

Reference links: [Tool Library Alliance Google Drive](#)

[Standing Meeting Link](#) -2nd Wed at 10 PST/1 EST

9/10/25

- Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
Please add/check your info in the [directory](#)!
- Attending:
 - Amanda Miller, South King Tool Library
 - Jason Naumann, Rockwood Common
 - Josh Epstein, Seattle REconomy
 - Leanna Frick, Station North Tool Library
 - Darren Cotton, The Tool Library (Buffalo)
 - Maddie Collins, Buffalo
 - Jason Sanders, West Philly
 - Jenny Heins, Sustainable Ballard
 - Jeff Adams, Carlisle Tool Library
 - Kate Hersey, MN Tool Library
 - Tom Llewellyn, Shareable
- Network updates/requests
 - Good stuff/Coming up
 - Tom: in-person cross-pollination
 - 3-minute story released on mixed use housing LOT launch
 - ▶ [Building the Connect Highstar Library of Things](#)
 - Developing co-lab on following the Purpose Based Housing model to establish community share programs
 - Jeff: Harrisburg PA launching in the Winter
 - Jason N: progressing on 2700 sq ft building to lead Youth Repair Internship and expanded “things” categories
 - Josh: Reuse Commons grant from SBU restored some runway lost to federal funding challenges
 - Darren: community open house was a big success
 - Maddie: Volunteer Appreciation movie night!
 - Jenny: Volunteer librarian outreach success, by directly targeting most active members
 - Leanna: [NY Times article with Hazel Onsrud](#)

- Michael Friedrich is writing a big research piece on Libraries of Things. Connected him with Tom & Josh to talk about the things they shared above
 - Amanda: presenting to Tribal Green Summit on Tool Libraries.
 - Kate: Summer may be slowing down but we're knee deep in our busy event season! Big tool sale with Woodworkers guild, 3 community carving events - [Pumpkins & Power Drills](#), and our Anniversary Party. Plus some lovely media coverage - <https://racketmn.com/minnesotas-mighty-maker-spaces>
 - Jason S: Increased classes & revenue up 400%!
 - Challenges/Requests
 - West Philly Tool Library is looking for a new space after 10 years
 - Rockwood Common - may need to do capital funding via grants/capital campaign. \$10k, then \$40k, then \$50k phases
 - Check with Sara-Denver TL, Darren-Buffalo
 - Station North - Job descriptions for the Drive?
 - Josh is hiring part-time development manager and would like similar JDs (fundraising admin, donor communications, supporting committee)
- New libraries opening/open
 - Chippewa Falls, WI
 - Harrisburg, PA
 - Bend, OR (Central Oregon Tool Library)
- MyTurn updates task force (Josh)
 - Focused on feature improvement/development and giving feedback to their staff
 - MN would like to join
 - Is there a list of requested features/product development roadmap?
 -
- Needs assessment survey (Jason)
 - Goals:
 - Understand the sector
 - Who are the current libraries and what are they like?
 - What are the similarities and differences among our libraries?
 - Shape the work of the TLA
 - What do libraries need in order to meet their goals for growth or depth?
 - Where are there not currently libraries/where are they newest and might need support?
 - Our Communities results: 12 responses so far
 - [+ TLA Survey 1 - Our Communities \(Responses\)](#)
 - Gets sent to people who join the Alliance/add themselves to our map
 - Demographic Follow Up

- Prompted in the Our Communities to survey to opt-in.
- EDITOR VIEW:
<https://docs.google.com/forms/d/1aucqDahIX9RSNwhxBuQ5B1UnNITwwMRGIMIMkXF4ky8/edit>
- Include economic target areas link
- Identify where data collection is a challenge
- Identify what successful strategies you are using
- Notes:
 - Was originally included in Our Communities survey but pulled out to keep that shorter
 - Interested in comparing membership data to local census data; how well are libraries serving their diverse community?
 - Census data can be accessed at any point in comparison
- Operations Survey
 - Membership Type
 - Free
 - Paid
 - reduced/scholarships
 - Organization Type
 - Community group
 - Fiscally sponsored
 - Non-profit
 - For profit
 - Corporate sponsored
 - Municipal sponsored
 - other
 - Sustaining Partnerships
 - Revenue Streams (checkboxes for:
 - Grants
 - Individual donations
 - Corporate sponsorships
 - In-kind sponsorships
 - Programs
 - Internal
 - In-partnership
 - supporting role only
 - Membership (overall)
 - Membership (active)
 - Staffing model
 - # paid staff (part-time/full-time)
 - # volunteers (regular/long-term)
 - # one-off/casual volunteers annually
 - Do you have a board?

- Do you have a different/additional governance body (e.g. membership?)
 - Budget size
 - Open field for any other metrics you have on hand
- Out of curiosity - are any other libraries seeing shifts in their funding portfolios? Patterns in membership? Grants or Donor shifts? We're just looking to manage expectations for our anniversary/ye campaign and budget setting for '26.
 - Municipal grants & sponsorships are declining
 - Equity funding is declining
 - Corporate giving is down
 - 2026 as a midterm election year will siphon a lot of individual donations
 - Partnerships & collaborations are on the rise
 - Shifting fundraising to spring, away from election periods.
 - Focusing on donors you have a personal relationship with
 - Think Globally, Act Locally
 - Look to membership organizations e.g. Elks to replace other grants
 - Ballard has seen a volunteer uptick as a result
 - **Move your donor conversations earlier** -- talk about 2026 giving now through the end of 2025. Reach out earlier to sponsors and donors
 - Consider getting more "bang for the buck" with your current plans -- raise ticket prices if you can and let people opt into paying more
- Upcoming Co-Lab topics
 - Budgeting
 - Fundraising in an election year

8/13/25

- Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
Please add/check your info in the [directory](#)!
- Attending:
 - Tom Llwellyn, Shareable (formerly Asheville TL)
 - Kami Bruner, Repair Reuse WA
 - [Kate Hersey, MN Tool Library](#)
 - Max, Capitol Hill Tool Library (WA)
 - Sarah Steiner, Denver Tool Library (CO)
 - Jeff Adams, Carlisle Tool Library (PA)
 - Amanda Miller, South King Tool Libraries (WA)
 - Josh Epstein, Seattle REconomy (WA)
 - Kaitlin Gillespie, Ballard Tool Library (WA)
 - Brian W, Asheville Tool Library (NC)
- Network updates/requests

- Good Stuff Coming Up
 - MN is excited to receive our hardware delivery from the Circular Library Network this month and start our kiosk/self-service locker journey this fall/winter. We also enjoyed having a former MTL member and current BOD member of Asheville join our BOD mtg last night. Always fun to connect! It's been a season of brewery partnerships with round-ups, taproom programming, and a special themed beer release on the way. Plus we're ready for lots of pumpking carving come Oct. We even have a partnership set for 2026 - which might be the furthest out we've ever planned.
 - Shareable is collaborating on the October Co-Lab on emergency response/mutual aid
 - Long term Co-Lab in the works for emergency response
 - I think it may be useful to have an inventory quick reference list for each emergency/disaster type that orgs could use to verify against their stock or as a focal point for acquisitions
 - LOT + Housing Developer Co-Lab is being created with Purpose-Built Communities Network (October 1 open house/intro session)
 - Planning to connect with cooperative housing/development too. Kami has connection to PNW Cooperative Development Network; will intro to Tom
 - Repair Reuse WA is working to launch environmental impact calculator -- will be integrated with myTurn :) 😊
 - Josh, Amanda, Kami are working on a statewide materials reuse network in Washington
 - Carlisle developing an event/series of events that help people get clubs started
 - Kami wants to get a degrowth and drinks/reading circle going
 - Amanda is presenting the LOT Toolkit & TLA to the Tribal Solid Waste Advisory Network (tswan.org) -- will share presentation for feedback and adaptation
 - Seattle REconomy has started a bike repair apprenticeship/shop with Magpie thrift store
 - Asheville is at 1.2k members and considering a second space/buying a building!
- Wins
 - Capitol Hill integrated with Stripe for myTurn -- seeing increase in paid memberships
 - Denver Tool Library is going to host their first repair fair on Saturday!
 - Denver cleaned up their myTurn database recently

- MN just got our July member #'s in and we've hit 2025 active households in 2025!
 - Carlisle had a big fundraiser in June (first real one) that went really well! \$6-7,000 raised (1/3 of budget)
 - Seattle REconomy got a big outreach grant for all tool libraries/circular economy groups in the Puget Sound
 - Seattle REconomy got funding for fundraising strategy consultants -- happy to recommend their consultants. Got a LOT out of the contract -- 5-year plans. Will add to our TLA Drive
- Challenges & questions
- Denver hired a bunch of awesome folks but is seeing a dip in class revenue vs projections -- has yours been affected with economic uncertainty? [We see a lot of seasonal flux in class registration -with a short summer season, our winter months tend to be better for longer term and make/take classes which bring in the bigger \\$. We try to schedule quick intro and low cost classes in the summer because if plans change, people don't mind losing \\$20 when their schedules change. Materials prices are nominally up, but we haven't seen a change in what types of classes are filling or program participation. We have had good luck this year doing more private/ semi-private contracted classes for groups.](#)
 - Capitol Hill (WA) held a block party with successful volunteer-led promotion but is feeling growing pains keeping up with volunteerism
 - Leak at the South King Auburn location :(and lease is uncertain
 - H
 - Seattle REconomy is interested in switching to monthly renewing membership model. Any experience there? (This is the default for Station North!) [We looked into this but found the additional processing fees cut heavily into our net. We offer a quarterly payment option\(auto renewal turned on by default\), but the price point is technically higher to cover the increased admin costs and capture some of the loss from lapsed members.](#)
 - Seattle REconomy is experiencing a lot of attrition & trying to figure out why. [Do you reach out to your lapsed members? A simple phone call might help identify if you have people moving away, experiencing financial constraints, wanting other services, or just being in-between projects.](#)
 - Ballard is working on standardizing practices for volunteers
 - Asheville is struggling with delays in decision-making by the board & working on a good balance of oversight/autonomy for staff.
 - Asheville is considering barcoding inventory [Do it! Made our life so much easier, especially with a LG inventory.](#)
- Emerging libraries

- Bend Tool Library is opening on September 5th in Bend, OR (concept > opening in 9 months!)
 - Santa Cruz may be opening a shipping container tool library soon
 - Jefferson County, WA just opened their first tool library! At the fairgrounds!
- Upcoming Co-Labs:
 - Tuesday, August 19: Waitlists & Reservations *it would be nice to be able to share some data on what percentage of libraries pull/prep reservations in advance, use auto approval (myturn) vs manual, and if they limit reservations by membership status/card on file/ tool type, etc.*
 - Tuesday, September 16: Advocacy & Political Action for Nonprofit Orgs
 - Legal restrictions & opportunities for nonprofits
 - Strategies for grassroots advocacy -- have libraries mobilized their membership toward a cause? What are the implications for the TLA mobilizing member libraries?
 - Skill-building resources for political action
 - Group discussion about how we might align on legislative priorities?
 - Info about Right to Repair movement
 - *Anyone worked on political campaigns?*
 - *Advocacy/Politics with a diverse membership base - finding balance and tone that doesn't alienate*
 - Tuesday, October 21: Tool Libraries & Mutual Aid (with Shareable!)
 - Tool libraries becoming resilience hubs
 - Initial Groups/presenter ideas
 - Asheville Tool Library (Focus on Helene Response)
 - brian@ashevilletoollibrary.org
 - National Tool Bank Network (they have a disaster response program)
 - Leanna: Baltimore Tool Bank ED just moved to working at the national org and he's great. I can put you in touch
 - Central Florida Mutual Aid (recently launched tool library focussed on disaster response)
 - Register at www.toollibraryalliance.org
- Potential topics:
 - Member retention: yes
 - Inclusivity +1
 - Setting Boundaries
 - Cultural Change/Culture Making +1
- Repair Economy Summit
 - History/context

- Started in 2020 (early pandemic) among WA/PNW groups needing to connect & support each other
 - Includes tool libraries, makerspace, repair group, govt entities, interested fixers and volunteers
 - All-virtual on zoom, typically in early December. Formerly one LONG day; now two partial days
 - Brief sessions (30-45 minutes) but open to new structures
 - One day focus on big picture & policy; one day shop talk/nuts and bolts -- still relatively high-level due to time constraints. Co-Labs and other meetups can follow to get more granular
 - 2024 edition: <https://www.repaireconomywa.org/summit2024/>
 - Former topics:
 - Building coalitions
 - Uncovering community needs
 - Capacity building for the trades
 - Scaling a movement
 - Repair event & tool-sharing models
 - Working with challenging volunteers & guests
 - Fiscal sponsorship/legal Q&A
 - Degrowth
 - Emergency response
- Potential topics/themes
- Increasing impact
 - Creating long-term sustainability in programs
 - Trades skill building/education/workforce development -- partnering with schools & apprenticeships
 - Legislative engagement; advocacy skill building
 - Building bridges in a politically divisive time; talking about our values in a welcoming way
 - Innovative models for tool/item sharing (housing developments, college campuses, lockers, etc.)
 - International stories from around the world.
 - Inclusivity for families, children, youth -- policies and practices for including children in repair & lending
 - Developing online repair guides
 - Working session - models and tools for online organizing (resources, discussions, contacts/directories)
 - Funding - how to prospect for grants
 - Funding - how to develop different versions of a case for support
 - Open Source Ecology design/build blueprints
 - Recycled plastic/3D printed parts for repair events
- Timing

- December
- Late February +1
- Early March +2 (Shareable is aiming to release LoT Toolkit 2.0 in March 2026),
- Interest in joining planning team?
 - Jeff Adams

7/9/25 - Jason-Rockwood Common lead

Max Shenfield 10:15am: I'm in the zoom link, but it says the host has not started the meeting yet. Are there technical issues? KH: I also couldn't get in - had the same note. I was pretty sure we just canceled the colab this month but were still mtg to identify the next round of colab sessions...

- Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
Please add/check your info in the [directory!](#)
- Attending:
- Pressing
 - August - December co-labs
 - **Politics, Policy, & Programming**
 - **Cultural Change/Culture Making**
 - **Ask A Librarian Anything**
 - **Air Quality and Health Impact projects**
 - **Purpose-built Communities / co-lab series targeted for housing developers (shareable would be hosting)**
 - **Waitlist, holds, and reservations**
 - **Defending your resource from exploitation**
 - **Inclusivity**
 - **Setting Boundaries**
 - **Advocacy**
- Present (check ins)
- Future

6/11/25- Josh lead

- Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
Please add/check your info in the [directory!](#)
- Attending: Jason Naumann, Ian Hopkins (Louisville Tool Library), Alison Huff, Steve Bade, Amanda Miller, Josh Epstein, Kate Hersey

- Pressing
 - Donate Button Live: <https://www.toollibraryalliance.org/donate>
 - \$12/month in running expenses
- Present (check ins)
 - **Steve, tool box Eugene.** Adding new open hours to Saturday afternoons. They have an excess of volunteers! Decided to launch 2 extra hours Saturday
 - **Kate, MN Tool Library:** hiring program coordinator with MASSIVE applicant pool! Scheduling out a lot of new programming.
 - **Jason, Rockwood Common:** Rockwood Common now has 150 members. Trying to build up their volunteer base. Got a \$12,000 grant for multilingual outreach and translation. Focusing on Asian, Pacific Islander, and Spanish speaking community. These translated resources will be added to TLA drive.
 - Transitioning tools.greenlents.org to ourtools.org for broader use of language-free navigation system.
 - **Amanda Miller, South King TL:** Google review policing. What structures do others use to respond to negative reviews.
 - Kate: Thanks for your input. As long as you have good reviews, don't stress it.
 - Josh: passes in front of legal for some reviews
 - **Ian, Louisville:** Wed 5-7, Sat 11-3. Trying to grow effectively, and looking for advice. Trying to pay workshop leaders.
 - **Josh:** Paid staff bring accountability and consistency. Ensures expanded hours will be supported by at least 1 person.
 - **Steve:** Locally funded a ½ time employee at liveable wage. Received city support and a local indigenous government grant.
 - **Amanda:** recommended a look at repair, sustainability, environmental quality/waste management grants or funding partners.
 - **Alison, Shareable:** Mutual Aid Co-Lab crossover with Library of Things Co-Lab. Working to find intersectionality with Disaster Response in mind. A potential foundation partner has been identified & Shareable working on proposal. Focus would be on everyday tool skill sharing. Include activation workshops for needs assessment, crowd sourced real-time action plan to make FACILITATION and NEXT STEPS more turnkey. Potentially two years of funding. Would need to include Southern states.
 - Amanda: SKTL has done some wildfire preparedness. Recommend seeking some case studies outside of the US
 - Josh: supports the idea of TLA involvement. Requested a proposal for what would be expected of us.
 - Alison: brainstorming session as a jumping off point. Will send email
 - Josh: "sold" 20,000 tools in tool sale. 1 hr wait times, rain. Considering time slots? Hired Outreach Coordinator. Looking around for space, due to rent. A grant funded expanded hours to increase reuse store. \$5K monthly in tool and material sales. When the grant runs out, may be reduced.
 - City of Kirkland requested a library!

- Shoreline has no deconstruction ordinance, but Reconomy is trying to establish one.
- Future
 - Community Service Volunteers and Internship Management
 - Sourcing from colleges, universities. What is process?
 - Kate ran campus internship programs for years. Traditional schools are different from trade schools.
 - Don't team up multiple volunteers. Allow for individual work.
 - Mentorship component is important for interns.
 - How to ensure interns are receiving valuable development?
 - Kate: Include service volunteers (accountants, etc.)?
 - Work release is not usually worth it. Insufficient supervisory capacity. Limited options.
 - Community Service or Work Release volunteers are a distinct group.
 - Connect with Darren to find specific scope.
 - Josh: start with Career Services to find interns. Environmental studies, human centered design, business school. Environmental capstone used to be more narrowly targeted scope, but now it begins with a BIG conversation to find something that connect with learning goals. Make sure time put in produces a deliverable and benefit to the Org.
 - Consistently check in.
 - REconomy considering starting an apprenticeship.
 - Future Co labs
 - Mutual Aid / Libraries of Things crossover co-lab (single session or mini-series?) – exploring the ways MA groups and LoTs are partnering; case studies format
 - Co-lab session in August focused on disaster response as in middle of hurricane season and wildfire season begins? September 23?
 - Next TLA meeting

Kate's Hiring process

1. Post free online locally, targeted jobboard(s) *state NP job board* and sparingly; extend as needed
2. Review applications and cover letters, rank by hireability
 - *My categories are generally Stars, Solid, Yellow, Red*
 - *Watch for red flags (unlikely relocation scenario, inexperienced, didn't follow application instructions, etc.)*
 - *Usually color code each applicants file; after initial review spot-check "rankings" against each other for any inconsistencies*
 - *Timely thanks for applying note to all applicants with approx timeline for hiring process steps*
 - *Quick thanks but no to red flags*
3. Google Meet invite to calendar for each star/solid candidate
 - *30min block, stop early if not a fit,*
 - *leave 15 min buffer between for digestion so candidate answers don't merge into your consciousness*

- *Insert info from resume/cover into Q's where applicable; hit as many of the standard Q's as makes sense naturally, focus on gathering info as much as giving them context for the role/org*
 - *tidy up notes for review by others, including responses, initial impressions, and preliminary decision*
4. Reach out for additional info to any yellow flags or solid candidates as needed
 - *With the bigger applicant pool, only invited top 15 invited to interview, rest directly encouraged to participate/engage as a volunteer*
 5. 2nd round interview on-site, introduces co-workers (max 3 additional library team members)

Reference links: [Tool Library Alliance Google Drive](#)

5/14/25

- Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
Please add/check your info in the [directory!](#)
- Attending:
 - Jason Naumann, Rockwood Common Tool Library
 - Josh Epstein, Seattle REconomy
 - Amanda Miller, South King Tool Library
 - Darren Cotton, The Tool Library
 - Jeff Adams, Carlisle Tool Library
 - Kate Hersey, Minnesota Tool Library
 - Alison Huff, Shareable
 - Max, Capitol Hill
- Check-Ins:
 - Darren- things are super busy here. Try 3 day loans to speed up turn around times. We're just under staffed for the number of members we have. It's tricky to tell that case to funders. Jumping into a 3 year strategic plan. Engaging an architect to reimagine our space.
 - Jason- meeting with the director for facilities for the County to possibly get a free huge space! We have a crazy busy month. Doing our first tool sale on the 5th of June
 - Max-
 - Kate- We have a wild weekend. Kicking off our 10 year anniversary! We're part of a huge art walk, 14,000 people coming through the neighborhood. We're also having our huge community garage sale. Just got contacted by a community health team. They want to give us HEPA vacuums that we will loan out. The team will also get them funding and training!
 - Amanda - grant from Dept of Ecology regarding Air Quality. Kuow interview about right to repair, and is going to Olympia to talk about it as well.

- Jeff Adams- Had a challenge with a group that wanted to host a clothing swap at the TL. Ended up having to cancel, which led to reevaluation of what we do at the TL. The group may have had views that were not fully inclusive.
- Alison- Partnership with housing developer and library of things is moving forward to use community space in low income housing for a library. They are creating a video to feature this project to help us visually tell the story of this project
- Josh - has grown too large staff. Trying to keep up with revenue demands of scale. Bike program growing, and was contacted by Salvation Army for bike vouchers to provide bikes to needy. Carbon credits under consideration.
- Reflect
 - 18 months in June!
 -
 - [membership directory](#)
 - Please add yourself!
 - 23 self-listed, 34 total
 - [toolibraryalliance.org](#)
 - Mission & Goals
 - Mapping project [link to submit](#)
 - 36 libraries across NA, EU, and Oceania
 - Gaps
 - Central and Southern US
 - Central southern EU
 - All of Asia, Africa, South America
 - [Shareable LoT Report](#)
 - [comprehensive data](#)
 - Library Basic Data (budgets, membership size, fees, staffing)
 - Programming Offered (makerspaces, workshops, repair)
 - Software Builds
 - **how to engage...**
 - Complete the Survey: [TLA survey 1 - Our Communities](#)
 - Participate on the [Google Group](#)
 - Join a TLA Committee
- Current
 - Protocol for meetings:
 - Posted to
 - Link for recurring zoom meeting
<https://us06web.zoom.us/j/83927080076?pwd=L3drl24gRyWUoEYyvfXi091mQcXsaQf.1>
 - Google group
 - Adapt Kate's Email into a standard google group posting- Jason Naumann
 - Also add to Reddit - Jason
 - Share to Shareable -Alison

- Email all folks on the TLA list (on calendar invite)
 - Build email template- Kate Hersey
 - Reinvite on Google Calendar
 - Add all Members, even no respondents - Jason
 - On our website
 - **Jason** will add meeting link and next 5 meetings
 - Meeting template
 - Color code “tasks”
 - JEFF Meeting norms for introduction
 - Pressing (Co-Lab, etc), present (check-ins), future
 - Lead TLA Mtg-
 - June Josh
 - Community Service Volunteers and Internships
 - July Jason
 - August Amanda
- Protocol for Co-Labs
 - Posted to
 - Google group, email, website, shareable
 - May
 - Kate
 - June
 - Darren
 -
- Protocol for start-up libraries
 - Protocol needed
 - “First steps” document?
 - Could we create a little roadmap with where/when to connect with further resources - i.e. once you’ve read x, done x, visited another library, connect with mentor, etc.
 - Shareable does not have capacity
 - Future Steering Committee conversation
- Co-lab topic discussion: staffing, payments, tracking, problems, leaders?
- Future
 - What would you like to discuss?
 - Next Co-Labs:
 - Tuesday, May 27th: [Staffing Structures and Hiring \(register\)](#)
 - Kate leads
 - Tuesday, June 24th: [Community Service Volunteers and Internship Management \(register\)](#)
 - Darren leads

- What co-lab topics would be most helpful?
 - Lending for Other Orgs (as earned revenue, partnership building, etc)
 - Darren/Amanda/Kate on air filters & monitors?
 - Air Quality and Health Impact projects
 - Advocacy, policy, and political action as a non-profit
 - Purpose-built Communities / co-lab series targeted for housing developers (shareable would be hosting)
 - Waitlist, holds, and reservations

4/9/25

- Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
Please add/check your info in the [directory](#)!
- Attending:
 - Leanna, Station North TL. Fix-It Fair this weekend!
 - Jeff Adams, Carlisle TL (PA). New grant-funded program to give out free tool boxes to immigrant/refugee families; 25 given out so far!
 - Anthony, Asheville TL. Stepped back a few weeks ago with a newborn! Firewood bank, greenhouse reuse space, art balcony projects continuing
 - Josh Epstein, Seattle Reconomy. Got a 2-year grant to hire an outreach mgr (farmers market, tabling, fixing/mending nights, add more hours) and do a bus ad! Anyone have experience?
 - Max, Capitol Hill TL. Got dust collection for free-to-use woodshop! Benefiting from Josh's grant work to participate in the outreach project.
 - Darren, Buffalo TL. Started brainstorming a member showcase for later in 2025 to show off what they're doing with our tools.
 - Steve Bade, Eugene ToolBox Project. Team of students from U of O school of public policy & mgmt helping do some strategic planning
 - Jason Naumann, Rockwood Commons/PDXLTN. Big tool collection event on 4/26 with city of Gresham; writing grant requests for building coalitions to get into a big garage space. Potential tool sale in May!
 - Jason Sanders, West Philly TL. Working on big renovation with Levrack (<https://levrack.com/>) sliding shelves and climate control!
 - Alison, Tom; Shareable. Still launching LoT fellows! Houston group in new affordable housing development; all 77 units are filled and residents are beginning to give feedback. Tom is going to fly out and make a short video about it. In early stages of talks with national coalition of affordable housing developers about a specific Co-Lab for this model (utilizing required community space in affordable housing projects as a LoT). Adding an additional 2 dorms to the University of South Florida; developing university LoT toolkit. Spanish translation

for LoT Toolkit will be coming in the fall with planned update; machine translated version coming out next week (ish).

- Network updates:
 - Donate button coming! Need to fund web hosting :)
 - Next Co-Lab April 29: Partnerships (nonprofit, for-profits, governments)
 - Jason/Josh lead
 - Open to anyone anywhere!
 - Josh/Seattle Reconomy is partnering with [Homebody](#) which supports home DIY projects (cut lists, budgets, etc.) They will give all new & renewing members a free year. CEO/founder Dylan is interested in offering this to other tool libraries around the country. **Get in touch if you're interested!**
 - **Shareable is recruiting seasoned LoT/TL folks to help summarize & write up Co-Lab sessions for the next toolkit edition!**
- [TLA Strategic Priorities](#) (Josh)
 - Developed at the last steering committee meeting using input from our previous network meeting.
 - Priority 1: Increase internal capacity
 - No feedback
 - Priority 2: Grow membership and reach
 - Could see more about self-reflection as an Alliance. Some also have makerspaces/workshops, run fix-it-fairs. Document who we are and why we are doing what we do
 - Want to make sure we're reflecting all the diversity in the people and groups who are lending tools – geographic, cultural, service diversity etc.
 - Articulate continuous reflection/revisiting of who we are and our goals
 - Mapping work – Shareable hosted distributed "[Map Jams](#)" in-person to produce publicly accessible digital maps of local sharing resources. Could add a bonus TLA session to create this map as a group virtually. *Steering committee to discuss feasibility*
 - Priority 3: Gather shared storytelling/research
 - Scope is intended to be achievable within 1-2 years; recognize opportunity to design and pursue larger research projects in the longer term
 - Way to add in municipalities/partners talking about the impacts of partnering with tool libraries? (e.g. letter of support/recommendation)
 - Want to start with identifying what's out there vs what we need so that we can begin to find backup documentation, whether letters/case studies or research studies
 - Priority 4: Collective impact

- Final step intentionally; influenced by the outcomes of priorities 1-3, but always the end goal
 - Are there projects that the TLA could lead on behalf of all members, e.g. a 3D printed parts library? Would be an earlier victory and demonstrate value add.
 - Prioritize delivering useful products to tool libraries in the U.S. as opportunities arise and are within capacity.
 - There are already great resources out there (e.g. parts libraries); can play the role of clearinghouse to create curated resource lists/act as a hub
- Community survey/Census (Jason N)
 - Past data collected: [spreadsheet](#)
 - Need to see what's out there and where the gaps are
 - Find areas with a lot going on to make sure they are brought in
 - Josh and Jason are honing the survey and the categories
 - Basic info/geographical survey
 - What is our geographic scale/limit
 - Does it make more sense to map places first and then set regions, or ask people to self-identify into regions?
 - More valuable at this moment to know where people are rather than which region they identify with
 - Lack of clarity between suburban/metropolitan and where you are vs who you serve (resolved – add Service Area Size)
 - Cultural demographics - Josh's inclusion team has reviewed and given useful feedback!
 - Cultural/racial identities are very different within/outside the U.S.
 - Add an “other” for groups you're looking to connect with outside of cultural identities
 - See Josh's team's recommendations about aligning household income to census data
 - Membership size – historical? Households vs individuals?
 - Specify how many individuals served through lending vs other programs
 - Organizational/operational structures, Programming, Software to come next
 - Our Communities (demographics of people and places) [Link to View](#)
 - **Scope:** All tool-lending libraries in the U.S.
 - **Goals:**
 - Diversify Membership & Perspectives
 - Identify Potential Resources to Share

- Identify Resource Needs
- **Future Surveys:**
 - Operations
 - Software

3/12/25

- Attending:
 - Kate Hersey (Minnesota Tool Library)
 - 10+ year anniversary!
 - Anthony Girelli (Asheville Tool Library)
 - Hired a second part-time person!
 - Amanda Miller (King County Tool Libraries)
 - Now have 4 staff!
 - Darren Cotton (The Tool Library Buffalo)
 - Made an offer to a new operations manager!
 - Jason Naumann (Rockwood Common)
 - Biannual PDXLTN network meeting – tool sale in May!
 - Alison Huff (Shareable)
 - Helping LOT fellows get set up and documenting new models!
 - Jeff Adams (Carlisle Tool Library)
 - Just got an electric tiller!
 - Leanna Frick (Station North Tool Library)
 - Hired part-time help to cover parental leave!
 - Josh Epstein (Seattle ReConomy)
 - Started using their new van!
- Facilitator: Leanna & Josh
- Notetaker: Leanna
- Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
Please add/check your info in the [directory](#)!
- [TLA Strategic Planning](#) (Josh & Leanna)

2/12/25


- Attending:
 - Darren Cotton, Buffalo NY - The Tool Library
 - Jason Naumann, Portland OR - Rockwood Commons

- Max, Seattle WA - Capitol Hill TL
- Sarah Steiner, Denver CO - Denver TL
- Josh Epstein, Seattle WA - Seattle Reconomy
- Amanda Miller, Seattle WA - South King TL
- Tom Llewellyn, Shareable
- Candice Spivey, Shareable
- Alison Huff, Shareable
- Anthony, Asheville NC TL
- Leanna Frick, Baltimore MD - Station North Tool Library
- Jeff Adams, Carlisle, PA -Carlisle Tool Library
- Kami Bruner, - Repair Reuse WA
-
- Facilitator: Leanna
- Notetakers:
- Intros- name, pronouns, location
 - Welcome newcomers! This group is convened to *collaborate on problem solving and new initiatives specific to established, U.S.-based tool libraries*
 - **Please add/check your info in the [directory!](#)**
- Upcoming CoLab sessions: **any interested speakers/leaders?**
 - [February 25: Environmental impact tracking](#)
 - Amanda lead
 - Speakers - Gene Homicki, Chris Helawell, Laura Novich
 - *Leanna will host on Zoom. Other support needed?*
 - Public Event Page:

<https://www.shareable.net/events/tool-library-alliance-environmental-impact-tracking/>
 - March 25: Earned revenue streams
 - Darren Lead
 - Speakers: Josh/Ava (material & bike sales), ?
 - Potential topics: knife sharpening, “hire an expert”, point-of-sale systems, merch
 - Material reuse
 - <https://www.methowrecycles.org/programs>
 - <https://www.facebook.com/FiddyClub509/>
 - Upcycling plastic for 3D printing
 - Repair & sales
 - Carlisle (bikes)
 - Seattle ReConomy (bikes)
 - Merch sales
 - Renting time on equipment/in workshops
 - Ask about:
 - Sharpening
 - Endorsed trusted tradespeople list

- Hire-an-expert/consulting
 - One-off workshops
 - *Leanna will host on Zoom. Other support needed?*
 - Public Event Page:
<https://www.shareable.net/events/library-of-things-co-lab-earned-revenue-streams/>
- April 29: Partnerships (nonprofit, for-profits, governments)
 - Jason/Josh lead
 - Speakers: Hazel Onsrud, Darren Cotton (TL Buffalo)
 - Potential topics: *define “partner” boundaries for this session!*
 revenue-generating partnerships
 - Sponsorships for programming
 - material redistribution (Josh and Ava), reciprocal municipal partnerships, lending to other organizations, how to prioritize partnerships; MOUs/setting boundaries
 - *Alison (Shareable) will host on Zoom*
 - Public Event Page:
<https://www.shareable.net/events/library-of-things-co-lab-partnerships/>
- May 27: Staffing structures and hiring
 - ? Lead
 - Speakers: Tessa? *Kate Hersey willing to speak/lead*
 - Topics: staffing your library; admin structures; teachers & other contractors
 - *Alison (Shareable) will host on Zoom*
 - Public Event Page:
<https://www.shareable.net/events/library-of-things-co-lab-hiring-and-staffing-structures/>
- June 24: Community Service volunteers and internship management
 - ? Lead
 - Speakers: Kate Hersey?
 - *Alison (Shareable) will host on Zoom*
 - Public Event Page:
<https://www.shareable.net/events/library-of-things-co-lab-community-service-volunteers-and-internship-management/>
- Future Sessions
 - Sponsorships
 - Tech Integration/3D Printing
 - Data Analysis
 - Large item procurement and getting discounts/sponsorships out of companies
- TLA Brand Development
 - Presentation template
 - Continue using the template Jason created for Co-lab last year

- Paige Kelly (Shareable) plans to make slight updates to the template so it's better for video recording on youtube, captions, etc. (will work on that asap)
 - Social Media
 - Wait for more consistent activity
 - OR begin cross-promoting, tagging, broadcasting network events, etc.
- Network updates
 - Challenges/needs/requests
 - How do we share excess donations to benefit start-up libraries?
 - Connect with nearby libraries doing tool sales and pick up leftovers or buy for cheap (ex: Rockwood Common from ReConomy)
 - Invite community organizers of new libraries to your own tool sale prep/sorting night to pick up what they need
 - Connect with organizations that have space for overflow storage until things can be moved
 - How can we better help people develop wishlists?
 - How do people do tool culling? What audit practices are working?
 - Max @ CapHill tool library has developed useful reports for parsing usage data:
 - <http://github.com/mshenfield/ctl-data-pipeline>.
Python command line tool that downloads/cleans up data from Myturn w/ a one line command.
 - Leanna to reach out to Gene about improving reporting on usage and inventory adequacy
 - Max's thoughts:
 - Loan report that combines "initial loan" + "renewals" into a single "checkout".
 - A "member checkouts" report that gives the # of unique members that checked out item/item type. Gives a sense of how many actual people are using a given tool.
 - An Item Type hierarchy that's a little more intuitive for reporting. For example, there's a "3/8" Corded Drill" Item Type and a generic "Corded Drill" parent Item Type. Volunteers file 3/8" corded drill in both. Without some care or someone coming regularly cleaning up the MyTurn entries, it's really easy to undercount Item Types that have deep subdivisions.
- New redistribution program @ Seattle REconomy

- Shipping container(s) collect items for other repair/reuse/upcycling organizations
 - Furniture Repair Bank - directed to refugees
 - Kid Vantage
 - ReSupply (Art Supplies)
 - Other examples/partners?
 - FreeGeek in Portland OR (e-waste)
 - Rockwood is trying to collab with the city's hard-to-recycle collection day
 - PCs for People (partner in Baltimore, MD)
 - Repair Reuse WA is working on a statewide platform! Both paid and B2B donations
 - iWasteNot
 - Donify
- Material reuse
 - To those who already do material re-use, what am I forgetting to include here? (Anthony, Asheville)
 - Greenhouse donation guidelines
- Directory/clearinghouse of funders
 - Example: <https://neweconomy.net/fundinglibrary/>
 - List of corporations that are open to donations or discounts (Anthony will be uploading a version of his list to start with)
- How much do you budget for a Fix-It Fair?
 -  Fix-It Fair Budget Model.xlsx
 - Buffalo - depends on how much the host org does/contributes. Cost to the host includes promotional, consumables, and snacks/drinks
 - <250K Revenue: \$500
 - >250K Revenue: \$1,000
 - REconomy - host during our open hours and don't budget separately for staff time etc.
 - Station North closer to \$6K per event, covering all paid staff time. Also pays fixers.
- Wins/celebrations
 - Harrisburg PA, Penn State in pre-development
 - Asheville chainsaw program has a new SOP document! Consistent models, education program, safety & maintenance procedures
 - Also started lending towable chippers & splitters (Alliance for Green Heat firewood grant)
 - Starting a firewood bank!
 - Aggressive maintenance schedule; waiting to see how long they last

- Currently 3 days every two weeks
- WNC Repair Cafe just got a trailer to do remote repair cafes!
 - Goal is to be response ready for all of SE U.S. for small engine repair etc.
 - Priority skill building is gas generators and chainsaws
- Plugs & events

11/13/24 -

- Facilitator: Leanna
- Notetakers: Leanna,
- Intros- name, pronouns, location, any fun updates from your library
 - Welcome newcomers
 - ***Please add/check your info in the [directory!](#)***
 - Updates & fun stuff:
 - Our very own Josh did a TED talk
 - ▢ [How New Economies are Shifting Capitalism | Josh Epstein | TEDxEdmonds College](#)
 - [From Furniture Waste to Community Resilience | Xenia Dolovova | TEDxEdmonds ...](#)
 - Seattle ReConomy got a big grant – expanding from 12 to 30 hours a week! Hired 3 new staff. (Most-open tool library in the U.S.???)
 - City of Shoreline is applying for a SWIFR (solid waste infrastructure) grant for them to buy their building!
 - Rockwood had a repair cafe & is getting solar panels on their tool lending truck! Will offer energy at events without a gas generator
 - Eugene ToolBox Project is doing year-end campaign; has done more neighborhood/community events than any year prior (including @ Habitat ReStore)
 - The Tool Library in Buffalo bought their frickin building!! Phase 2 will rehab the building through a workshop series “living lab” – feeding 2 birds with 1 scone. What will they do with their new 3-bedroom apartment??
 - [Repair Economy Summit! December 9th & 10th](#) – global convening of awesomeness
 - LoT Toolkit to be launched at the summit by Shareable (12/10, 4pm EST)
 - *Draft tentatively available Monday 11/25 for review*
 - 2.0 of first 12 sessions planned for 2025 including additional monthly sessions
 - Denver is working on team and management – has anyone experienced the “Management in a Changing World” training?
 - Things in Asheville continue to be hectic – library is serving as a hub for mutual aid and switchboard services; all relief equipment is out, slowly

trickling back in. Lots of traffic from people rebuilding. Starting material reuse area adjacent to the library, free store-style. Running equipment repair and chainsaw safety workshops across Buncombe Co.

- Capitol Hill (WA) - trying to expand garage space, trying to invest in a CD with reserves

- In Attendance

- Josh Epstein (he/him), Seattle Reconomy, Director (run the NE Seattle Shoreline)
- Nick Wilbur - SEAC Rochester
- Tessa (she/her), Chicago Tool Library, ED and Co-founder
- Jason Naumann (he/him), Rockwood Common, Portland & Gresham, OR, Board President and All PDX Library Liaison
- Sarah Steiner (she/they) - Denver Tool Library
- Tay (they/them), Asheville Tool Library - does all of the things
- Amanda Miller (she/her) South King Tool Libraries, WA, ED
- Leanna Frick (she/her), Station North (Baltimore)
- Candice Spivey, she/her, Shareable Solidarity Works Program Manager
- Tom Llewellyn, (he/him) Shareable, Interim ED
- Emelda Lagos (she/her/ella), Capitol Hill TL, outreach
- Max Shenfield (he/him), Capitol Hill TL, treasurer/volunteer
- Kami Bruner (she/they), Repair Reuse Washington,
- Darren (he/him), The Tool Library Buffalo, ED
- Steve Bade (he/his), ToolBox Project (Eugene OR), BoD Prez 2024-
- Anthony UNCA Asheville
- Alison Huff, Shareable Director of Operations

Disaster Response/Climate Resilience

- *What has your library (or other community group) done to prepare for crisis response?*
- *What are some things you're considering?*
- *What would you like to learn more about?*
- Portland - heat and ice issues. Some libraries are supporting their host buildings with fans, etc. Bolstering volunteer list for helping with ice and snow removal. Solidifying list of people to prepare library entrances in adverse weather. Reached out to Little Buddy about indoor-safe propane heaters (building off hurricane response).
 - State regulations about indoor propane? Double check locally.
- Seattle area - Josh is working on becoming a "resilience hub" and they are very close. Big fear of earthquake/eruption – gathering space with tools. *Funding on a national level?*
 - [Resilience hub definition](#) (centralized location, space for gathering, ventilation, backup power, list of needed resources including food, water, first aid kits)
 - Local disaster expectations dictate specifics
 - [Care in Crisis TED talk](#)

- Wildfire response and preparedness: fire hardening kits to lend (Amanda has also done a series with local fire authority) – pole saws, other brush clearing tools. Stock up on multiples of tools, education.
- Worker coordination – clearinghouse for handypeople? Time banking
- [Community Gearbox](#) – distributed libraries for disaster response. Spread the resources around. MORE AT THE SUMMIT!
- Baltimore – looking at wraparound aging in place/housing stabilization by partnering with a group that provides free and low-cost home repairs
- Buffalo – snowstorms without city response. How to keep tools in stock that people can access a bunch all at once? Connecting neighbors to shovel each others' walks. Role for the library to play in supporting mutual aid.
 - Repair support for snowblowers?
- The Response: <https://www.shareable.net/the-response/>
Exploring how communities are building collective resilience in the wake of disasters — from hurricanes to wildfires to reactionary politics and more. 30-min doc about mutual aid centers in Puerto Rico, 13 audio documentaries, ongoing podcast, and more.
- Denver – floods, fire, heat, cold. We don't have the direct access into communities that need emergency services, so we partner with other orgs. They reach out, we give them tools. They have the volunteers, communication, connection. *How could we not just wait but rather set things up in advance?* Reactive to proactive
- **Lending/partnering with other organizations**
 - Denver set up [financial assistance program](#), share it with everyone. Word of mouth asks for partner organizations (Rad Org program) to lend tools to fix up their space, etc. Emergencies become part of that. (Set up for organizational lending already with preplanned work days.)
 - Buffalo also does organizational lending too (highest tier). Great way to connect with partner organizations.
 - ToolBox Project partners with orgs like co-op houses, community gardens, homeless shelter/tiny home build crews on an ad-hoc basis (uses MyTurn secondary info field for additional people's names)
 - Portland - 3/4 have group memberships with one accountable person. No limits on number of tools. Local school does cleanups a few times per year.
 - ReConomy - accepting donations for other organizations (e.g. kid stuff, art supplies, small furniture) with dedicated storage space & specific wish lists – either delivering to or offering pop-up stores at Library. Win-win getting people through the door. One-stop redistribution hub for all used stuff. Using shipping containers for storage.
 - Build relationships with specific people who lead organizations. More connections & in-person time = easier partnerships. Sign a MOU that has clear expectations about meeting both sides' needs and communications. Sarah uploaded a [sample to the Drive](#).
 - Buffalo - local grantmaker provides funding for community gardens but not tools; includes free library membership to access tools.
 -

Environmental Impact Measurement

- Proposal: TLA to host a panel presentation/Q&A in the style of CoLabs
 - Interested leadership
 - Kami, Josh
 - Jason & Leanna reaching out to Edinburgh TL
 - Panelists/resources
 - NY state system
 - Tina @ Department of Ecology in Washington, reuse impact calculator
 - Gene @ MyTurn - how to use features in MyTurn
 - Jason - tech side in LendEngine, making data quantifiable.
 - Likely similar to MyTurn's plans, but time will tell.
 - Based on Edinburgh TL data
 - Edinburgh model
 - <https://edinburghtoollibrary.org.uk/carbon-data-for-sharing-libraries/>
 - Farnham Repair Café to calculate carbon data for our Repair Cafes:
 - <https://frc.cfsd.org.uk/index.php/rc-carbon-calculator-standard/>
 - Repairmonitor.org/en
 - [Spreadsheet from Amanda](#)
 - [ICE \(Inventory of Carbon & Emissions\)](#)
 - Considerations
 - Consistency in models & calculations – all using the same model or tool
 - Consistency in item/category definitions – same weight & factor
 - Approachability (something imperfect now, better than waiting for an unknown better?)
 - Applicability specific to libraries of things
 - Easy to implement (import a .csv file to tool database)
 - Variation in carbon impacts in different countries/economies
 - Timing

Steering Committee Check-in & Scheduling

- Bylaws drafting
- Independent project planning

10/10/24 - Mission, Vision, Governance (cont.)

Join Zoom Meeting - (10AM PST/ 1PM EST)

<https://us02web.zoom.us/j/85072629369?pwd=Zk5PbkJhTlFha3NKVXhRTEwzRUNOdz09>

- Facilitator: Leanna
- Notetakers: Nick, Leanna
- Intros- name, pronouns, location, any fun updates from your library
 - Welcome newcomers
 - ***Please add/check your info in the [directory!](#)***
- In Attendance
 - Josh Epstein (he/him), Seattle Reconomy, Director (run the NE Seattle Shoreline)
 - Nick Wilbur - SEAC Rochester
 - Tessa (she/her), Chicago Tool Library, ED and Co-founder
 - Jason Naumann (he/him), Rockwood Common, Portland & Gresham, OR, Board President
 - Sarah Steiner (she/they) - Denver Tool Library
 - Tay (they/them), Asheville Tool Library - does all of the things
 - Amanda Miller (she/her) South King Tool Libraries, WA, ED
 - Leanna Frick (she/her), Station North (Baltimore)
 - Candice Spivey, she/her, Shareable Solidarity Works Program Manager
 - Tom Llewellyn, (he/him) Shareable, Interim ED
 - Emelda Lagos (she/her/ella), Capitol Hill TL, outreach
 - Max Shenfield (he/him), Capitol Hill TL, treasurer/volunteer
 - Kami Bruner (she/they), Repair Reuse Washington,
 - Darren (he/him), The Tool Library Buffalo, ED
 - Steve Bade (he/his), ToolBox Project (Eugene OR), BoD Prez 2024-
- Brief update on governance progress
- Mission/Vision Statement Confirmation Vote
 - Mission/Vision Statements
 - **Mission:** Unanimous Yes
 - The National Tool Library Alliance (NTLA) unites tool libraries across the United States to foster community resilience, increase sustainability, and build a culture of generosity through the sharing of tools, skills, and knowledge.
 - **Vision:** Unanimous yes
 - A nation where every community has access to a thriving tool library, fostering a culture of sharing, sustainability, and empowerment. We envision a future where borrowing tools is preferred to buying, and is as common as borrowing books; where individuals have the resources to learn, create, and maintain their environments while reducing waste and strengthening community bonds.
 - **Primary objectives:** Unanimous yes
- Steering Committee Nominations/Elections
 - DRAFT Steering Committee Roles
 - Unanimous Yes to slate:
 - Chair - Leanna Frick

- Secretary - as needed
 - Treasurer - Alison Huff (Shareable)
 - Systems & Governance Coordinators - Amanda Miller, Nick Wilbur
 - Community Coordinators - Tessa Vierk, Josh Epstein
 - Partnerships - Jason Naumann
 - Development Coordinator - Amanda Miller
 - Webmaster/Digital Administrator - Darren
- Membership structure
 - Membership Guidelines
 - Open discussion

9/11/24 - Mission, Vision, Governance

Join Zoom Meeting - (10AM PST/ 1PM EST)

<https://us02web.zoom.us/j/85072629369?pwd=Zk5PbkJhTlFha3NKVXhRTlEwzRUNOdz09>

- Notetaker: Josh, Max, Steve
- Intros- name, pronouns, location, favorite thing about this past summer
 - Welcome newcomers
 - ***Please add/check your info in the [directory!](#)***
- In Attendance
 - Josh Epstein (he/him), Seattle Reconomy, Director (run the NE Seattle Shoreline)
 - Nick Wilbur - SEAC Rochester
 - Tessa (she/her), Chicago Tool Library, ED and Co-founder
 - Jason Naumann (he/him), Green Lents, Portland & Gresham, OR, Workshop Liaison
 - Sarah (she/they) - Denver Tool Library
 - Tay (they/them), Asheville Tool Library - does all of the things
 - Amanda Miller (she/her) South King County, WA, ED
 - Leanna Frick (she/her), Station North (Baltimore)
 - Candice Spivey, she/her, Shareable Solidarity Works Program Manager
 - Tom Llewellyn, (he/him) Shareable, Interim ED
 - Emelda Lagos (she/her/ella), Capitol Hill TL, outreach
 - Max Shenfield (he/him), Capitol Hill TL, treasurer/volunteer
 - Kami Bruner (she/they), Repair Reuse Washington,
 - Darren (he/him), The Tool Library Buffalo, ED
 - Bobby Jones, Shareable, Development Director
 - Steve Bade (he/his), ToolBox Project (Eugene OR), BoD Prez 2024-
- Group Updates
 - Jason got a box truck for mobile lending! Plus a workshop sponsorship!

- Josh got a couple big grants to support their reuse building supply store and move forward Reuse Commons! Big tool sale next Saturday – come on out :)
- Darren is closing on their building next Wednesday! Homeowners! Will have just a small bridge loan temporarily, then own it outright.
- Tessa talked to their building owners about selling!
- Amanda didn't get an expected grant :(but has a backup plan. Game & puzzle swap coming up!
- Steve had a great part-time employee who left to have a baby but her replacement is amazing too. CTE experience.
- Denver is streamlining systems with new folks' eyes on them. First restricted grant for a fundraising position!
- Station North is welcoming a new board and just got a big grant for protected programming for people of color
- Capitol Hill is doing a repair cafe on Saturday

● Mission/Vision Statements

- **Review drafts (thanks Amanda!)**
 - Darren: there are places where we talk about strengthening community bonds, but not other sections about equity
 - Branching off to discuss more later
- What especially resonates? (Find common ground)
 -
- What is sticking? (Identify divergence)
 - Make sure it's about the alliance and not just about individual tool libraries
- Next steps
 - Figure out how we're going to want to adopt it.
 - Amanda will look at suggestions and put together a next draft

● Group Governance

- Roles & structure
 - Steering committee?
 - Five ppl? 3-5? Self-nominations:
 - Nick (bylaws, legal structures)
 - Tessa as alternate? (networking and recruitment)
 - Leanna (admin/organization, fundraising, misc grunt work, facilitation - whatever is needed)
 - Jason (partnership development, branding?)
 - Amanda (boring things)
 - Josh as alternate (networking)
 - Sarah - hired goon for odd jobs
 - More formal roles would help e.g. Leanna and others who've stepped up and said explicitly they want to make the TLA happen.
 - Roles & size
 - Chair/Co-chairs – plan & facilitate meetings, gather the committee
 - Admin/secretary –

- Make sure people are in the Google Group
 - Organize files
 - Darren is interesting in uploading resources, organizing things, Jason as second/third
- Meeting planning & facilitation
 - planning what we're going to talk about
- Fundraising
 - talking with Bobby at shareable
- Network/recruitment
 - Tessa, Josh as an alternate
- Partnerships (e.g. Shareable, Repair/Reuse Network, Municipal LOT group)
 - Jason: taking the lead on partnership and bring in Leanna & Josh when needed
 - Candice (Shareable): chatting with Tom (Shareable), Tom said he confirmed a 5K matching grant previous call. Leanna confirmed.
- Operations & structure working group
 - Nick
 - Amanda
- "Leader" (coordinator, whatever you want to call it) - Josh believes it would make sense to have a leader in this group, and nominated Leanna. Leanna can talk on the role ("coach", "meeting getter together" in Leanna's words)
 - Tessa: Do you want to make sure there is an "admin" or assistant role to send out the meeting reminders, just to make it easier to keep leadership's energy up.
 - Leanna: I'm okay continuing to do this and deeply look forward to this meeting.
- Term length
- Selection/elections
 - Standardized Application
- Membership power – what does everyone vote on?
 - Approving budgets
 - Determining high-level goals on a regular basis
 - Who gets to vote?
 - One vote per library? One vote per member? Per attendee...?
 - Jason: is there a risk of regional bias (lots of PNW tool libraries).
 - Steve: The *differences* between our orgs' **scope** seem important/interesting. "We're a tool lending library" and not necessarily doing other programs partly because the community is well-served by

other orgs. Yeah we'd love to own our own building...but possibly still as "just" a tool library.

- Leanna: fan of aiming for "consensus" - talk through people's concerns and see if we can adapt to meet people's concerns. If we come to loggerheads then fall back to $\frac{3}{4}$ majority vote.
- Josh: Similarly, "consent", which is that most people agree and people on the other side are willing, we can go forward (and fall back to $\frac{3}{4}$ majority).
- Amanda will put some of this into a "Charter" (form).
- Voting member (vs. Steering Committee) . . . what's required to qualify?
 - Josh: In terms of who can vote, we have the parameters of what libraries qualify (2 years, not a library, lends tools, in the states, etc.), and probably has to have attended/participated in X (3?) of meetings.
 - Leanna: I don't know if we need to cover every base right now. There's things specific to tool lending (storage, insurance), but also close tool libraries like Ottawa that aren't in the US.
 - Josh: would be great to start scheduling side meetings with groups like international LOTs, libraries of other things, affinity groups, etc.
 - Nick: the meeting requirement can be difficult to track, and be a numbers game.
 - Josh: let's just say for the next meeting
 - Tool library requirements:
 - existed for 2 years
 - not part of municipal library
 - lends tools
 - in U.S.A
 - Has attended 3+ TL Network meetings
 - Nick: Just get something on paper and hammer out the details later.
- "Junior Member" & "Senior Member" of the Alliance?
 -
- Next steps
 - Pare down mission statement & finalize.
 - Get in your comments by Sept 25th
 - Job descriptions for steering committee officers by each person who has stepped up.
 - Send to group for feedback
 - Put in google drive
 - Create charter (Amanda)

- Who can be a member
 - Who gets a vote (participation)
 - Pre-bylaws
 - Short list of decisions/empowered items for steering committee to pursue
- If anyone is interested in being a part of the Repair Summit December 9-10, afternoon ET (4-5?), let Leanna know.

7/10/24 - Group Structure & Funding | BREAKOUTS: Late Fees ()/ Fundraising (Leanna Frick)

Join Zoom Meeting - (10AM PST/ 1PM EST)

<https://us02web.zoom.us/j/85072629369?pwd=Zk5PbkJhTlFha3NKVXhRTUwzRUNOdz09>

- Notetaker:
- Intros- name, pronouns, location, favorite thing about summer
 - Welcome newcomers
 - ***Please add/check your info in the [directory!](#)***
- In Attendance
 - Josh Epstein (he/him), Seattle Reconomy, Director (run the NE Seattle Shoreline)
 - Vivek (he/him), Chicago Tool Library, Director of Operations & Community
 - Tessa (she/her), Chicago Tool Library, ED and Co-founder
 - Amanda Miller (she/her) South King County, WA, ED
 - Leanna Frick (she/her), Station North (Baltimore)
 - Emelda Lagos (she/her/ella), Capitol Hill TL, outreach
 - Darren (he/him), The Tool Library Buffalo, ED
 - Bobby Jones, Shareable, Development Director
- Group Updates
 - South King is onboarding a third full-time position via a TANF internship program
 - Chicago won a MacArthur genius grant for being geniuses (aka a local Creative Places award)
 - Seattle Reconomy & South King are meeting with the State Dept of Ecology about adopting NY State ecology standards (platform for Embodied carbon calculations Reuse Impact Calculator)
 - Chicago submitted a Reuse Commons application to the EPA [community change grant](#) and is in the final round!
 - Buffalo is hiring!
 - Seattle Reconomy is replacing a coordinator position

- Group Structure & Funding (30 minutes)
 - Proposed short-term group *fundraising goals*
 - Funding for member organizations to participate
 - Planning/hosting/leadership roles
 - Hosting orientations for potential libraries
 - Stipends for steering committee/board members
 - Mentorship for new library startup staff
 - Network administration
 - Facilitate/host co-learning sessions
 - Research national grant opportunities for shared fundraising
 - Facilitate development of network strategy & functionality
 - Facilitate communications among members
 - Administrative maintenance budget
 - Recruit and onboard new members
 - Building a directory and network (researching and documenting)
 - Liaising with Shareable and peer organizations
 - Researching economy of scale & coordinating other movement-based efforts
 - Organizing available research and resources
 - International *or national* conference/symposium, summer or fall 2025 (??!)
 - Stipends for organizers
 - Payment for host site
 - Sponsorship for conference costs (food, drink, printing)
 - Travel assistance for attendees
 - Honoraria for presenters
 - *Costs a lot in carbon! Can we combine with something else or make it digital? Or maybe it's worth it*
 - National could maybe be in-person and an international might be digital
 - Marketing & awareness
 - Creation of collective articulation of the concept of sharing economy
 - Development of shareable templates and collateral
 - National/regional collective earned and sponsored media
 - Sharing vendors and contractors
 - Templates & training for local lobbying
 - Infrastructure
 - Web hosting & domain registration
 - Google business account & administration
 - Organizing software (map, database)
 - Having a staff person (primarily as administrator at the moment)
 - Leanna to get more info about RPC structure from Tom
 - Group thoughts?

- Need more clarity around decision-making power and structure
 - Staff function more as an administrator and decision-making among orgs more like an alliance/coalition?
 - Clarity around vision and call to action
 - How are we asking people to engage with or assist us?
 - [Mission statement brainstorm](#)
- TLA -> Larger Library of Things Network
 - Focus now on TLA as actionable, scalable/ proof of concept; build stability and usefulness
 - TLA is still only a subset of tool libraries!
 - TLA also can be leaders in paving the way for other subset groups/the movement at large
 - I.e. finding ways to build collective power that benefits everyone
 - Shared Insurance?
 - Shared Software?
 - Aspire to more comprehensive umbrella organization for all libraries of things, including parallel groups for new tool libraries, municipal libraries, kitchen libraries, etc.
 - [Draft case for support \(In progress\)](#)
- Funding prospects
 - SHIFT Foundation committed to matching up to \$5k through Shareable (potentially more)
 - Kresge Foundation (active - Shareable)
 - Park Foundation (Ithaca) (active - Shareable)
 - Mary Reynolds Babcock Foundation (active - Shareable)
 - 11th Hour Project (active - Shareable)
 - Bloomberg Foundation (active - Leanna)
 - T. Rowe Price (active - Leanna)
 - Harry & Jeanette Weinberg Foundation (prospect - Leanna)
 - New Earth Foundation
 - Nathan Cummings Foundation
 - Clif Family Foundation
 - Northlight Foundation
 - 128 Collective
 - Abelard Foundation
 - Arch Community Fund
 - Homestead Foundation
 - Surdna Foundation
 - Grove Foundation
 - Knight Foundation

- Kellogg Foundation
 - Robert Wood Johnson Foundation
 - MacArthur Foundation (active - Tessa)
 - Stanley Black and Decker (active - Leanna, Tessa, Amanda)
 - Craftsman (active - Leanna)
 - WasteManagement, waste Connections, & other national waste companies
 - EPA
 - Carhartt
 - Tessa would like to be involved in funder conversations
 -
- Co-Learning Breakouts (30 min)
 - Late Fees & Reclaiming Overdue Tools (Josh)
 - What's working for you in reclaiming overdue tools?
 - How do late fees factor into this, if at all?
 - What challenges are you having with overdue tools and/or your late fees structure?
 - Fundraising (Leanna)
 - Where do you need help?
 - Grants (Chicago)
 - Corporate sponsorships (Chicago)
 - Crowdfunding (Reconomy)
 - Programmatic earned income (Buffalo)
 - Capital projects fundraising - especially legislative (South King)
 - Capital projects (SNTL)
 - Environmental funding (SNTL)
 - Federal funding successes (all)
 - Grants management processes
 - Restricted funding accounting
 - Tracking outcomes (beyond just outputs, like X loans)
 - Where are you strongest?
 - Earned income (Capitol Hill & Reconomy)
 - Individual donors (Chicago)
 - Annual campaign crowdfunding (Station North Tool Library)
 - Grants & Corporate Sponsorships (South King Co)
 - ReConomy has had a lot of success with waste reduction grants
 - Local & regional foundations for capacity-building; working on corporate partnerships (Buffalo)
 - Federal grants (Bobby @ Shareable)

- Major donors >\$1,000 (Bobby @ Shareable)
 - Community-centric fundraising (Station North Tool Library)
 - Amanda has a friend who has done this training & will connect
 - Shareable is engaging a trainer on class & trauma in fundraising with tool library fellows
- Grant tips
 - Remember, your point of contact is a person! Have conversations whenever possible
 - Federal grants require a high level of specificity in accounting and reporting
 - Many grantors require you to ask people personal information you might not want to
 - Include OVERHEAD (pad your application budget to cover your administrative costs)
 - Remember, you're doing great and you deserve funding
 - Grants can drag you in directions you don't want to
 - Funding interest areas of success:
 - Waste reduction
 - Economic impact (savings)
 - Equity in access and education
 - Supporting arts (esp public arts like murals)
 - Community development & housing (maintenance and improvement of homes and green spaces)
 - Homeownership (allowing people to stay in and buy homes more affordably by DIYing maintenance and improvement)
 - Intergenerational connections
 - Aging in place/senior resource building ("legacy residents" in gentrifying neighborhoods)
 - Workforce development (small businesses using library tools)
 - Violence prevention - community activation events
 - [Well maintained homes can have effects on measures of neighborhood health-> crime reduction etc.](#)
 - Disaster prevention/response and climate resilience

- Healthy homes & public health (air scrubbers, flood recovery, HEPA vacuums - Buffalo)
 - “Community efficacy” and “social infrastructure” are phrases that references a lot of important concepts for TLs – cohering a city or community and building social fabric and interdependence
- Where to find grants:
 - Ask your current funders!
 - Ask your volunteers (about connections)!
 - Other orgs’ annual reports
 - Local philanthropy- and nonprofit-supporting organizations’ newsletters
 - New Economy Coalition Funder Library: <https://neweconomy.net/fundinglibrary/>
 - If your local library doesn't have it, Foundation Directory Online/Candid is available from Northwestern for public use (but only on campus). So it might be worth checking local universities/college libraries.

[Breakout Session Notes Doc](#)

- [SNTL’s annual fall campaigns](#)
- [SNTL fundraiser toolkit](#)
- [DC tool replacement fund](#)
- [Denver start-up fund](#)
- [Denver expansion fund](#)
- [Buffalo capital campaign](#)
- [Toronto emergency fund](#)
- [Shareable guide](#)

- Network updates & other business (10 min)
 -
- Next meeting (5 min)
 - **Second Wednesdays, 1pm EST/12pm CST/11am MST/10am PST**
 - Topics:
 - Group mission & vision
 - Group leadership structure
 - Environmental impact tracking (lead: Josh)
 - Outstanding focus topics: tool management, volunteer management, membership attrition/retention, fundraising ideas & successes, identity-based programming & design

- Resources
 - [Shared documents folder](#)
 - [Comprehensive sheet of all shared info](#)

6/13/24 - Repair & Material Recovery (Jason Naumann)/ Crowdfunding (Leanna Frick) BREAKOUTS

Join Zoom Meeting - (10AM PST/ 1PM EST)

<https://us02web.zoom.us/j/85072629369?pwd=Zk5PbkJhTlFha3NKVXhRTlEwzRUNOdz09>

- Notetaker: Josh
- Intros- name, pronouns, location, favorite thing about summer
 - Welcome newcomers
 - ***Please add/check your info in the [directory!](#)***
- In Attendance
 - Josh Epstein (he/him), Seattle Reconomy, Director (run the NE Seattle Shoreline)
 - Vivek (he/him), Chicago Tool Library, Director of Operations & Community
 - Jason Naumann (he/him), Green Lents, Portland & Gresham, OR, Workshop Liaison
 - Tay (they/them), Asheville Tool Library - does all of the things
 - Amanda Miller (she/her) South King County, WA, ED
 - Leanna Frick (she/her), Station North (Baltimore)
 - Chris Lavoie, (he/him) Station North (Baltimore)
 - Candice Spivey, she/her, Shareable Solidarity Works Program Manager
 - Jack Murphy, (they/them), Asheville TL, Librarianing and workshops
 - Tom Llewellyn, (he/him) Shareable, Interim ED
 - Emelda Lagos (she/her/ella), Capitol Hill TL, outreach
 - Kami Bruner (she/they), Repair Reuse Washington,
 - Jessa Wais (they/them), SNTL,
 - Lorenzo (any), SNTL,
- Update on Shareable CoLab: Tom Llewellyn & Candice Spivey (10 min)
 - Very successful CoLab. Thanks from Shareable for help with the CoLab. 1,200 views on youtube. ~40 participants live at 12 sessions.
 - Youtube videos:
 - ▶ [Library of Things Co-Lab Orientation & Report Release](#)
 - Working on schedule for monthly sessions
 - **Second Tuesdays, 1pm PST**
 - July: Fix-it events OR environmental impact measurement
 - August: Fix-it events OR environmental impact measurement
 - September: Community governance
 - October: Crowdfunding

- November: Grants
 - Toolkit [like this](#) coming out in mid-September capturing videos & resources from past sessions.
 - Living document, available to all, published under Creative Commons
 - Fellowship for folks starting LOTs (Hawaii to Connecticut)
 - Will match the first \$5,000 raised by Tool Library Alliance!
 - Hoping to get support from TLA.
 - Want us to note where there are gaps in the toolkit and acts as reviewers of items to be published
 - The TLA sessions can be used as fodder for more Shareable sessions
 - Want to focus on environmental measurement and impact tracking
- Co-Learning Breakouts (40 min)
 - **Crowdfunding (Leanna) - postponed**
 - [Breakout Session Notes Doc](#)
 - [SNTL's annual fall campaigns](#)
 - [SNTL fundraiser toolkit](#)
 - [DC tool replacement fund](#)
 - [Denver start-up fund](#)
 - [Denver expansion fund](#)
 - [Buffalo capital campaign](#)
 - [Toronto emergency fund](#)
 - [Shareable guide](#)
 - Repair & Material Recovery (Jason N)
 - Tool Repair Program
 - [Green Lents Program Overview](#)
 - Generally trying hard to make it so that all folks interacting with the tools are active participants in the repair process
 - **Fixers** can also take items home to work on them
 - **Members** are able to take items in maintenance home to work on.
 - Culture established to encourage/enable members to do this upon recognition of limited organizational staff capacity.
 - GL uses Tool Librarian software (not MyTurn)
 - Other questions/tips/ideas
 - Fixing at home
 - Members often just take items for the purpose of repairing/maintaining it without actually saying as much.
 - Check out a tool to a member to work on at home
 - "In maintenance" status doesn't allow to be checked out. Can switch to "active", check it out, then make it "in maintenance" again

- Standard question: “Has the borrower used this item before?”
- Designing a Shared Repair Space
 - *What works for us.*
 - GL uses paper slip for each item. With a defined flow.
 - Undershelf storage throughout to hide/stow large items like wheelbarrows and lawnmowers.
 - Consistent Tool Doctor presence to orient newcomers at specific day/time
 - QR codes in repair area for form where fixers input info about items in repair
 - *What’s working for you?*
 - CTL has gone away from physical notes as we were able to integrate a maintenance/repair ticket feature in the software. This makes communication between different repairers work well IF everyone is adding updates of sufficient detail
 - NE Portland - Laminated doc attached to delicate tools (e.g. [pressure washer](#)) & product manual in ziplock bag
 - Seattle Reconomy - [Pressure Washer Spiel](#)
- Parts Recovery
 - *What works for us.*
 - *What’s working for you?*
- Metal Material Recovery
 - [Material Recovery Guide to Metals](#)
- Plastic Material Recovery
 - Sample partner: [P3 Recycling](#)
- Connecting to Waste Stream Diversion Partners
 - *What works for us.*
 - *What’s working for you?*
- Additional topics:
 - How to prioritize maintenance vs repair?
 - Any concerns about items being in good and safe condition when returned from at-home repairs?
 - Tool Repair standards (eg. no duct tape, no temporary fixes)?
 - Process for determining what to fix and what not to fix?

- GL Finance committee stays tightly in the loop and there is overlap with grants committee so they can request additional funds if they are needed.
 - GL has a cost to benefit ratio in-house
 - Kami notes that the average retail customer will only spend 40-50% of replacement cost for repair as max repair budget
 - Darren (Buffalo) - 3D printing replacement parts?
 - Other notes:
 - For Rockwood Commons, the plan is to be much more centered on repair. Including having a paid tool doctor
- Network updates & other business (10 min)
 - QUESTION (Jason Naumann): Has anyone worked with ToolBank.org?
 - Ask Vivek! Chicago absorbed their local Tool Bank
 - Leanna (SNTL) is connected with local Tool Bank location
 - Locations of centralized org lend multiples of a limited variety of tools (e.g. 20 shovels, 100 chairs) to other nonprofits and community groups. Some focus on disaster recovery.
 - Josh/Amanda via Kami are working with a group in NYC that is doing expansive stuff on environmental impact measurement. Updates to come later.
 - Meeting Schedule
 - *Proposed: Second Wednesdays, 1pm EST/12pm CST/11am MST/10am PST*
 - FYI - [TLA Website!](#) (work in progress)
- Next meeting (10 min)
 - New meeting date & time!!!!
 - ***Second Wednesdays, 1pm EST/12pm CST/11am MST/10am PST***
Leanna to update & notify group
 - Topics:
 - Whole session - evolution of this group & how we fund it
 - Late fees (lead:)
 - Environmental impact tracking (lead:)
 - Grants tracking or crowdfunding (lead: Leanna)
 - Outstanding focus topics: tool management, volunteer management, membership attrition/retention, fundraising ideas & successes, identity-based programming & design
- Resources
 - [Shared documents folder](#)
 - [Comprehensive sheet of all shared info](#)

5/24/24 - Tech Grips Solutions Happy Hour

Brief Summary: Gene was able to attend, so our small group was able to ask direct questions and request features. Overall, Gene was responsive and seemed to be aware of and actively working on almost everything that was presented. A few things had very clearly defined timelines: Batching tools (A/B tool types). Reservation system is the behemoth, and it “needs to be burned to the ground and rebuilt”. Gene had no clear timeline on when that would happen. Item creation updates are coming to give more control over displayed fields and to gather specifically useful data for carbon impact reporting. Financial reporting is also being updated, but NOW IS THE TIME to make specific requests, because they are actively working on it.

- Intros
 - Gene Homicki - MyTurn CEO
 - Max Shenfield - Capital TL
 - Shelby Rodeffer - ?
 - Jason Naumann - Green Lents
 - Jack - Asheville
 - Daniel Turzinski - minneapolis TL (just observing)
- Notetaker: Jason
- Max - Item Types
 - Gene - Early design feature to reduce the need for overthinking at initial set up
 - Adapting to a flat representation to improve performance for larger libraries
 - Jason - what clients does MyTurn serve?
 - Gene - community libraries of things, medical equipment, school districts, universities, energy efficiency libraries, induction cooktop libraries, 400-500 public libraries, enterprise customers (top 25 retailers) working on lending instead of selling, Stanley and Yeti have internal lending,
 - carhartt lending library (“twisting our arm” for features)
 - Good performance automatically updates to higher lending rights tiers
 - Grouping items together as kits
 - Mother hubbard tool library, kitchen library
 - “Tool libraries are our highest priority. That is where our heart is”
 - “Half of our improvements are UX suggestions”
- US is primary, but 7 languages in 22 countries
- Max: Record Transactions button on Admin check-in. Needs to be more fool proofed.
- Gene: user interface needs to be a little cleaned up. Warnings are being added.
- Max: add a floating button?
- Reservation lost issue with unsaved carts
- Gene: button is on top on purpose. We’ve tried to have a browser warning, but it cannot be forced due to browsers.
- Gene: working on “Left Items In Your Cart” automated email

- Gene: adding ability to select DIFFERENT end dates.
- Jack: Does the question make-sense if you're not MyTurn native?
 - Gene: You can change the language
 - Jack: Can you make it standard to be less jargony?
- **Reservations:**
 - Gene: needs to be burned to the ground and build from scratch. Removing dual calendars.
 - Adding an ALL RESERVATIONS SCHEDULED page
 - Have redone alot of checking for multiple items
 - Outdoor gear lending (Bay Area Wilderness Training) do trips with 700 items. Optimizing reservations when there are alot of near capacity checkouts
 - Fulfillment, time slots, etc all need API updates.
- **Check-In Check-Out Cart**
 - Fresh state API is needed so mobile app is cleaner. Sticking to web app, but will improve for mobile app support.
- **Constrain input on item creation**
 - Max: custom user interface, but not UX finalized
 - Gene: working on customization for item creation field. Adding unit specifications. Will impact greenhouse gas reduction reporting.
- **User display:** Gene: adding preferred pronouns, preferred name
- **Shared databases:** Jack: could a shared database be added?
 - Jason: Toollibrarian.net has user generated index, and it quickly becomes ALOT review
 - Gene: very hard to manage, even using Amazon integration or something is hard. Copyright issue. Amazon integration (as an example) requires citation and reference, and who wants to add amazon links?
- **Batch small tools:** Shelby
 - Promised to one of our other customers. Bulk Items SHOULD be out in June. "client is in sweden, renting electrical cables"
- Consumables coming: further out
- **Financial Reports: ?**
 - Impact report just shared with MyTurn. They are modeling after that.
 - Pulling reports outside of the service. Sending emails when reports are ready.
 - If you have ideas for reporting, tell them now. **ACTION ITEM**
 - Metadata has added some details, thanks to input from Bridgette at Asheville
- **Circular Library System**
 - Meet weekly. Main limitation is permanent location.
 - Someone is developing a user interface for pickup and returns specifically.
 - Opening APIs in general around self-service.
 - Working closely, officially an investor.
- **Best Feedback Format:** how do we connect with issues?
 - Gene: Customer advisory board on his wishlist. Would like to put together best practices.
 - Whatever is easiest. Send email. We get it.

- Before Friday afternoon is best.
- Email immediately, with as much information as possible.

5/9/24 - General chat ~~Crowdfunding~~ (Leanna Frick Feel better!)

Join Zoom Meeting - (10AM PST/ 1PM EST)

<https://us06web.zoom.us/j/88000858284> - this link is only for May.

- Intros - name, pronouns, location
 - Steve Bade, he/his. ToolBox Project, Eugene OR - volunteer
 - Josh (he/him), Seattle Reconomy, Director (run the NE Seattle Shoreline)
 - Vivek (he/him), Chicago Tool Library, Director of Operations & Community
 - Darren (he/him), The Tool Library Buffalo, ED
 - Jason Naumann (he/him), Green Lents, Portland & Gresham, OR, Workshop Liaison
 - Tay (they/them), Asheville Tool Library - does all of the things
 - Anthony (he/him), Asheville Tool Library - volunteer focusing on events and material reuse depot (anthonygirelli@gmail.com)
 - Max (he/him), Capitol Hill Seattle, volunteer and treasurer
 - Amanda (she/her) South King County, WA, ED
 - Meg (she/her), Asheville Tool Library - member of the ATL board, works for Homebuilders Association
 - Josh Otis (he/him), West Philly Tool Library, board member, librarian, class coordinator
 - Jack Murphy (they/them), Asheville Tool Library, volunteer and working on tinkering with MyTurn
- Notetaker(s)?: Jason and Vivek
- Questions & discussion
 - Steve - struggling with incentivizing volunteers. Have been using "ToolBucks," credits, to give volunteers discounted/free tool rental based on "hours worked." (\$5 / 2 hours) ToolBox Project charges borrowing fees for checkouts. Membership (being allowed to borrow at all) is based on an annual membership sliding scale donation – \$100 if you make \$100K at the high end.
 - Legal advisor said volunteers should not be paid, legally. Cautioning against inadvertently changing legal status to employee or 1099 Independent contractor. (Over \$600 in stipends to a "volunteer," for example, and you have to put them on a 1099.)
 - Josh- Wording of membership agreement may affect this?
 - Vivek-No incentives to volunteers at CTL. Asking if incentives are a linchpin for maintaining a sufficient volunteer pool.
 - Steve: They're not a linchpin; they're just acknowledgement. We've been doing this "forever," though and it'll be hard to take away (harder than if we'd never offered incentives).

- Vivek - Maybe offer fee-free rental for volunteers after meeting a certain volunteer hour threshold. Not a \$ amount....
- Max - "free rentals" still might be an issue with the IRS since rentals literally cost.
- Tay - at Asheville if you volunteer, membership is free but otherwise it's \$50-\$250 sliding scale. 15hrs/quarter gets t-shirts etc., specific tools are volunteer only, AND 24/7 access to the library.
- Jason - focus on specific time periods, maybe volunteers need to meet the threshold yearly/quarterly or whatever
- **ACTION ITEM: Steve**, let us know if your legal advisor has concerns over non-monetary incentives
- Meg - explore other models, like recognizing long-term volunteers in print or digital media or at events. Specifically to soften the blow for volunteers who may lose this established benefit.
- Jason - don't forget that volunteer hours are considered in-kind donations and are usable for grant applications.
- Amanda - create a general pool that is not person specific, should remove specific IRS compensation regulations.
- Anthony - are volunteers reporting correctly? Maybe give a cumulative hours lapel pin and/or digital badge to steer people toward experienced persons.
- Jason - Pins, badges, etc. risk of developing hierarchy between volunteers, which can also create a burden and impact long-term sustainability of volunteer pool.
- **ACTION for Steve:** re-view the Shareable LoT webinar session; see if there's a Shareable thing about volunteering that might be useful.
- **ACTION: what's the best volunteer hour tracking software/system?**
- Jason - INVENTORY SOFTWARE - leaning towards MyTurn
 - Darren - MyTurn is a nightmare for sales spreadsheets. Have attempted automations for separating spreadsheets and it's not very doable. Possible group effort or seeking a subject matter expert could resolve?
 - Darren - no dashboard for carbon offset or other reporting. Updates are happening, but not very quickly.
 - **ACTION: can we connect with MyTurn Gene to establish a study group for improvements?**
 - Vivek - It's not going to feel more responsive, because of scale. But pooled resources could motivate MyTurn improvements.
 - Vivek - borrowers are frustrated with user interface.
 - Max - Questioning if MyTurn is motivated to support tool libraries?
 - **ACTION: Jason will connect with Anna to find out if another system could be adapted to their project**
 - Amanda - MyTurn is a small company. And it has proprietary software that cannot be opened to anyone for editing.

- Amanda - Multiple locations in MyTurn don't support A/B Tools (bulk categories with shared single number.) MyTurn doesn't always play well with spreadsheets.
- Steve - struggled with financial aspects. Stripe is required payment system. Toolbox Project uses Zettle instead.
- Darren - tracking payments, fines, donations separately. Using GiveButter in Buffalo, and it's a complicated tech stack.
- Josh E - considering Neon1. Looking for input.
- Josh O - use lend engine. Not for payments.
- Josh E - Could a collective effort develop a better system just for tool libraries? Possibly work with established tech partners?
- Steve - User groups can have an enormous impact on developers.
- **ACTION: Jason - will reach out to facilitator leads to convene a Software Improvement Working Group**
- Josh E - Shareable toolkit discussion and funding will be discussed soon with Tom at a future session.
- Josh O - You can request a test environment from MyTurn. Useful for testing changes and setting up a new tool library
- Darren - Possible national fund for buying spaces.
- Jason - Advocate for federal resource commitment. Dept of Interior, Dept of Education, Dept of Labor, Dept of
- Tay - Developing BIPOC Femme reserved classes, as a result of Shareable sessions
- Tay - Should Late Fees Be Donation Based
 - Tay - local book libraries have cited no-fine policies as increasing BIPOC usage of library resources. Is this something we should consider?
 - Jason - late fees in Portland are not required. \$1 per day. Our very low cost of operations makes this easy. But it can impact tool recovery.
 - Josh E - late fees are punitive. 10 cent fee is low and negligible for revenue, but makes an impact on tool recovery.
 - Jack - tools can be recovered and updated in the system separately. What other systems can be developed?
- Anthony - What ELSE can be done to increase return rate, specifically to improve reservation fulfillment?
 - Jason - Automated return reminders that specifically say "Reply to this email to renew your tool" are pretty effective in Portland. Also, telling people at registration that we accept email renewals in this way.
 - Tay - Risk of overcompensating for changing behavior of bad actors vs increasing accessibility and engagement.
 - Josh E - Shame is real. Large fines are often returned by a "friend, roommate, or relative."
 - Tay - Expressing shame in public is impactful, and it can alienate people from returning to the location of the breakdown. Another reason to minimize anxiety in all interactions.

- Jack - Concerns over Home Depot rental cost comparison. Is our promotion of this value sullied by bringing big box dealers into the conversation? (*Notetaker comment: I think I captured this sentiment accurately, but please correct if needed*)
 - Josh E - North King just directly advertised this **value** (vs values) of tool library membership as a fundraising tool, with a “calculated rental cost vs. tool library membership” advertisement. This is a gateway for people to enter into better consumer habits, so there is a missed opportunity if we do not tell them about real monetary savings.
 - Anthony & Josh - saving money is a real incentive. If it’s the driving force behind their engagement, we’re still getting them to do the good work.
 - Josh E - Save Money, Save Space, Save Environment, Create Community are our Value and Values.
 - Josh E - Home Depot and Lowes have reported seeing the benefit of tool libraries in reducing “**buy, use, return**” shoppers. Also, most libraries do not loan heavy-duty tools or gas-powered tools, which are the most common items at big box rental places.
- Resources
 - [Shared documents folder](#)
 - [Comprehensive sheet of all shared info](#)
- Network updates
 - *Pooling resources for tool purchases*: Vivek is starting conversations with the [Outdoors Empowered Network](#) about them extending their arrangements for wholesale pricing and/or bulk purchasing discounts beyond outdoor equipment to include power tools and such. Additionally, they’re actively checking into getting access to these discounts without necessarily being a part of their network which currently has a small associated fee. He’ll report back with updates.
- Next meeting
 - Thursday, June 13th
 - Topic: ????
 - Lead: ????
 - Outstanding focus topics: tool management, volunteer management, membership attrition/retention, fundraising ideas & successes, identity-based programming & design, budgeting and administration, crowdfunding
 - Spinoff groups?
 - Governance/group planning
 - New library incubation
 - Jason (Green Lents)
 - Specialized interests (e.g. tool loss prevention, budgeting, software demos, inventory management, education, fundraising)

4/11/24 - Classes & Education

Join Zoom Meeting - (10AM PST/ 1PM EST)

<https://us02web.zoom.us/j/85072629369?pwd=Zk5PbkJhTlFha3NKVXhRTEwzRUNOdz09>

- Intros - name, pronouns, location
 - Chris (he/him), Station North Tool Library, Director of Shop Programs & cofounder
 - Barrett (they/he), Shoreline + Seattle Reconomy, Education coordinator
 - Josh (he/him), Seattle Reconomy, Director
 - Vivek (he/him), Chicago Tool Library, Director of Operations & Community
 - Darren (he/him), The Tool Library Buffalo, ED
 - Jason Naumann (he/him), Green Lents, Portland, OR, Workshop Liaison
 - Tay (they/them), Asheville Tool Library - does all of the things
 - Nick Wilbur (he/him), SEAC Rochester
 - Jenn Kim (she/they), Station North Tool Library, Director of Education
 - Leanna Frick (she/her), Station North Tool Library, Director of Strategic Growth
 - Garrett Carr (he/him) - Denver Tool Library, Assistant Director and Class coordinator
- Notetaker: Leanna/Vivek
- Education programming case studies
 - SNTL
 - Full presentation and tons of reference materials located in the TLA [shared docs folder](#)
 - Classes feed open shop which feed tool library and vice versa
 - Organize materials by class so that it's easily repeatable
 - Lots of permanent/semi-permanent teaching aids for certain classes. Such as open studs with wiring/drywall/plumbing.
 - Work to eliminate redundancy, so if the prerequisite has planing then the frame class may offer pre-planed lumber. The focus is on maximizing in-person shop time and minimizing waiting.
 - Seattle Reconomy
 - Earlier on in the process with classes. Focus has been on lending thus far.
 - Likely in need of more space to grow classes. Current workshop is ~400sqft
 - Folks are able to use borrowed tools in the workshop in addition to the permanent tools.
 - Orientations are limited to 2 people per session because of how long they can take.
 - Open shop hours are also limited to 2 people per session.
 - Classes max out at 5-6 people or less depending on class/space.
 - Shoreline Tool Library has a seminar space / no workshop at the moment. Considering using the outdoor space in the future.

- Asheville Tool Library
 - Just started classes (6 classes in so far)
 - Class topics are decided by instructors because they are all volunteer-run but they've been nearly fully sold out or oversold.
 - Haven't focused on identity based classes because the first priority is getting things up and running but current classes are already pretty diverse from people's positionality.
- Questions & discussion
 - Community Needs/Interest Gathering
 - [Green Lents Interest Survey](#)
 - Generated a list of what was feasible for space, materials, and potential partners
 - Bringing the community to a big list of ideas has been very effective in drawing out their ideas for workshops they could host and wanted to participate in
 - Space
 - Vivek: On-site is ideal for access to tools and materials. Logistics need to be flushed out ahead of time
 - Jason: Casters! Flexible storage structures are helpful for making space multi-use
 - How to assess community needs for education?
 - Insurance!!??
 - Separate liability waiver for classes and borrowing -> this was an insurance requirement
 - SNTL is classified as a vocational school. This is more expensive and largely a result of the quantity of classes offered.
 - Event insurance can cover most models
 - Identity-based classes
 - A 2023-24 goal for SNTL
 - The early offerings have been completely full so the need has been there. Started with a free Tools and Skills sponsored by SB&D but have since built it into their budget to keep these classes going
 - Will be launching identity based open-shop as well. That way classes can feed open-shop.
 - Green lents offers resources to folks who are bilingual to attend classes and potentially help attendees who may not be as fluent in English.
 - Noise isolation so it doesn't disturb lending?
 - SNTL has concrete walls in between but it's just kinda loud
 - Scholarships
 - SNTL settled on \$400/month based on a 6-month pilot; this was the average requested total per month
 - Private classes
 - SNTL uses Airtable for requests & tracking! [Here's the public form](#)
 - Partnering with other orgs

- As a possible solution to not having enough space.
 - A bike co-op relocated their classes to SNTL
 - Refunds
 - SNTL offers refunds as account credit for cancellations 48+ hours in advance so people can reschedule. Generally we don't do true refunds except in special circumstances. We do last-minute reschedules if someone says they're sick to discourage people from coming and sharing germs.
- Resources
 - [Shared documents folder](#)
 - [Comprehensive sheet of all shared info](#)
- Network updates
 - Shareable CoLab
 - [LoT Developmental Stages Outline \(add your expertise!\)](#)
 - [Group purpose doc \(in process\)](#)
 - Case for Support (above)
 - Shareable has promised \$5k matching funds for TLA's first grant.
- Next meeting
 - Thursday, May 9th
 - Topic: budgeting/administrative
 - Lead: Leanna (SNTL)
 - Outstanding focus topics: tool management, volunteer management, membership attrition/retention, fundraising ideas & successes, identity-based programming & design
 - What topics would get you excited to show up?
 - Darren - administrative/policy building, budgeting
 - Jason - understanding how other TL have made the transition to a more sustainable, employee run (but not overly hierarchical) structure..
 - Josh - anything that is creating more efficiencies and pooling resources (e.g. advocating for national funds, figuring out how to standardize an approach to questions from new tool libraries)
 - Leanna - governance/goals of this group
 - Spinoff groups?
 - Governance/group planning
 - New library incubation
 - Jason (Green Lents)
 - Specialized interests (e.g. tool loss prevention, budgeting, software demos, inventory management, education, fundraising)

	Green Lents Community Tool Library	Asheville Tool Library	NE Seattle Tool Library	Shoreline Tool Library	Capitol Hill Tool Library	Station North Tool Library	The Tool Library - Buffalo	Denver Tool Library	South King Tool Libraries	Chicago Tool Library	Minnesota Tool Library	Rochester Tool Shed	ToolBox Project
--	------------------------------------	------------------------	-------------------------	------------------------	---------------------------	----------------------------	----------------------------	---------------------	---------------------------	----------------------	------------------------	---------------------	-----------------

What questions/barriers/ideas do you want to discuss?	Sharing course materials, virtual learning vs in-person demos		-What does our community need and want -How do we get more people involved and create more accessible spaces?			How is staff time being organized? How do you share responsibility? What are your methods of communication with students? Pictures of y'all's spaces!!	Did you have staff to run workshops first, or did you start workshops using existing volunteers/staff and build out from there? Additional insurance needed on top of policy for tool borrowing? Do you cap attendance to workshops?	What are your most popular classes? What's your refund policy? Anyone have any ideas about private class booking systems?? I'm stumped		- Which classes did you prioritize first? - What hard won lessons have you learned? - Ideal class length, structure, etc. - What choices have you made around having or not having identity focused' classes? (e.g. BIPOC, queer, women-trans-nonbinary) - How did you settle on \$400/month and the amount of scholarships per month? - Date around students, whatever you happen to have? -Link to visualize or tour of the shop-space-split-up-into-3-sections?			Insurance. What are the goals?
Aspirations/Hopes for Education	Build repair skills, improve tool longevity by proper use, grow current membership active usage, bring in new members		Create more classes and public events where people can find community and knowledge about sustainable practices without breaking the bank	Create more classes and public events where people can find community and knowledge about sustainable practices without breaking the bank		Informal skill shares/ collective ownership around education, more integration with education around library tools, better date collection around students/trends	Build out workshops around existing programming (Dare to Repair, Service Days) as well a curriculum that can help with maintenance of tool inventory (i.e. tool sharpening workshop) Grow earned revenue	More discounted private training classes for local organizations, an efficient private class system, dedicated rooms one day for wood, metal, art, lecture.		- To build core competencies so that people are equipped with a framework to grow their tool education. - Build - To get people to stop asking about it... - Revenue stream		Extend small satellite locations to our surrounding counties Institute our upcoming mobile unit, stopping on a regular weekly basis in the 4 quadrants of our city at rec centers	Build community. Empower people. Raise awareness of repair options & the possibilities of DIY.
Current Educational Programs	Heavy Garden focus, Sharpening, Drywall, Bike Repair, pollinator plantings	How to sharpen tools, basic tool use, drywall, welding	Workshop classes focusing on intro skills, home repair and maintenance, gardening, bike repair, sewing,	Garden design, monthly fix-it nights, clothing swaps		Woodworking, Craft, Home Care, Gardening, Bike Repair, Knife Making, Identity-Based programming	Ad hoc workshops throughout the year, but no real consistent curriculum or schedule	Woodworking, woodworking, welding, home renovation, art		N/A		Regular advanced classes supplementing the 101 courses A women-empowerment series	None.
Student pool (public, members only, private groups, etc)	public	public	Workshop classes require membership but all other are public	public		Public, private groups, volunteer only classes (prototype classes)	Public	Public and private		N/A			
Workshop/Lab space(s)?	Yes	no	Small workshop	no		Woodshop, Craft + home repair classroom, Knife Shop	N/A	yes		N/A		No	No.*
Sq footage	450		2000 total Workshop 450	2800 total		~3,400 (total of 3 educational spaces)	N/A	1300		N/A		No	
How many workshops per month?	1-2	6 per year atm	10	4		45- 55 (aim for 2-3 classes a night 5 days a week)	<1	50		0		1500 sq ft (not including mobile unit)	

Monthly Full-Time Staff hours	n/a		n/a	n/a		~140 hours (2 full time staff)	<5	A good chunk of one full time staff's time, like 120 hours per month.		0		1-2, volunteer run	
Monthly Part-Time Staff hours	5		~40	~20		n/a	N/A			0		160 (one full time staff, supplemented by volunteers)	
Instructor pay	\$250 per class		\$100 offered per class but most are volunteer	\$100 offered per class but most are volunteer		\$25/hour (class time + clean up/setup/ curriculum development)	Mostly led by existing full-time staff or volunteers. Would like to move towards a stipend	50% of ticket sales, on avg \$300 per class to teacher. + 50% reimbursement of materials to teacher		N/A		None	
Instructor terms	Nothing codified		n/a	n/a		Job Description	N/A			N/A		N/A	
Workshop price range	Free	Free w/ suggested \$25 donation	Free - \$50	Free - \$30		\$50- \$280	Free - \$10	\$50 - \$225		N/A		N/A	
Class revenue	n/a		~ \$1000/month between the two spaces	~ \$1000/month between the two spaces		2023-2024= \$218,470	<\$500	2023 - Like \$250k		0		N/A	
Cost to run classes (staff time, teacher pay, materials, etc)			n/a	n/a		2023-2024= \$160,593	N/A	2023 - Like \$230k		0		N/A	
Workshops funded? By whom?	yes					Yes- covered by class cost. Sometimes funded by grants for certain programs	N/A	Classes cover cost of workshop		N/A		We keep them simple ...for now!	
Multilingual?	Rarely Spanish & English, occasionally Spanish only	English only	English only	English only		English, Options (contractor) for Spanish translation, American Sign Language	English only	English only		N/A		In the works	
Scholarship fund?	n/a		Discounted upon request	Discounted upon request		Yes- we distribute \$400/month + a number of discounted class credits for specific identities.	N/A	yes		N/A		Free yearly memberships are given out to CBO's, ongoing	
Promotion channels	Instagram, workshop newsletter, direct invites from Interest Survey	Newsletter, instagram, facebook, eventbrite	Instagram, newsletter, facebook, website	Instagram, newsletter, facebook, website		Instagram, mailchimp newsletter, website	Newsletter, Social media, website, in-shop signage	Newsletter, social media		N/A		Socials, two sites, newsletter, multiple events yearly	Co-promotion with potential partners.
Promotion budget	0	n/a	n/a	n/a		~\$8k/year (total org marketing budget - mailchimp license, graphic design)	0	\$0		N/A		\$5000+	

						contractor, web hosting)							
Event insurance?	none		none	none		No, just liability	N/A	"Liability plus"		N/A		Yes	Provided by one partner....
Partnerships, sponsors	Garden shop financial and material sponsor, Home repair contractor, bike builder, local repair cafe.org		Recology	Recology, Local City grant		Baltimore Bicycle Works (Bike repair classes)	Buffalo Olmsted Parks Conservancy			None		Extensive corporate sponsors, elected officials, and other CBO's	Habitat for Humanity / ReStore.
Off-site or Pop-up workshops?	Yes, community orchard, member yards		Some off site classes with community partners			Starting offsite classes with limited community partners	Yes, tree planting, tree pruning, basic gardening in area community gardens and parks	Once in a while		Occasional offsite Repair Fairs		Off-site	off-site....

3/14/24 - Software discussion

Join Zoom Meeting - (10AM PST/ 1PM EST)
<https://us02web.zoom.us/j/85072629369?pwd=Zk5PbkJhTlFha3NKVXhRTUwzRUNOdz09>

- Intros - name, pronouns, location
 - Vivek Doshi (he/him), Chicago
 - Tessa Vierk(she/her), Chicago
 - Darren Cotton (he/him), Buffalo
 - Steve Bade (he/him), Eugene OR
 - Anna Wilson (she/her), Seattle
 - Jason Naumann (he/him), Greenlents (OR)
 - Domenick Dellino (he/him), Shoreline Tool Library, Seattle
 - Ryan Townsend (he/him), Seattle
 - Josh Epstein (he/him), Seattle
 - Leanna Frick (she/her)
 - Max (he/him), Capitol Hill Seattle
 - [Kate Hersey](#) (she/her), Twin Cities, MN
 - Everton Drakes (), Shoreline TL Seattle
 - Missing folks:
 - Toolshed in Rochester?
 - Darren to intro to Josh
 - Other Portland TL that Jason can connect to.
- Note taker - Vivek/Anna - thank you!
- Software overview
 - **Action: please fill out table below before the meeting**
- Circulate webapp demonstration (10 min or less)

- Open source software developed in-house at CTL
app.chicagotoollibrary.org/items
- Admin interface demo via Vivek screen share
 - Standard waitlist system, can schedule appointments (originally quickly built for COVID, now become essential)
 - “A” tools are not numbered specifically (hammers, wrenches, etc)
- Questions:
 - Could a user use Circulate if not using holds/appointments? Maybe.
 - **Action: Vivek** - How is the stack built? What subscriptions are necessary? Airtable paid? Monday as an alternative?
 - Repo - <https://github.com/chicago-tool-library/circulate>
 - **Action: Vivek** - Schedule separate meeting for software demos to the broader community
 - Specifically questions about reservations and holds
 - **Action: Jason** - open a discussion about holds and find interest in live meeting vs. google group
 - Is there a physical space for holds? No, we just let members know the item is on hold.
- The Good:
 - What software that is working really well for you? Do you think it's broadly applicable to others?
 - CTL - Circulate for lending/inventory management (holds/waitlist/appointments) all unique items. Use MyTurn for Community groups where 10 of a single tool can be checked out. Affinity Designer. Neon CRM helps to see a person's whole relationship with the tool library.
 - Jason - Is there an understanding by members and borrowers how their data is going to be used re:CRM?
 - We don't have an explicitly stated privacy policy.
 - Thinking more about how our tech stack is holding on to people's information. Re: data breaches and security issues.
 - ToolBox - nothing to recommend strongly
 - MyTurn maintenance functionality is well liked
 - MN TL - MyTurn working really well, but entries are always improving. Aplos for accounting/finances. Simpletix for events/class registration. Focuses on using Square vs Stripe because it has lower fees.
 - Seattle REconomy - Dom likes OneNote for collaboration (as compared to Google [We do not use OneNote as an org]), Another org he volunteers with uses Signup Genius for volunteer coordination. MyTurn mostly working but having issues with holds/reservations. Getting nonprofit Quickbooks discount through Tech Soup. Free nonprofit Google suite. Use free Canva for branding.
 - Green Lents - Airtable for volunteer interest survey -> considering switching to Monday.com because of improved integration. Toollibrary.net -> not available to all libraries but it is really nice to have one reliable

person to fix problems. Canva has made a commitment to supporting educational/ non profit organizations. Distributed access to brand-specific design ASSETS and pre-existing asset libraries is a huge time and resources saver.

- Buffalo - GiveButter for donations and event ticketing. Zapier for integrations.
- Capitol Hill - have custom Python scripts to do report generating from MyTurn - linked in the notes below.
- Baltimore - GiveButter is great, exploring Salesforce (free for nonprofits via Techsoup) to replace Mindbody by building into. Use Canva too.
 - Leanna is willing to do a GiveButter demo (20-30min needed)
 - Salesforce can be built on and expanded. It is also always supported which is a comfort.
- The Bad:
 - What issues are you having?
 - Reservations system on MyTurn is not working well for some users. Hold system for the tool category vs a specific number is working.
 - Often people don't show up for MyTurn holds/reservations
 - Too many pieces to track and serve as a CRM
 - No connection between MyTurn, volunteer coordination, donors
 - Using MyTurn for sales receipts and integrating into Quickbooks etc. is a "nightmare," someone said.
 - Not able to access to MyTurn API for doing integrations like Zapier
 - Mindbody for classes etc. is terrible and expensive.
 - MyTurn financial reporting is really rough. Now integrates with Stripe (only; no plans for other POS systems) - easier to access by logging in to your Stripe account and exporting meta data.
- The Dream: (*shorter discussion, **feel free to add in advance***)
 - What functionality do you wish your library software had?
 - One software platform for class registrations (this is complicated), memberships & tool inventory
 - Perhaps including donors etc. to understand trends
- Common themes:
 - Would love to have a single software for inventory(holds/waitlist), membership, events, volunteer and CRM/donor database.
 - Combining multiple softwares
 - Concern with how we keep demographic data and whether to link it with other behaviors - would like to be able to track change in demographics to measure impact and alignment with community and/or desired outcomes.
- **How do we use our collective resources to save on cost and wasted time?**
 - GiveButter demo
 - Collective power to reach out to larger orgs (ala Microsoft) to make something that would serve all of our purposes.



- Collective power to contact gov't institutions to try to improve funding streams and gov't support
 - More specific and repeated requests to MyTurn seem to be more effective.
 - Could we collectively come up with a ranked list of MyTurn improvements for Gene?
- Other business
 - Next meeting:
 - Thursday, April 11th - **Leanna to send out invite**
 - Focus:** Classes/workshops (education)
 - Remaining top 5:* tool management, tool loss, classes/workshops, volunteer management
 - Other? Membership attrition/retention
 - Facilitator:** Jason coordinating Jenn (station north) and someone from Denver, MN program coordinator?
 - Shareable has offered to provide some funding for our group. **Any objections/hesitations to exploring this option?** (Leanna)
 - Go for it! TBD what we'd use the money for.
 - Leanna's storytelling class doing a project on tool libraries, interested in capturing qualitative data about how successful libraries got started. **Who is up for a 45-minute paid interview with a student?** (Leanna)
 - Email Leanna if interested in sharing about how your TL got started.
 - FYI - Providence Library of Things open source lending software
 - <https://www.pvdtthings.coop/software> - originally shared with the Tool Library Alliance Google Group by Steve Bade of ToolBox Project in Eugene Oregon who just stumbled across it.

(Note: the table below scrolls left and right on smaller screens)

Include cost, if applicable, for each item	Chicago Tool Library	Minnesota Tool Library	Asheville Tool Library	NE Seattle/Shoreline Tool Library	Capitol Hill Tool Library	Station North Tool Library	The Tool Library - Buffalo	Denver Tool Library	South King Tool Libraries www.southkingtools.org	Green Lents Community Tool Library	ToolBox Project (Eugene, OR)
Lending software (holds/waitlist?)	Circulate webapp - "Free" via in-house volunteer labor - Holds? Yes, integrated into the app MyTurn for community groups - \$0 "trial" price, % of transaction fees taken - Reservations enabled, no waitlist	MyTurn \$100/M *Location Fee { Heavy Stripe Processing Fees	myturn	MyTurn (\$\$) Holds are through Google Sheets	MyTurn (given to us gratis), with reservations (not working well), no waitlist	MyTurn (\$100/mo) Don't use holds/reservations	myTurn (\$1000/year) Don't currently use hold/reservations Have an internal waitlist (Google Doc) for high-demand items	myTurn (free at the moment bc a bug cost us a couple grand last year)	MyTurn (\$1000/year) Multiple locations Reservations (not so great with conflict/return/holds) Internal track of reservations and renewals too.	Toolibrarian.net (34.50 annually) Community member built PHP, phasing out by 2038, and not supporting other libraries. -No Holds -No Waitlists	myTurn – license for 1,000 members and 2,000 tools. A significant minority of our members make use of the reservations feature.
CRM (Customer	Neon CRM -\$99/month. One-time activation fee \$699			None	None; collect minimal member information to simplify signup and	No central CRM; MindBody has most info, considering an API	GiveButter Use this as our donation platform, for		None	None. Kinda creeps us out.	None. If we ever investigate, will likely look first and closely at Little Green Light due to

Relation Management)		Briefly looked into various tools and connectivity offered by WordPress			increase privacy.	connection to Salesforce (\$0 for nonprofits)	event ticketing, and silent auctions				some volunteers' experience with it.
Email blasts	Neon CRM	Constant Contact (\$\$\$)	Mail chimp (free atm)	Mailchimp (\$\$)	MailChimp	MailChimp (\$\$)	Mailchimp	Squarespace	Wix (\$600/yr)	MailChimp	Mailchimp
Membership	Lending software then transferred into CRM	MyTurn Tableau (member reporting from MyTurn data points)	myturn	MyTurn (\$\$)	MyTurn	MindBody (\$\$\$)	myTurn	myTurn	MyTurn	Lending software (toolibrarian.net)	myTurn
Donations	Neon CRM, Venmo, Paypal, Square	Aplos (Accounting Software) DAF Direct Widget Give MN (Annual Fund/Campaigns/ Giving Tuesday Facebook/Meta + Crowdfunding when starting up through loby	Venmo, paypal, myturn	Paypal, Zettle, Stripe (through MyTurn)	Paypal Zettle, cash	GiveButter \$0, (LOVE IT)	GiveButter	Colorado gives, squarespace	Paypal, Stripe/myturn, Venmo, Square, givebutter?	Paypal	Paypal
Volunteer management	TeamUp (\$0) for calendar, Neon CRM for emails, previously Google Forms to collect more information	Google Forms Sign-Up (Scheduling) Previously Airtable		Google Sheets	Google Sheets for calendaring and for tracking first-time volunteers	Airtable (tracking)(\$), Google Calendar (\$0), VolunteerUp (\$0)(infrequently, only for 1-2 events per year; majority of volunteers are long-term)	Google Forms/Docs	Sheets and signup genius (\$11/mo)	Wix forms, Signupgenius, google sheets	Airtable (registration intake & list management), Signup.com (scheduling)	SignUp, Gmail
Payment processors	Square and Stripe - fee per transaction	Square (on-site and web) & Stripe via MyTurn		Paypal Zettle	Paypal Zettle credit card reader (2.29% + \$0.09 fee); most other transactions/donation s are just in cash	TSYS/Transfirst (Mindbody), Stripe	Stripe (through myTurn & GiveButter) Square (mostly for merch)	Square, Stripe, Acuity via Squarespace	Myturn/stripe, Paypal, Venmo, Square, Ebay?	Square	Zettle (Paypal)
Payroll	Gusto - ~\$70/mo. Scales with # of staff	Icomp		Quickbooks (\$\$) though we will be getting it free soon	<i>No paid staff</i>	Quickbooks Online	Prism	Gusto	Gusto-\$1000 annually, based on employee/contractors		Gusto + Quickbooks
Point of sale	Square terminal - bought secondhand for \$.30 plus fees per trans.	Square Readers & an old tablet		Zettle	Paypal Zettle Card Reader 2 (\$29 for the first one)	MindBody, Stripe (via Stripe Payments app/hardware)	Stripe/Square	Square	Square, Ebay?	Square terminal	Zettle (Paypal)
Class registration	N/A	Simpletix :)	eventbright	EventBrite	Meetup. All classes free; get rough headcount from Meetup RSVPs +	MindBody	GiveButter	Acuity via Squarespace	All classes, workshops, events are free: Wix, google sheets, FB	Google Form . No payment processing needed at this time.	N/A

					Instagram "likes"						
Repair cafes	Volunteers sign up with Google Forms . No other	Sign-Up for Volunteers; no registration for participants		Volunteers through google, participants through eventbrite	Meetup, paper form.	VolunteerUp, Google Forms	Google Forms		Free but to coordinate: Wix/FB, Google sheets, signupgenius	Handled by outside org.	Google Forms, Gmail, SignUp
Email tracking	Neon CRM + Streak				<i>None</i>	N/A	N/A		Wix	Mailchimp (newsletters only)	¿tracking of people's email addresses? Not sure what u mean, but: Mailchimp for newsletter subscribers and myTurn for members/borrowers and Gmail for volunteers
Bookkeeping	Xero (\$12/mo) Google sheets until 2024	Aplos		Quickbooks	Google Sheets	Quickbooks Online (via TechSoup)	QBs Online	sheets	Quickbooks, sheets		A guy from Upwork, Quickbooks
Social media	Instagram, Facebook, TikTok, Twitter	Facebook/Meta Business Suite Insta	Fb, insta, newsletters	Instagram, Facebook, LinkedIn, Twitter	Instagram, Facebook	Instagram, Facebook (via Later.com), Link.tree	Insta & FB primarily (occasionally LinkedIn)	ig	IG, FB, LinkedIn, Nextdoor	Instagram (feeds to facebook, but low activity on FB directly)	Facebook, Instagram
Website	Squarespace	October CMS		Wordpress	Wordpress	Squarespace	Wordpress	squarespace	Wix (\$400 every 2 years)	Weebly (migrating to squarespace)	Weebly (to Google before too long but not soon enough)
Translation	Weglot (\$200/year)	Google Translate			<i>None</i>	N/A	N/A		Volunteers or contractors	Independent service providers	People + the International Language Bank (ILB) at International Refugee Center of Oregon (IRCO)
Impact tracking	Manual analysis of lending data	MyTurn & Manual		MyTurn (\$\$)	Checkouts over time , loan length analysis , etc. using custom scripts	Manual	Google Spreadsheet		Myturn, sheet, ...	Manual analysis of lending data, and some toolibarian.net reports.	Occasional surveys using Google Forms
Tool sales	All in person so far.	In person using cash ^ square; Square webstore in process		Google Sheets, Paypal	<i>N/A</i>	Stripe	In-person		Square, Ebay, Cash	Cash or Square	In-person & via Craigslist and one volunteer on Facebook Marketplace
Tool maintenance	Misc, but mostly in the lending softwares.	MyTurn		Google Sheets/MyTurn	Janky combination of MyTurn Maintenance feature and Slack notifications	Google sheets (kinda), Post-it notes & duct tape	Tried to use Trello - didn't really catch on Currently using physical tags on the tools	myTurn in item description	Notes, manual, hang tags	Paper forms, Google Form part requests	myTurn's maintenance features work well for us for proactive maintenance. We have a Google Group in which we solicit a volunteer to work on something that needs repair – same Group for info about in-kind donations and "should we accept (or buy) a [whatever]" type questions.....
Design	Affinity Designer, Canva	Canva Pro		Canva	Canva	Canva (\$0!), Adobe CS			Canva		Canva

Other	Slack Google Forms Zoom (\$200) Zapier (integration app) Trello	Intermittent use of trello			Make heavy use of Slack for internal team communication	Google Groups for volunteer communication (1 big group for everyone with social opportunities, then specific groups for fixers, librarians, monitors, teachers and the board) Phone.com for texting members/class takers (from the Tool Library's phone number)	Slack used for volunteer/staff communications	Bury us with our google docs  	Zoom(\$100), Slack, G-suite,		Slack . . . but moving more toward Google Groups. Google Shared Drives! For members' virtual signatures on policies and waivers: myTurn. For volunteer liability waivers: paper.
-------	---	-----------------------------------	--	--	---	--	---	--	------------------------------	--	---

2/15/24 - Group Forming

Join Zoom Meeting
<https://us02web.zoom.us/j/85072629369?pwd=Zk5PbkJhTlFha3NKVXhRTlEwzRUNOdz09>

- Intros - name, pronouns, location
 - Leanna (she/her) Station North, Baltimore
 - Darren (he/hm) Buffalo
 - Sarah (she/they) Denver
 - Garrett (he/him) Denver
 - Sorrel (she/her) Asheville
 - Tay (they/them) Asheville
 - Tessa (she/her) Chicago
 - Vivek (he/him) Chicago
 - Miles (he/him) Capitol Hill, Seattle
 - Max (he/him) Capitol Hill, Seattle
 - Gina (she/her) Capitol Hill, Seattle
 - Amanda (she/her) South King County, WA
 - Josh (he/him) Seattle Reconomy
 - Jessa (they/them), Station North, Baltimore
- Structured get-to-know-you (less than 1 hour)
 - When was your library you founded?
 - Which programs do you offer?
 - What is your budget size?
 - Of that, what proportion is earned vs fundraised?
 - Where do your fundraised dollars come from?
 - (Briefly) what is your paid/volunteer staff structure?
- Concrete goal setting
 - Co-learn and teach out what each of us is doing well

- Organize sharing of resources & systems
 - Collective software development?
 - Shared research and impact reporting
 - Shared fundraising materials and strategies
 - Designs, merch etc.
 - Network updates and developments
- Build collective power
 - Collective fundraising
 - Insurance & other professional classifications
 - Unite on consultancy structure and fees for municipalities, other nonprofits
 - Federal advocacy?
- Shape the future of the movement to be more equitable and inclusive, specifically racially
 - Leadership succession planning for more racial diversity
 - Community relationship building
 - “Volunteer power” equity issues
 - Note: diversity/inclusion are results of work, not targets
- Foster the development of new and emerging tool libraries
- Prioritization of discussion/co-learning topics (see below)
 - Yellow is full list of topics
 - Green is the current top 5
 - Tool management
 - Classes/curriculum
 - Tool loss and late fees
 - Volunteers
 - Software systems
- Shareable update (Amanda, South King)
 - Started with a tool library survey
 - Moving into a Co-Lab model to help explain how to start Libraries of Things (LoTs)
 - Want to then replicate the Co-Lab model
 - Focused on “community need” and fostering new ~~tool libraries~~ LoTs
- Additional established members to invite
 - West Philadelphia
 - Green Lents (Portland)
 - Criteria listed below
- Next meeting topic & facilitator
 - Date: March 14th, 1ET, 10PT
 - Topic: Software systems roundtable
 - Facilitator: Vivek (Chicago)

	Chicago Tool Library	Asheville Tool Library	NE Seattle Tool Library	Shoreline Tool Library	Capitol Hill Tool Library	Station North Tool Library	The Tool Library - Buffalo	Denver Tool Library	South King Tool Libraries	Green Lents Community Tool Library	Minnesota Tool Library	ToolBox Project in Eugene, Oregon
When was your library founded?	2019	2016	2013	2023 (Open on Jan 6th, 2024)	2015	2013	2011	2015	2020 - Federal Way 2023 - Auburn	2013	End of 2014 Incorporated Doors Open NE 2015 Branch operational ; St. Paul branch 2017	2013.... 501(c)(3) & operations began 1Q2015.
Programs	Repair Fairs; Community Group memberships; Seed Share; Tool Redistribution; Tool Sales if	Free Repair Cafes; Free & suggested donation Classes; Seed Share; Sliding Scale & Scholarships Yard Sales; Plant swaps Free/shared consumables area	Classes, workshop, bike shop, seed library, catering supplies, tool sales;	Fix-it nights, classes, building materials, tool sales	Free Repair cafes, classes, woodshop, maker space, tool sales, seed share, annual member mixer, mending circle, annual block party	Tool lending Open shop Public classes (woodworking, knife making, craft, horticulture, home and bike repair) Fix-It Fair Yard Sales	Current: Dare to Repair Cafes, Service Days Rolling out: Lead Safe Tool Borrowing Wishlist: DIY Workshops	Tool Library, Classes, Community Workshop	Tool lending Tool giveaways Repair cafes Recycling events Virtual & in-person workshops Seed library Book library	Tool lending, Garden swaps, Seed library, Service days, Tool sales, Repair workshops, Garden info workshops, Spanish-language informational workshops,	Lending, ShopMakerspace (x2), Classes (4-12 per M) Apprenticeship Program, Community Builds/Service (Q) Member Socials 2 Annual Events - Build Challenge & Pumpkin Carving Fix-Its/Repair Cafes Seed Library & Harvest Share Tool Sales/Swaps	Tool lending library. Tool redistribution. We used to do Fix-It Fairs (otherwise known as repair cafes) on contract to the City and County but both governments have taken responsibility for those themselves.
Budget	~\$190k	~70k	~140k	~160k	~15k + ~20k donated space	~500k	~\$300,000	~\$500,000	~100k in 2022 ~400k in 2024		~200K (May shift ~50K based on restricted grant/program funding)	\$50K
Earned vs. fundraised	~67k fundraised	10k donations	\$6,000 in sponsorships	\$130,000 in grants	100% earned (10k membership donations, 5k in-kind donations, ~2k late fees)	65% earned (22% membership, 43% class registrations)	~\$75,000 earned vs \$225,000 fundraising, donations, grants, etc.	10% fundraising, 90% earned	Primarily grants Donations/fundraisers Corporate/business donations	Primarily grants	~70% Earned (Memberships 60+%, all others 10% total) % of Donation vs grant revenue varies depending on the year and who's on the team	Memberships are donations... 80%-90% "donation" v. the rest checkout and late fees, tool & consumables sales (donations).
Membership Costs	Pay-what-you-can \$0 - 450, annual Avg ~\$35	\$50-\$250 annually Scholarships available to any who ask	0-\$240 Average is about \$50	0-\$240 Average is about \$50	Donation based. Average ~\$15	\$0-\$500 open-ended sliding scale, average ~\$75 annually	\$30, \$75, \$150 (Share it forward option) Scholarships available	\$150/yr indiv, \$200/yr household. Gold membership options and Financial Aid	Free memberships Free classes/events/repair	Free memberships Free classes	\$0-250 Standard \$120 Year; Household Memberships	Sliding scale: recommended 1% of "your income" if over 30K/annual.
Membership Size	1500 active 2500 lifetime 6200 sign- ups	850ish active	2400 active 11000 over the years	300 active	1,200 active	1,900 active (tool lending & open shop users) ~700 additional nonmember learners	1,440 (active) 3,850 (lifetime sign-ups)	800ish active	2,400	500 active (tool borrowing), 3,000 lifetime	1600+ Active	600 active
Fundraising sources	40k donations, 10k fundraiser party, 5k online fundraiser, 13k grants	Random people	WA DOE, King County, Shoreline	Recology, PSE	15k donations 20k-30k donated space value	Grants (31% of budget, mostly state & city) Individual donations (6-10% annually)	Annual fundraiser, individual donations, grants, gov't contracts, corporate sponsorships	Small city grants, small foundations	Primarily grants Corporate donations	Community and Portland bureau grants, some foundation grants	DAFs/ Individual Contributions Small Local Foundations Environmental Funding (state)	Membership donations, Annual campaign, random donations of \$. Sales of donated items.
Staff structure	1FT ED; 2PT Tool Librarians; 1 contractor inventory	1 PT Library Manager and about 15 active	1 director, 1 operations manager, 2	Shared with NESTL. All part time	12-15 core volunteers - 8-11 librarians	4 full-time staff (all co-directors) 47 volunteer	1 FT Executive Director 1 FT Operations	2 FT staff, 12 PT staff, 18 teachers,	2 FT staff 2 PT staff 20-40 volunteers	Under reconstruction	9 Vary PT staff Average 5-10 Hours a Week	~20 hrs/week living wage Library Services Coordinator.

	Manager 5-10 core volunteers 75 other volunteers 10 board members	volunteers (librarians, maintenance & teachers) + 6 volunteer board members	coordinators, 1 marketing manager.		- 2 marketers - 1 fixer - 1 volunteer coordinator 2-3 volunteer teachers	librarians 26 volunteer shop monitors 12 volunteer tool fixers 8 board members	Manager 3-4 Work-Study students 15-20 regular volunteers 30-40 repair fixers	20-40 vols	10 board members		-ED, Program Coord. & Volunteer Coord. = ~1FTE -Branch managers = ~1FTE Working BOD (5-9) ~10 Core Lifer Volunteers Lots of additional intermittent hands	
City/State	Chicago, IL	Asheville, NC	Seattle, WA	Shoreline, WA	Seattle, WA	Baltimore, MD	Buffalo, NY	Denver, CO	Auburn & Federal Way South King county, WA	Outer SE Portland, OR	Twin Cities, MN - St. Paul - Minneapolis	Eugene, OR
Primary Contact	Tessa Vierk	Tay Zee	Josh Epstein	Josh Epstein	Gina Hicks	Leanna Frick	Darren Cotton	Sarah	Amanda Miller	Jason Naumann	Kate Hersey	Steve Bade
Other notes - skills & interests	Sending tools internationally to other orgs Creating visibility & structure for the movement Insurance collaboration Grant successes + failure sharing Working on a Reuse Campus	3 locations changes Opening a makerspace Looking for fundraising resources Over 2,500 tools Resources towards language justice & reaching more folks About 67k completed loans Free repair cafes free/ suggested donation classes	Volunteer recruitment and Culture Wants to improve volunteer processes Economic Self sufficient Multiple locations Membership tiers	Material and tool sales ReUse Commons - circular econ. hub in development, shareable model Partnering with UW Human Centered Design helping in codesign of larger ideas	Free Classes Free workshop Donation based membership Want to learn more about volunteer retention strategies Oversized impact for budget Find a way to reduce tool loss	Have sliding scale guidance calculator to offer for class scholarships Interested in methods for increasing membership revenue All curriculum is open-source (35 classes) Interested in eliminating late fees Part of new statelwide makerspace network	Grant writing Graphic/communicati on design support Partnerships/collabor ations with other orgs that include free memberships University partnerships - work-study, internships Partnering with health dept for public offerings Hoping to offer more DIY workshops Hoping to purchase building this year - seen as a path towards org. Sustainability Satellites/how to expand geographic accessibility?	Excited to explore	Utilizes recycled shipping containers Auburn location is in a mall! Budget has tripled in past ~year Interested in exploring the economics of tool libraries Funded by every level of gov't at some point. Trying to research how local volunteer groups (lions, rotary etc.) handle insurance.	Very effective social media support network with other orgs Language-free navigation system Online resource library with translation tools and video resources	30,000+ Loan Transactions Annually Multiple Locations (+ Looking to expand Further)	We have imagined tool delivery or a mobile library – some way to make accessing our tools more equitable for people who don't use a car as their primary means to get around. Creating visibility & structure for libraries of things everywhere & the solidarity economy. Creating a next-level org or entity that can advocate for us all – and attract a modern-day Andrew Carnegie, for example. Looking at you, MacKenzie Scott. :) How to make our volunteer pool, Board and Committees a more cooperative entity.... Dreaming of opening additional physical locations.

First Tool Library Alliance meeting 1/26/24

Tessa Vierk (she/her Chicago), Jessa Wais (they/them Station North Tool Library - Baltimore), Josh Epstein (he/him Seattle Reconomy), Leanna Frick (Station North Tool Library - Baltimore), Sonali Agarwal (Seattle Reconomy, Max Shenfield (Capitol Hill - Seattle), Amanda Miller (South King County/TULIP), Mackenzie Nagel (Ballard Tool Library)

International Lending Library Symposium

- Station North Tool Library volunteers in Baltimore hosted a symposium of libraries of things in 2016, but hasn't done it since then. Leanna has notes, and the co-organizers of the original event are still there.
- There was also an Edinburgh international meeting during the pandemic, Amanda can help connect.
- Capacity to host another? When? Where?

Could we have once a month meetings?

- More organized sharing of resources & systems
 - Collective software development
 - Shared research and impact reporting
- Build collective advocacy power
- Values alignment
- Growth
- Mutual learning
- Rotating discussion topics
 - Tool management
 - Assessing/triaging returns
 - Repair processes
 - Organization/storage
 - Strategies for keeping items whole & healthy
 - Virtual tour/photo bank of libraries
 - Drop into the folders
 - Tool donations assessment/acceptance
 - Tool in-kind solicitation
 - Fundraising
 - Cases for support
 - Grant boilerplate
 - National grant partnerships
 - Corporate in-kinds
 - Impact reporting
 - Board recruitment & relationships
 - Late fees/tool loss
 - Membership structure
 - Hiring
 - Policies
 - Training and education for tool use
 - Financial management
 - Insurance
 - Bookkeeping
 - Financial
 - Policies
 - Programming

- Classes and workshops
- Repair events
- Public workshop management
- Chicago Tool Library is interested in funding models for classes (profitable classes).
- Software systems
 - Inventory management
 - Chicago software demo
 - Point of sale
 - Membership
 - Class registration
 - Volunteer management
 - CRMs
 - Email tracking
 -
 - Repair cafes
 - Functional classes?
- Volunteers - internal discussion > public offering
 - Episodic/short-term volunteer management
 - Long-term volunteer recruitment and engagement
 - Volunteer management software
- Skillshares
 - Press releases & digital presence (Chicago)
 - Classes & curriculum development (Station North)
- Start with scheduling 6 dates over the next 6 months, choosing topics, and who is hosting/facilitating.
 - [See below](#). Second Thursdays.

Formal advocacy group

- Long term goal: have a formal group with one or more paid staff, organizing group professional development & training, advocating for better terms for our insurance group, policy changes, etc.
- Similar groups have helped catalyze membership growth in other organizations.
- Coalition of establish tool libraries helpful in addition to large group for anyone interested in starting a Library
- Tessa has always wanted to have an advocacy alliance. Bigger dream is to have a tool library foundation, perhaps providing small start-up grants
- Amanda: Interesting in emulating the model of service groups like Lions Club, Kiwanis.

Improving the current Google Group

- Organized Drive with links instead of just misc conversations
- Tessa has reached out to the admins offering Chicago's capacity to help, but crickets
- If we do start meeting monthly, where do we want to share information and communicate? Take back the Google Group? Claw back the Slack.

- Leanna message in the Google Group for access ([thread](#))
-

Replicable tool library model:

- Josh: interested in making a replicable model for starting tool libraries if a city or large organization wants to start a new tool library.
- The biggest challenges are obviously money and space.
- [TooLIP](#): South King Tool Library is working on a replicable tool library model
 - On the backburner for now, needs funding.
- Shareable did a popular article on starting tool libraries
- What toolkit items are out there already?
- Sharestarter is basically defunct, but still gets recommended on the internet, not sure who owns it or how to remove/edit.
- ([See below as well](#))

Who else should be involved?

- Specific group (perhaps even a separate Google Group)
- Criteria
 - Independent organizations (not municipal libraries or governments)
 - Don't have to *only* lend tools but must have tools in inventory
 - Have had members and be doing loans for at least 2 years
 - Leanna: we should start with monthly topic discussions, see who has staying power and who is missing.
 - Amanda: Keep track of our various expertises - e.g. who has advocacy and policy expertise.
- Denver, Asheville, West Philly (Leanna)
- Portland, Compton (Amanda)
- Quarterly orientations/open "office hours" for new tool libraries

Goals of this group

- More organized sharing of resources & systems
 - Collective software development
 - Shared research and impact reporting
- Build collective power
 - Advocacy power
- Roles & responsibilities
 - Leanna - secretarial work (group, directory, calendar invitations), fundraising
 - Tessa - digital tools (maps, website, etc)
 - Josh - communicating to others, networking
 - Amanda - fundraising
- Next meetings - second Thursdays for six months
 - Thursday, Feb 15th 10:00 PST/1:00 EST
 - Thursday, March 14th 10:00 PST/1:00 EST
 - Thursday, April 11th, 10:00 PST/1:00 EST

- Re-X award
 - <https://www.energy.gov/eere/ammto/re-x-recycling-prize>
 - Leanna to explore before Feb meeting

Local library partnerships:

- Many local libraries have reached out for paid (and unpaid) consulting.
 - LA County Public Library reached out previously but it fell through.
- The reach of a local library is huge, worth it even though probably have to cut more dangerous tools (chainsaws, etc.)
 - The neighborhood based libraries have a huge reach that independent non-profit tool libraries probably can't have.
 - They have a ton of infrastructure and funding
- Both libraries and separate tool libraries could co-exist. The non-profits offer a different set of people a different set of things.
- Tessa: concerned about relationships being one way - libraries use the work/ideas of nonprofits, but don't fund, don't offer any control to existing ones.

Tool Library Visibility:

- Amanda: lots of people walking past the South King location (in a mall) who are seeing a tool library for the first time (like 100k).
- Josh: personal mission is for tool libraries being as well known as book libraries.
- Tessa: Everyone loves this concept. If you're starting a new tool library do press releases.
- Leanna: Lots of press when opening, sustaining an ongoing media presence is difficult.

Makerspaces

- Josh is wary of Makerspace's since sustainability isn't a core value.
- Leanna: they call their area a public workshop, not makerspaces.
- Amanda: People ask how do you make sure people use the tools right? But does Home Depot make sure you know how to use the tools before you leave?