



5953 Fifth Ave. Kenosha, WI 53140
US: (262) 455.1030
Bahamian: (242) 428.7799
freedomtoreadinc@gmail.com
www.freedomtoreadinc.org

2018 Annual Report and 2019 Business Plan

January 1, 2019

Mission

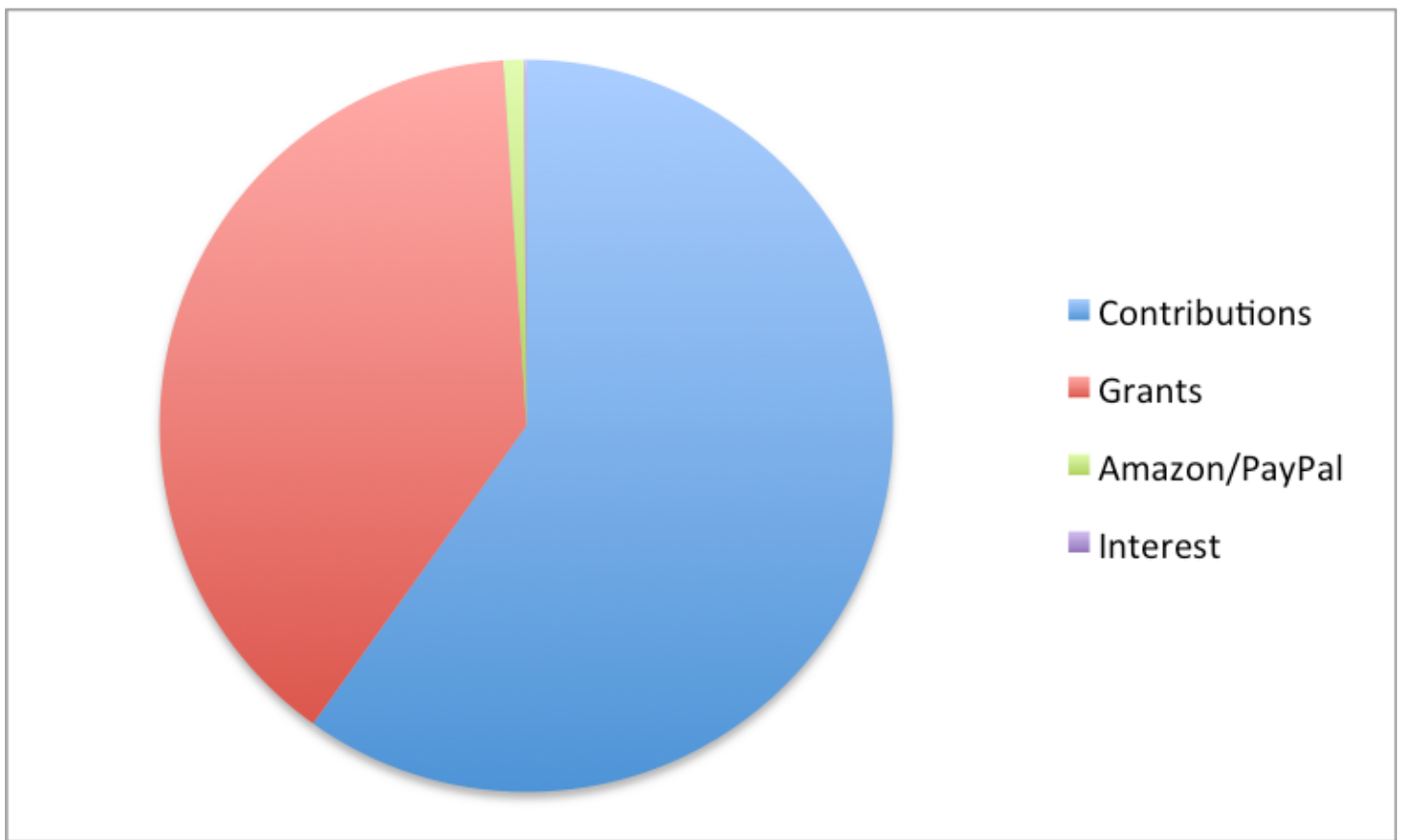
The mission of Freedom to Read, Inc. is to change the lives of the people of the Bahamas and to help others reach their fullest potential through the positive power of free access to literacy. The goal of the organization is literacy for all people of the Bahamas.

Accomplishments of 2018

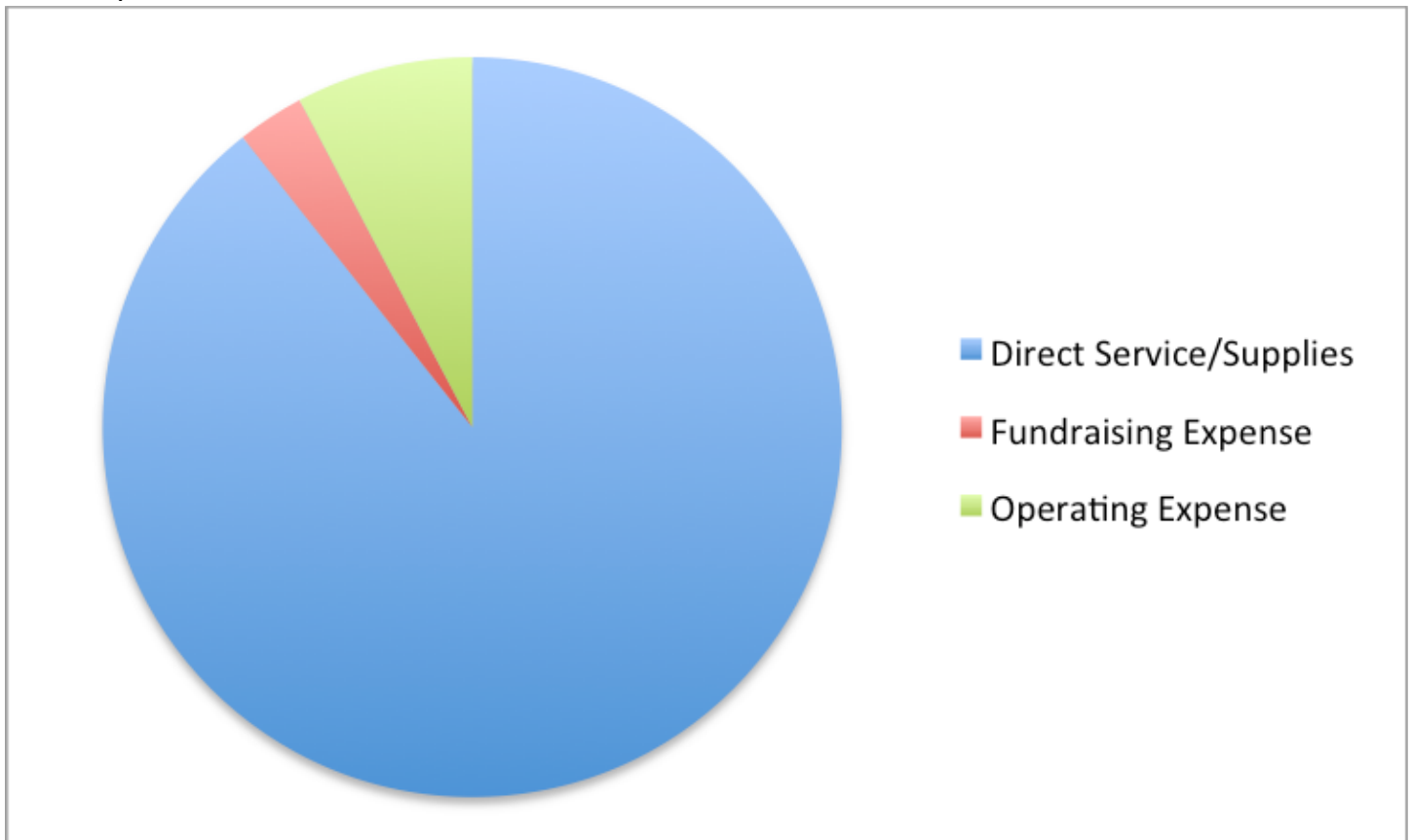
2018 was another banner year for literacy progress with Freedom to Read, Inc. We were successful in opening a brand new library; we shipped thousands of books and 96 laptops; we strengthened our partnership with Follett School Solutions by completing data entry for six library sites onto our Destiny Online catalog; we were able to work in many of our established library locations; and, we formed new alliances to complete renovations to library structures. We provided supplies and support in our established literacy centers and laid the groundwork to expand into new centers in the coming year. Highlights include:

- Coordinated two pallets of books and supplies for our libraries on Eleuthera
- Conducted on-site visits to Harbour Island, Bluff, Current, Hatchet Bay, James Cistern, Palmetto Point, Tarpum Bay and Wemyss Bight on Eleuthera. During on-site visits, Freedom to Read, Inc. volunteers entered collection onto our Follett Destiny Online catalog, cleaned library spaces, culled collections, labeled and created checkout cards for new materials, shelved materials, consulted with and trained library attendants/supervisors, reorganized and delivered collections among all our literacy centers
- Partnered with Bahamas Methodist Habitat and ComputerReach to donate, deliver and set up 96 refurbished laptop computers in 13 locations
- Reconnected with the Prime Minister of the Bahamas, The Most Honourable Dr. Hubert Minnis, to showcase the work Freedom to Read, Inc. is proud to perform for his constituency on Eleuthera, highlighting our library in Lower Bogue
- Met the Minister of Education, Jeffrey L. Lloyd in the Lower Bogue Library
- Met with several governmental representatives including Rickey Mackey, North Eleuthera Member of Parliament, Ivan Ferguson, North Eleuthera Administrator and Desmond Johnson, North Eleuthera Chief Councillor to share the successes and mission of Freedom to Read, Inc.
- Met with local officials to discuss possibilities for new centers and staff on Eleuthera
- Attended a Civil Society Bahamas Workshop to learn about nonprofit work being done in the Bahamas, and on Eleuthera specifically. This Workshop was sponsored by the One Eleuthera Foundation
- Reached out to the Bahamas Library Service to encourage support for new attendant positions on Eleuthera
- Collaborated with Exceptional Educational Outreach to provide new materials and laptop computers to their existing centers

2018 Income



2018 Expenses



Over 89 percent of our expenses were incurred in providing direct service to our mission!

As we review the milestones from the year, we also want to pause to thank our many supporters.

2018 Financial Donors		2018 On-Site Volunteers	
Ann-Marie Adams Ardent Mills Brandon Bauer Murphy Bierbach Joan Braithwaite Nigel Brennan Barry Cadet, Cadet Car Rentals Chad Carpenter Lindsay Carswell Justin F. Charles Kathy and Bob Colman Liz Uthlaut Dougherty Jane Dragnich Marc Dufour Natalie Edwards Janice Erickson Morgan Evans Jessica Felton Stephanie and Brian Fischer Matthew Follett Follett School Solutions Denise Gifford Emily Goldberg Liz Goldberg Susan Goldberg John Gumper Erik Guttormsen Great Lakes Warehousing Michelle Haines Harborside Eye Care Steve Hartfield Leigh Harvey Tom Herricks Mark Hertzberg Dirk Ingram Karen Kempinen Kenosha Unified School District Gary Kunich Kayla Marie Larsen Glen Larson Crystal Lawson Jacqueline Liesch	Valeria Martinez Kris McCarty Gian Meyerhofer Mary Modder Emily Messina Laura Thornton Morrissette Jodi Muerhoff Angel Mulhern Beth Nottingham Bo Palmer Tory Perez Sharon Pomaville Nader Qaimari Rainbow Inn Seafood Restaurant & Bar Jeff Ray Sherry and Don Revis Red Robin International Rick Redalen Don Rokusek Barbara Rosenstock Renee Sawdey Kim Schmitt Doreen Schneider Kenneth Scott Seacor Island Lines Matt Siel Susy Siel Karen Sorenson Michele Spink Mike Stuart Dorothea Studerus Wendy Shuck Thompson Jennie Tunkieicz Claire Verden Paula Webb Regina Williamson Carlotta Willis Lyle Yablonsky Jeffrey Yancho	Ann-Marie Adams Bahamas Methodist Habitat Dona Banks Joey Barr Andrea Bethel Roscow de Boissiere Kevin Breckenfeld Orlean Brown Katherine Bullard-Nelly Lauralyn Bunn DaVaughn Cartwright Adrian Cash Gordon Cash Lucien Cash Anne Whitman Chiulli ComputerReach Daddy Joe's Restaurant Jennie Darville Saundra Davis Andy Deal Ricardo Dean David and Tricia Ferguson Ivan Ferguson Angelique Forbes Hope and Laura Gardepe Emily Goldberg Stephanie Gottschalk Erik Guttormsen Mark Hay Gabriela & Tino Hudson Leveda Ingraham Brenda Johnson Desmond Johnson Tammy Johnson Tiffany Johnson	Rickey Mackey Susan Martin James Munroe Dina Munroe-Whitaker Katherine Neely Bo Palmer Jill Reinhart Don Rokusek Caroline Rolle Sue Rolle Terri Schmidt Dave Sevick Beau Siel Bill Siel Dora Siel Susy Siel Naomi Smith Tishara Smith Dean Spychalla Andrew Thompson Betty Thompson Frances Thompson LaVonda Thompson Monica Thompson Rosemarie Thompson Valentine's Resort & Marina Susan Vithana Rhonda & Richard Waserman Zev & Mish Waserman Kell & Clara Williams

Overview for 2019

The foundational members of the Freedom to Read, Inc. team have worked over the past several months to create structures and processes to support a strong organization. Our successes have positioned Freedom to Read, Inc. to move forward in significant ways in 2019:

- Increase capacity for accomplishment by adding volunteers to the Board of Directors and committees
- Expand fundraising efforts
- Solidify and expand literacy centers on the islands: particular focus will be in Green Castle
- Ensure proper training of library attendants/supervisors in library management, arrangement and collection development
- Solidify and expand public/private partnerships with Bahamian politicians, businesspersons and other organizations who support the literacy movement in the Bahamas
- Secure a fundraising firm/person to ensure higher yield from supporters
- Use volunteer efforts to seek grants for the work of Freedom to Read, Inc.
- Record policies and processes



Plan for 2019

Public Libraries

Black Wood

Goal: *To assist the settlement in establishing and maintaining a collection.*

The Black Wood settlement began working with Freedom to Read, Inc. in 2016. During 2017, the local government put shelving in place and FtR, Inc. volunteers installed the initial collection. The library was opened to the settlement. We plan to train a library attendant and supplement the collection as they set up Internet and install a library attendant/supervisor.

Long term: Continued support and training.

Bluff Library

Goal: *To continue to support the library in this settlement with materials and training.*

In 2016, Freedom to Read, Inc., in collaboration with supportive patrons, finished renovations on the library and community center in this settlement. 2017 brought more excitement to this library. Not only was a new attendant hired and trained, it was chosen as one of the initial test sites for the Follett Destiny Online collection management software. FtR, Inc. spent a great deal of time with the library supervisor performing data entry in 2017 and 2018. The entire catalog is now circulating on the Follett Destiny catalog. We also partnered with ComputerReach to donate and set up nine refurbished laptop computers at this site. FtR, Inc. fostered the creation of the new Bluff Public Library Committee. Their first meeting was held in early November. FtR, Inc. holds an advisory position on the committee.

Long term: Re-dedication of the library and continued support to the library supervisor. Further training with Google Tools and the Follett Destiny Online catalog.

Current Community Library

Goal: *To continue to support the library in this settlement with materials and training.*

Freedom to Read, Inc. has provided extensive support for the library supervisor in Current in the past and has sent additions to update the existing collection. During 2018 we provided training in collection data entry into the Follett Destiny Online catalog. Approximately one third of this collection is now available to the patrons online. We also partnered with ComputerReach to donate and set up five refurbished laptop computers at this site. FtR, Inc. was instrumental in creating the new Current Public Library Committee. Their first meeting was held in early November. FtR, Inc. holds an advisory position on the committee. We look forward to our continued collaboration in this settlement.



Long term: Continued enhancements to the collection, data entry onto the online catalog, as well as continued support for the library supervisor.

Upper Bogue

Goal: *To assist the Upper Bogue settlement in establishing its initial collection and shelving.*

Freedom to Read, Inc. was approached by community leaders in this settlement to aid in establishing a library. In 2015, we were able to clear a space to house the new collection, install shelving and begin the process of putting materials on the shelves. Unfortunately this space was transferred to a local government entity therefore displacing the library. The collection had to be moved into storage until a new site can be secured. We plan to continue this effort when we return in 2019. We will also work with the leaders in Upper Bogue to train the attendant, shelve, and manage the collection for the long term once a new site is established.

Long term: Dedication of the library and continued support to the community leaders and library attendant.

Lower Bogue



Goal: *To assist the settlement in library programming for patrons*

Community leaders in Lower Bogue first contacted Freedom to Read, Inc. in 2014 to assist in the renovation of a building slated to become the Lower Bogue Public Library and Computer Lab. Over the next several summers FtR, Inc. volunteers worked side-by-side with local residents and community leaders to rebuild a suitable center. Colman Architects from Governor's Harbour generously donated materials and man hours to begin construction on the shelving, helping to move this project forward. April and May 2018 were intense months in the Lower Bogue Public Library. We worked with community activists, other library attendants/supervisors and FtR, Inc. volunteers to install a brand new collection and enter all the titles onto the Follett Destiny Online catalog.

The Lower Bogue Public Library celebrated its Grand Opening Event on June 15th, 2018. Member of Parliament Rickey Mackey gave the keynote address. North Eleuthera Administrator, Ivan Ferguson contracted with Brenda Johnson as the new library supervisor on August 1, 2018.

We also partnered with ComputerReach to donate and set up 10 refurbished laptop computers at this site. FtR, Inc. fostered the creation of the new Lower Bogue Public Library Committee. Their first meeting was held in early November. FtR, Inc. holds an advisory position on the committee. We look forward to our continued collaboration in this settlement.

Long term: Continued support to the library supervisor. Further training with Google Tools and the Follett Destiny Online catalog

Gregory Town Library

Goal: *To assist the Gregory Town settlement in reestablishing the library which was damaged during Hurricanes Irene (2011) and Sandy (2012) and to donate additional new collection to the library.*

The library in Gregory Town sustained severe water damage during Hurricanes Irene (2011) and Sandy (2012), requiring a replacement of a large portion of its collection. During our on-site work in 2014 and 2015, we worked diligently on collection management. It was apparent that a majority of the collection at this site needed to be weeded out or moved

to other literacy centers on the island. The following year, 2016, we partnered with Colman Architects out of Governor's Harbour to have shelving built in this space. We successfully installed a collection at this library. Despite our best efforts, the library, unfortunately, remains closed. In 2017 and 2018, we established relationships with new government leadership in this settlement. We are excited to continue working together so that this site will soon be in a condition to receive additional materials, support to the attendant and re-open for public use.

Long term: Dedication of the renovated library and continued support to the library supervisor.

Hatchet Bay Public Library

Goal: *To continue to support the library in this settlement with materials and integration of Primary School activities.*

During 2018, Freedom to Read, Inc. partnered with ComputerReach to donate and set up three refurbished laptop computers at this site.

Long term: Continued enhancements to the collection

James Cistern Public Library



Goal: *To continue to support the library in this settlement with materials and training.*

Renovation work was completed on this library in 2017 and the settlement celebrated with an exciting grand re-opening. In 2018, Freedom to Read, Inc. worked with the library attendant to input the entire collection onto our Follett Destiny Online catalog. We trained the library attendant in its use and data entry was completed for this collection. We are grateful that so many volunteers assisted in this process. Additionally we partnered with Bahamas Methodist Habitat to take out a piece of the wall in the library and to construct some new library

shelves. We are also providing training and support with Google Tools for both the library attendant and the patrons. We also partnered with ComputerReach to donate and set up 10 refurbished laptop computers at this site. We look forward to our continued collaboration in this settlement.

Long term: Continued support to the library attendant. Further training with Google Tools and the Follett Destiny Online catalog.

Haynes Library

Goal: *To begin implementation of Follett Destiny Online collection management.*

This beautiful library, one of the original libraries on the island, has a very active library committee. They are self sufficient in library programming. In 2019 we will continue to offer both electronic and print resources to meet their requests. It is our hope that the Haynes Public Library committee and the library supervisor will join other Eleuthera libraries to input their collection onto our Follett Destiny Online catalog. We look forward to our continued collaboration with this settlement.

Long term: Continued collaboration.

Palmetto Point Library

Goal: *To begin implementation of Follett Destiny Online collection management.*

With our 2016 renovations complete, this library is seeing increased patronage. Additions were made to the collection in 2017 and 2018. We also partnered with ComputerReach to donate and set up five refurbished laptop computers at this site.

In 2019 Freedom to Read, Inc. will work with the library attendant to enter the entire collection onto the Follett Destiny Online catalog. The library attendant will be trained and data entry will begin. We look forward to our continued collaboration in this settlement

Long term: Continued support and enhancements to the collection and electronic catalog completion. Further training with Google Tools and the Follett Destiny Online catalog.

Savannah Sound Library

Goal: *To collaborate with local leadership to establish a library in this settlement.*

Local leaders asked Freedom to Read, Inc. to assist them in plans to open a library for this settlement. A building had been identified and renovation work was to begin on the site during 2018. Unfortunately the local leaders met with some obstacles which is pushing their library project back. We will help design the space for maximum use and will eventually supply the initial library collection. We're very excited about this new opportunity to bring access to literacy to Savannah Sound.

Long term: Provide and install an initial collection and train the library attendant.

Sir George Roberts Memorial Library

Goal: *To continue to support the library in this settlement and provide training and ongoing assistance with data input for the Follett Destiny Online Collection Management system.*

In 2017, this long established library was chosen as one of the test sites for the Destiny Online collection management software. Volunteers and library staff began data entry. In 2018 Freedom to Read, Inc. continued to assist and support the data entry process.

Long term: Continued support and enhancements to the collection in addition to providing training for the library supervisor on the usage and maintenance of the Destiny Online software. Also we will assist in Google Tools training.

Tarpum Bay Library

Goal: *To begin implementation of Follett Destiny Online collection management.*

Freedom to Read, Inc. has provided extensive training for the library attendant in Tarpum Bay in the past. During 2018 we visited this site and supplied an extensive update to the collection. We also partnered with ComputerReach to donate and set up five refurbished laptop computers at this site. In 2019 Freedom to Read, Inc. will work with the library attendant to enter the entire collection onto the Follett Destiny Online catalog. The library attendant will be trained and data entry will begin. We look forward to our continued collaboration in this settlement



Long term: Continued support and enhancements to the collection and electronic catalog completion. Further training with Google Tools and the Follett Destiny Online catalog.

Green Castle Public Library

Goal: *To partner with local government in Green Castle to re-establish their public library*

The local Government Chairman reached out and met with Freedom to Read, Inc. in late 2018. They asked to partner with us to re-establish their library. This is a library that had been functional for several years. In the past few years it has gone into decline. Currently there are 10 computers in working order, however there is no print collection at all. The library/computer lab space needs renovations before FtR, Inc. will be able to assist in providing a print collection, training in circulation and inputting the collection onto the Follett Destiny Online catalog.



Long term: Re-establish library services in Green Castle through renovation and remodeling then provide a print collection on the Follett Destiny Online catalog

Wemyss Bight Library

Goal: *To begin implementation of Follett Destiny Online collection management.*

Freedom to Read, Inc. made significant upgrades to this collection in 2017, including some specifically requested leveled-readers. This continues to be a vibrant library due to the dedicated library staff. We also partnered with ComputerReach to donate and set up seven refurbished laptop computers at this site. In 2019 Freedom to Read, Inc. will work with the library attendant to enter the entire collection onto the Follett Destiny Online catalog. The library attendant will be trained and data entry will begin. We look forward to our continued collaboration in this settlement

Long term: Continued enhancements to the collection and electronic catalog completion. Further training with Google Tools and the Follett Destiny Online catalog.

School Libraries and Computer Labs

Exceptional Educational Outreach

Goal: *To strengthen ties with this organization by supporting its mission as it pertains to literacy.*

Freedom to Read, Inc. and Exceptional Educational Outreach (EEO) have successfully collaborated since 2005. Freedom to Read, Inc. sent an initial collection of books to EEO's Resource Center at Harbour Island All-Age School in 2016, which is in active use by the students. In 2017 volunteers completely reshelfed all the materials at this site and installed the Destiny Online Collection management software. We began the process of data entry and training the EEO staff in its use. During 2018 we also partnered with ComputerReach to donate and set up 12 refurbished laptop computers at this site. In 2019 we plan to continue to provide EEO with handpicked enhancements to support their literacy programs.



Long term: Continued strong relationship to encourage EEO's literacy efforts. Further training with Google Tools via Teacher Professional Inservice Training Workshops.

Samuel Guy Pinder All-Age School

Goal: *To assist this school in establishing and maintaining a library collection and computer lab*

The Staff at Samuel Guy Pinder All-Age School (SGPAAS) have reached out to Freedom to Read, Inc. in late 2018. They have an existing library that is intermittently open to the public. They are dependent on winter residents to operate the library. When these residents are not on Spanish Wells, the library is only accessible to school patrons. Freedom to Read, Inc. will partner with the Ministry of Education staff at SGPAAS to establish a more up to date collection and to also provide Internet access by way of laptop donations from ComputerReach in 2019.

Long term: Establish an ongoing library for both students and patrons in the community. Further training with Google Tools via Teacher Professional Inservice Training Workshops.

North Eleuthera High School



Goal: *To assist the high school in replacing the library collection and assisting with set up and circulation processes*

The library and its entire collection were destroyed by fire. Freedom to Read, Inc. has worked closely with the school administration to replace the lost collection. Our initial collection replacement arrived at the school in June 2013. In 2014 and 2017, we added to the collection in an effort to keep the materials updated. During 2018 we also partnered with ComputerReach to donate and set up 10 refurbished laptop computers at this site.

Long term: Continued support and enhancements to the collection. Further training with Google Tools via Teacher Professional Inservice Training Workshops.

Central Eleuthera High School

Goal: *To assist the high school in developing an electronic literacy initiative*

Central Eleuthera High School requested our assistance in developing an electronic literacy initiatives by way of computer delivery. We partnered with ComputerReach to donate and set up 10 refurbished laptop computers at this site.

Long term: Continued support with electronic use policies and Internet responsibility. Further training with Google Tools via Teacher Professional Inservice Training Workshops.

Harbour Island All-Age School

Goal: *To assist this school in establishing and maintaining a library collection and computer lab*

ExPats from Harbour Island reached out to Freedom to Read, Inc. in late 2018 to establish a library and computer lab at Harbour Island All-Age School (HIAAS). They do not have an existing library at the school. Freedom to Read, Inc. will partner with the Ministry of Education staff at HIAAS to establish a collection and to also provide Internet access by way

of laptop donations from ComputerReach in 2019.

Long term: Establish an ongoing library for both students and patrons in the community. Further training with Google Tools via Teacher Professional Inservice Training Workshops.

Structures and Projects to Advance the Goals and Programs of Freedom to Read, Inc.

Public Awareness/Presence/Communication Vehicle

Goal: *To enhance awareness of our mission with the general public and targeted contributors.*

A website, (freedomtoreadinc.org), and Facebook, (facebook.com/FreedomToReadInc), presence has been established. A great deal of energy was spent on refreshing the website during 2018. This work will continue in 2019. Ongoing efforts will be made to keep our Facebook presence fresh. As needed, collateral material will also be developed. Options for stakeholders to learn more about our mission and requests will be explored. We will continue to deliver our electronic newsletter to maintain a presence before our supporters and targeted audience.

Fundraising

Goal: *To raise \$75,000 in 2019 as a stretch goal or \$35,000 as an immediate need goal.*



A fundraising function is critical to the success of Freedom to Read, Inc.'s programs. The fundraising director position is currently filled by our Executive Director. Eventually, we will need to fill this position with a dedicated individual, who will be responsible for designing a strategy, including defining audiences, for these efforts.

During 2017, we added a new fundraising vehicle--Amazon Associates program. This program through Amazon offers us even greater contributions based on any purchases made through Amazon using our link,

https://www.amazon.com/ref=as_li_ss_tl?&version=1.3&linkCode=sl2&tag=freedomtoread-20&linkId=f231d36687189bdcb8fb59f7582e8e54. We are finding the tandem Amazon shopping options--AmazonSmile and Amazon Associates--provide us with fundraising choices for our supporters. As we develop new, or refresh existing collateral material, we will use it to ask our supporters to shop with Amazon using whichever program best suits their purchase patterns.

As we become increasingly aware of fundraising opportunities for small organizations, we are doing our best to implement them. In 2018 we applied to be a part of the Benevity family of nonprofits. We are only beginning to tap the potential of this program, but we were able to successfully participate in a Twitter fundraising effort that brought us over \$500. We look forward to leveraging this opportunity in the future.

The addition of a contracted Executive Director has exponentially increased our ability to discover and respond to opportunities. So far, we have only been able to contract for the portion of work done on-site, but by offering remuneration for that area of responsibility has created more incentive for the remainder of the administrative work that is done on a volunteer basis.

A steady, reliable stream of donations is critical for FtR, Inc. to maintain our current, and projected support of the literacy centers in the Bahamas. It will be a top priority in 2019 to identify and solidify an arrangement with supporters willing to establish ongoing endowment donations.

We will pursue appropriate grant opportunities as well as direct donations.

Personnel

Goal: *To identify and recruit individuals who will be dedicated members of the Freedom to Read, Inc. personnel structure.*

Currently, all tasks are being completed by a handful of individuals. In 2018, we added two Board members, bringing the strength of the Board to six. Continuing to identify, task and retain volunteers are high priorities. With the exception of the Executive Director position, the existing structure does not accommodate remuneration for any additional members of the team, so identifying individuals willing to donate their time and expertise is critical for 2019.

Long-Term Goals

Looking beyond 2019, Freedom to Read, Inc. has several goals in mind. Since financial health is critical to any organization, Freedom to Read, Inc. looks forward to adding to our reserve account. This financial cushion will help the association fund unexpected, but needed projects, such as the last minute cooperative effort with ComputerReach and Bahamas Methodist Habitat to deliver and install 96 computers to many library and school locations. While we are not excited to report a year when expenses exceed revenues, we understand the purpose of the reserve fund is to support initiatives just like this one which enhance the usefulness of the literacy centers we are dedicated to create.



**Freedom To Read
2019 Budget**

Income		
Donations		\$ 25,500.00
Cash	\$ 25,000.00	
In-Kind	\$ 500.00	
Grants		\$ 10,000.00
Indirect Support		\$ 775.00
Amazon Smile/Associates	\$ 250.00	
Benevity	\$ 500.00	
Interest Income	\$ 25.00	
Total Income		\$ 36,275.00
Expenses		
Supplies (libraries)		\$ 3,000.00
Shipping (libraries)		\$ 1,000.00
Travel (libraries)		\$ 28,200.00
Airfare	\$ 1,600.00	
Lodging	\$ 9,200.00	
Car Rental/Gas	\$ 10,000.00	
Communication	\$ 400.00	
Meals	\$ 2,000.00	
Stipend	\$ 5,000.00	
Web Hosting/Domain Name		\$ 75.00
Postage		\$ 50.00
Printing		\$ 100.00
Promotional Materials		\$ 1,000.00
Legal/accounting		\$ 100.00
Business License/Fees		\$ 75.00
Bank Fees		\$ 30.00
Online Fees--Paypal		\$ 200.00
Office Supplies		\$ 100.00
Development		\$ 1,100.00
Fundraising	\$ 750.00	
Outreach	\$ 300.00	
Grants	\$ 50.00	
Miscellaneous		\$ 200.00
Total Expenses		\$ 35,230.00
Net Income		\$ 1,045.00