room 3

Attendees discussed questions to put to the Board.

11. Q&A

Attendees posed questions to the Board via Mentimeter. Topics included:

-will other things be added to the library aside from tools? Answer: Yes!

- will you do more public facing events like the recent yard sale? Answer: yes!

- What does the Scottish Gov announcement mean for ETL? We will receive compensation for time spent helping other Scottish tool libraries start up, whereas up until now we've largely done it off our own backs.

- comment on a tool on MyTurn, eg. Giving tips for other users? Answer: A great idea which happens to an extent and we'd love to take it further. Any volunteers to help with this greatly received.

- what extent does ETL's ethos extend to electronics repair, 3D printing, etc? Answer: our collaboration with other organisations like Repair Cafes would hopefully address this.

RAFFLE!! – A quick raffle draw was held and several lucky people took home some AMAZING prizes.

A big thanks to [Campervan Brewery](#) for supplying the in-person meeting with some free beer.

DATE OF NEXT MEETING: End of 2022, date and venue TBC

DIRECTOR'S REPORT

April 1st 2020 - March 30th 2021

Chris Hellowell

Overview

This annual report has been a little different to write. The span of the year was entirely affected by the COVID-19 pandemic, and consequently all aspects of ETL, from work conditions to funding to membership numbers was affected in some way. I will attempt to explain aspects of the year from ETL's perspective, always with the caveat that nothing was normal and that the pandemic was going on in the background.

Having said the above, and despite all the challenges, ETL came out of the year in a sound financial position, having regained membership numbers that it had lost during the pandemic, and having had time (due to service interruptions) to work on some of the organisational aspects of the organisation that had been put on the backburner. We are also in the position of knowing that we have raised our game to tackle the most difficult times for organisations such as ours since WW2, and have come out the other side as a community, still holding true to what is important to us. I think we can look forward to a positive future for the organisation.

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Human Resources

Staff updates and changes

Covid-19 affected ETL in many ways during the 2020-21 year, and staff were affected in a variety of ways. Two members of the team were furloughed for a sizeable period of the summer, and all staff members had to adapt to different working environments and conditions, as well as initial uncertainty about their jobs in the early days of the pandemic. The mental health and wellbeing of staff was paramount this year, and allowance was made to support flexible working, home working, and holidays were carried forward to 2021-22 to allow staff to decompress as needed. With the large number of international staff at ETL, efforts were made to give staff time away for long periods to allow them to catch up with family whilst observing required quarantine time, and remote working overseas was also facilitated.

Alice McGillicuddy joined the team in November 2020 as our new Workshop and Outreach Manager. Alice has a background in prop making and community organising, and will be on an initial 2 year full time contract funded through the Tudor Trust, through to November 2022.

Janet Morales returned from maternity leave to work 2 days per week as a Project Officer, looking at long term ambitions and planning for ETL.

We were able to secure further funding for Guy Roberts to extend his SCVO Community Jobs Scotland position. We were successful in applying for an extension to his contract as, due to coronavirus restrictions, he wasn't able to access his work place and his role was not one that could be done remotely.

Jonny Taylor left his role with ETL at the end of October 2020 to take up a role with Splintr, a fantastic local fabrication company that has worked with ETL in the past. Jonny goes on great terms and with our best wishes.



Terence Finnegan continued to work with ETL on a freelance basis, looking at data modelling and communication, as well as supporting the Adopt A Tool programme.

Volunteers

The 2020-21 year was a difficult one for volunteers. Covid-19 protocols meant that all workshop activity for members was effectively shut down for the full year, and limits on activities around the library side of things were restricted. Initially we shut all services for 12 weeks from March 16th 2020 but were able to open with tight sanitising and tool quarantine protocols in place. In the interests of safety most service delivery upon initial reopening was done by staff, but as 2020 went on we were able to begin introducing volunteers back to the service - something very important for many people both in terms of the members accessing tools, but also volunteers being able to engage with other people again, and feel productive and part of something positive.

Even when services were shut, volunteers helped remotely to update our catalogue, write our new manifesto, record videos and generate content for social media channels. We had regular volunteer activities including regular 'Show and Tell' sessions (how to darn, the myriad uses of

bicarbonate of soda, how to make a pop up card!) and an ETL online version of 'The Crystal Maze'.

As the year went on, we were able to get two volunteers at a time into the workshop spaces, and they worked on building Little Free Libraries for communities across the city. **8 little free libraries were built this year to add to the 11 we had already installed across the city.**



We also began a formalised Repair Team, working on tools in our Leith location to keep them in circulation longer.

It cannot be understated how important volunteering is for a community and for the volunteers themselves and I'd like to place on record, on behalf of the staff and the members, our thanks to the volunteers for all their amazing efforts in a horrendously tough year.



Volunteers found lots of clever ways to keep everyone in good spirits!

Over the course of the year, and despite fewer opportunities, volunteers still contributed over
2200 hours
of their time to help the ETL community.

Things that have happened

Manifesto

During the summer of 2020, Janet led a consultation with volunteers, staff, members and trustees to design a manifesto for ETL - something that states what is important to us, not just what we do. It went through four iterations and the final version is below. It will be displayed in all our spaces and is designed to help people who visit ETL understand our organisational values.

MANIFESTO

WE SHARE

It's what we're here for. Sharing tools, sharing skills and sharing know-how.

WE FIGHT WASTE

The three R's – reducing, reusing and recycling – are central to our work. We repair tools to be reused and we reclaim materials whenever we can. We believe the most important R is the first: reducing the excess tools and materials so often wasted.

WE ARE INCLUSIVE

Ours is a welcoming space of respect and tolerance. We work to make it accessible to all, breaking down any potential barriers of gender, race, age, ability, means or experience.

WE ARE OPEN

For everyone in our community, membership and volunteer crew, we're not only as transparent as possible but ready to listen too – everyone has a voice in our decision-making process.

WE INSPIRE

By showing that alternatives work, we're creating a ripple effect that turns small actions into big waves of change – opening minds to a low-carbon, community-forward future.

WE WORK FOR THE COMMUNITY

Empowered individuals make for vibrant communities. We bring people together so everyone can learn from each other, share knowledge and find support.



ETL got involved in supporting the Edinburgh Mask Makers after one of their pick up and drop off boxes was broken into and the masks stolen. We volunteered to go into the workshop during lockdown as essential services, to build bespoke mask post boxes for three sites across the city. We then realised we had the logistics background and the space to be able to offer more support, and so ETL volunteers began a twice weekly run around the boxes, and then worked alongside EMM coordinators to distribute the masks across the central belt. All together the EMM community made over 17,000 masks for key workers, which were collected and distributed by ETL.



ETL supported Edinburgh Mask Makers to distribute their masks to frontline staff across the central belt

Recent update: Rosie Sinclair who was one of the amazing coordinators of the EMM was recently nominated as Volunteer of the Year at the Scottish Charity Awards, and started working for ETL in September 2021.

Volunteer Assemblies



Volunteers were able to finish the Pirate Ship build for Castleview Primary

We weren't able to take on new Volunteer Assembly ideas, but we were able to finish off two previous projects that were started the year before. We had to wait a long time for us to be allowed to have enough volunteers in one place to complete the tasks, but both were finished.

The two projects were rebuilding the vandalised pirate ship at Castleview Primary School, and installing a shed at the Social Bite Village.

Adopt A Tool

We launched an Adopt-A-Tool campaign as a fundraising vehicle to bring in much needed regular income through sponsorship of a symbolic tool that represents a particular charitable programme of ETL. This was the result of a funded project from the Creative Informatics programme at the University of Edinburgh which was looking at alternative business models. In the 2020-21 financial year, 32 people or organisations adopted a tool for themselves or as a present for someone else, raising a total of £1,915 in donated funds. This funding is a mixture of one off adoptions and ongoing monthly sponsorship. Consistent monthly payments are particularly helpful as they allow us to project and plan for the future. They also make excellent Christmas gifts ;-)

The Creative Informatics programme has also enabled the ETL to pioneer an internationally adopted carbon saving calculator for tool lending.

Tool Library Service

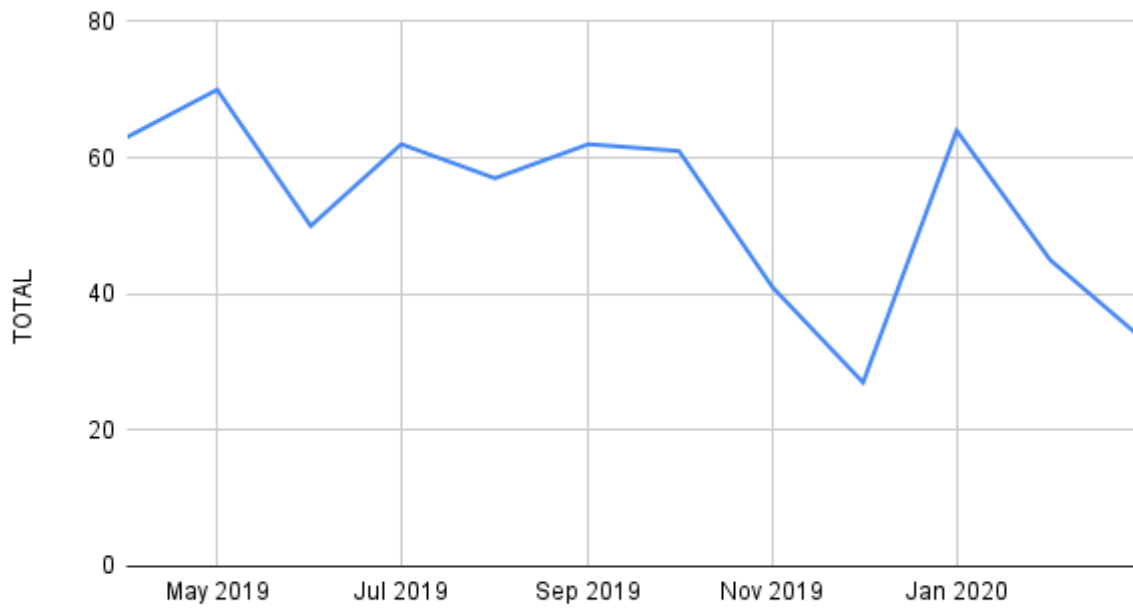
We closed our lending service for 12 weeks from mid-March to protect members and avoid being a vector for spreading covid-19. When we opened again we ran shorter loans, with a cleaning regime and tool quarantine period. As a result of the limited services, memberships dropped from over 1000 at the start of the year, to 800 in April. In financial terms, ETL took in £7,000 less in membership than the previous 12 months. In all other years, membership had grown by 30-40% each year, meaning we would have expected to take in around an extra £8,000, leaving us £15,000 behind where we might have expected to be.

On the following page we have shown the membership patterns from the previous year, compared to the covid affected year. As well as the massive drop in the months we were closed, there is also no January spike, probably explained by the lack of Christmas markets and workshops, and so fewer people bought memberships as Christmas presents.

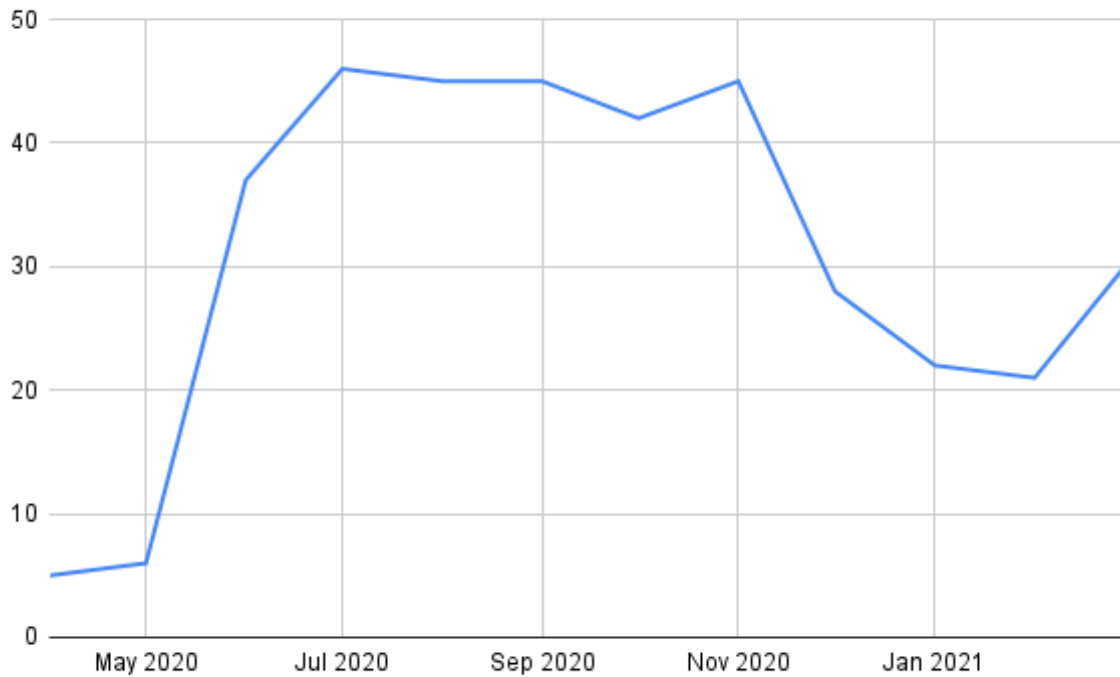


Guy, demonstrating the COVID-secure lending process to members

TOTAL



Graph showing membership number patterns for April 2019-March 2020



Graph showing membership number patterns for April 2020 - March 2021

Despite the effect that the pandemic had on membership numbers and opening times, we were still able to lend out LOADS of tools.

- Members completed **3545** unique loans
- This equates to an estimated **£180,795** saving for members compared to the cost of buying the same tools
- On average each loan reduced the borrowers carbon footprint by **11.5kg** compared to buying the same item (equivalent CO2 to 40miles driven in the city by a medium sized car)
- **40.85tons** CO2 was saved by members in total.

One of the great uses of our unexpected extra time this year was Terence's work devising a bespoke carbon calculator to accurately calculate the carbon footprint avoidance of our members from borrowing instead of buying. This model has been shared with the database provider MyTurn who work with the majority of lending libraries across the world, and over 400 libraries now have access to this. Terence also worked on devising graphical representations of statistics to make it easier to share information with people, and delivered workshops to libraries in Canada, USA and Australia. This collaboration demonstrates the impact ETL has internationally and the expanding international network it is part of.

Workshops and Outreach

Due to the pandemic, members were unable to access the workshop spaces, so no members or community groups were able to access our workshops at all during the entire year. We were able to equip ourselves with an outdoor workshop, thanks to some funding from the Adapt And Thrive scheme, which meant we were able to begin offering outdoor classes to community groups from February 2021, where we could begin our Nabni programme again, working with a group of Syrian refugees, and soon after, our Nailing It programme working with organisations supporting women. Alice was also able to lead several online workshops in collaboration with other organisations, such as the Central Library and the RSPB, teaching upcycling, repair and swift-box making over Zoom!



Community outreach workshops were taken outside from February 2021

Collaborations with other libraries

As with many organisations, ETL spent much of the year in Zoom meetings. This was at times tough, but where it came into its own was in collaboration with other libraries. There were regular sessions with other libraries around the UK, developing re-opening and covid-busting policies and procedures, as well as opportunities to collaborate on the design of sharing networks in Scotland (which has now officially come to fruition!!!) and the UK, and we were able to connect with more groups looking at starting up their own projects. Chris spoke at several international events and connections and collaborations were made across the world.

WHALE Arts and Jonny Taylor

While furloughed from ETL, Jonny wasn't allowed to do ETL work. However, our van (Eddie Van Haulin) could be of use to people around the city. So Jonny generously gave his time to helping WHALE Arts deliver food parcels and arts supplies to the people of Wester Hailes at the peak of the pandemic. He even helped out in the kitchen, cooking hot meals before delivering them in the van. Amazing efforts!

Fork in the Road

Fork in the Road was meant to be face-to-face cookery classes using our bike trailer. This was obviously not possible this year, so we reallocated some of the funding into our reserves, but

still managed to work alongside WHALE Arts to record recipes and collate artwork from the Wester Hailes community and third sector organisations to produce a cookery book which was distributed throughout Edinburgh via the various food bank services that were critical during the pandemic.

Finances

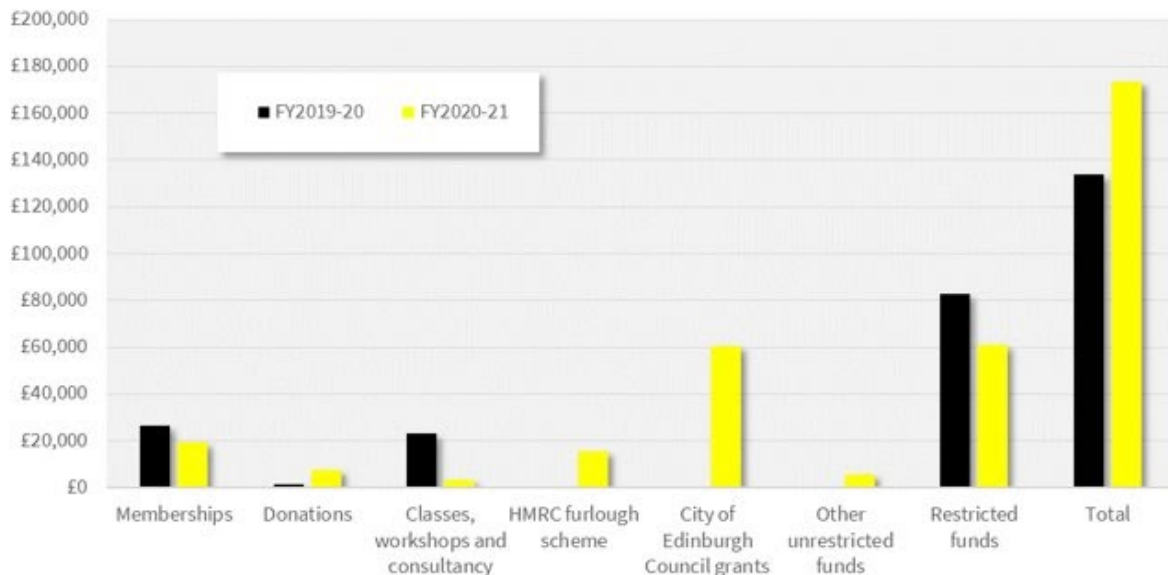
Overview

As mentioned at the start of this report, nothing about this year is normal. As such our finances this year are not really comparable to previous years. Overall we have recorded a net surplus of £53,159 which put the library in a strong and resilient position for the years to come.

Our self-generated income was drastically affected by the pandemic, but we were able to change some grant funding from restricted to unrestricted, meaning previously earmarked funds could be used for other purposes. We also benefited from various government grants to pay rent, furlough staff and adapt our services. Despite the challenging circumstances, we are in a more flexible position for ETL due to the shift from restricted to unrestricted funds in our bank account.

Income

Total income has increased in the previous year by £39,675 having generated £173,331. The below sets out the main contributors to the income over the



Memberships - 2021 £19,544 v 2020 £26,376

Income received from memberships was £19,544. This was down on the previous year by nearly £7,000. This is directly related to the drop in memberships as explained on page 8 of this report.

Grants - 2021 £142,737 v 2020 £82,803

Of the income this year, £60,938 were grants marked for restricted funds. A large amount of this restricted fund income was received from the Tudor Trust. This will cover staff salaries for 2021. A big thanks from the ETL goes to the Tudor Trust for this. A further £12,000 was received from Creative Informatics to develop the Adopt-A-Tool model and build our Carbon Calculator Tool.

Unrestricted income marked as Grants was £81,800 for the year. Of this a large majority was received from the Edinburgh City Council. Again, our huge thanks goes to the council for their ongoing support of the library. This was a COVID relief grant that supported all businesses to keep their heads above water during the pandemic.

Grants were further boosted in the year as the library received £15,400 from the HMRC under the furlough scheme to support staff who could not work whilst the library was closed.

Donations 2021 £7,678 v 2020 £1,305

Whilst not a major contributor to the income received in the year, we must acknowledge and say a massive thanks to our supporters through the year who have donated money to the ETL. The donations received by the ETL shows the level of support that is out there for the mission of the ETL. Receipts from members and supporters via paypal and the adopt a tool scheme raised £4,563 with a further £2,000 received from the Twitten Trust and £1,050 from Charity Aid Foundations.

Payments

Payments made by the ETL decreased on the previous year by £15,273 having paid out a total of £117,001.

The main contributor to the overall decrease in payments was from salaries paid in the year. Total amount paid in salaries was £82,793 which was a drop from the previous year of £113,846. The next largest item of expenditure was on rent costs for our Spey St Lane and Portobello locations. £18,640 was spent on rent but this was not materially different to the prior year. Other spending in the year amounted to £15,568. This spending was not materially different to the prior year spending. Further information on these spending costs can be seen in the OSCR accounts on their website when they have been filed.

Bank Balance at 31 March

The ETL ended the year with a balance at the bank of £76,843. Of this, £36,632 was marked for restricted funds for a specific purpose.

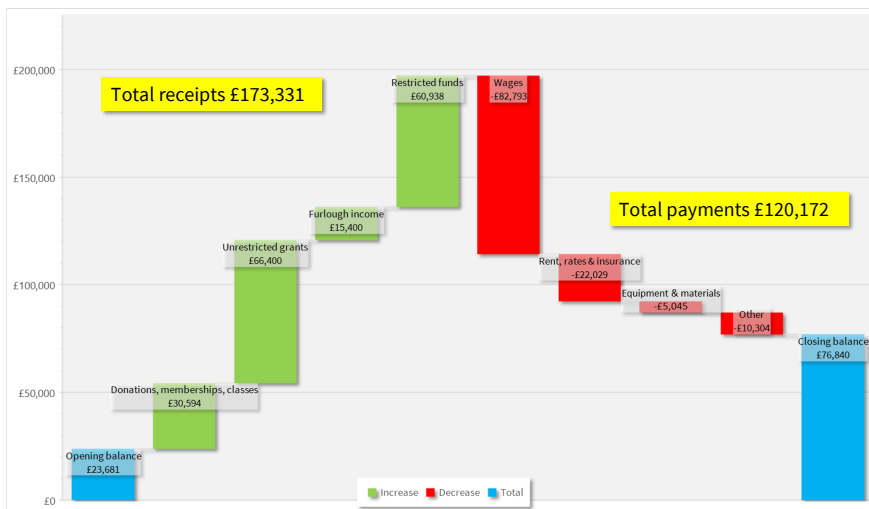
FINANCIAL PRESENTATION 2020-21

ANNUAL ACCOUNTS FY2020-21

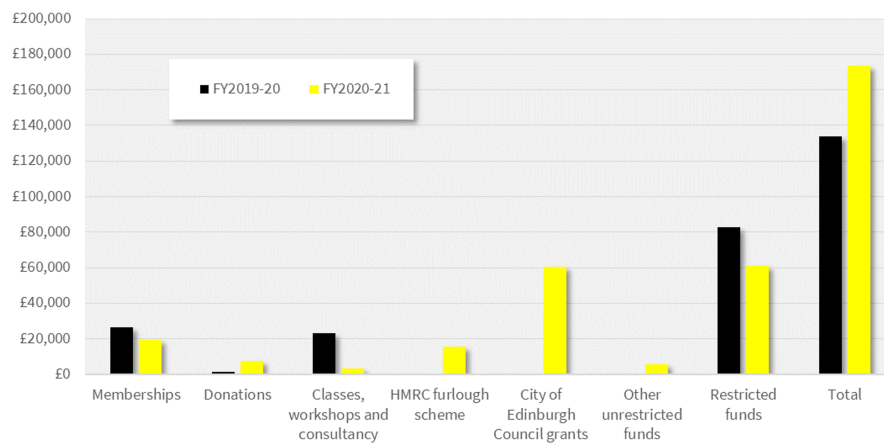
- Receipts and payments accounts for the year ending 31 March 2021 accounts have been approved by the Trustees.
- Thank you to our Independent Examiner, Claire Love.
- Accounts will be submitted to OSCR by 31 December 2021, subject to approval at the AGM.

- Our funding sources and expenditure look very different to previous years, as the whole of the year was impacted by the Covid-19 pandemic.
- Thanks to the continued support of our members and generous relief grants from Edinburgh City Council, we ended the year with a healthy cash balance.
- A higher than usual proportion of unrestricted funding has allowed us to flex our activities in line with changing Covid restrictions.

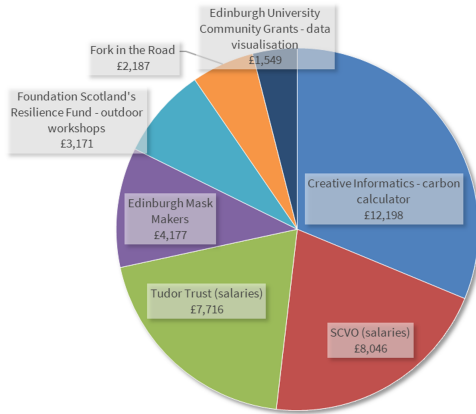
RECEIPTS AND PAYMENTS FY2020-21



YEAR-ON-YEAR FUNDING SOURCES

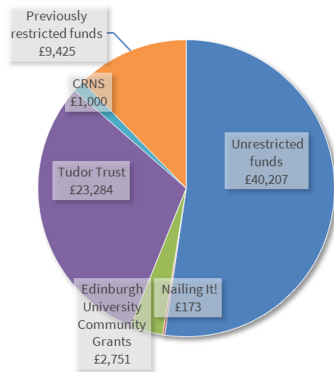


RESTRICTED FUND USE IN FY2020-21



- Total spend from restricted funds was £39,043
- Total spend in the year was £120,172

CASH BALANCE AT 31st MARCH 2021



- Total cash balance = £76,840
- Tudor Trust will cover 2021 salary costs
- Edinburgh University Community Grant used for carbon calculator data visualization
- CRNS funding used to build Little Free Libraries
- Fork in the Road and Foundation Scotland have generously allowed us to transfer restricted funding to general funds to help with Covid recovery