

FREEDOM TO READ INC.

2021 ANNUAL REPORT AND 2022 BUSINESS PLAN

January 1, 2022



Our 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 2021



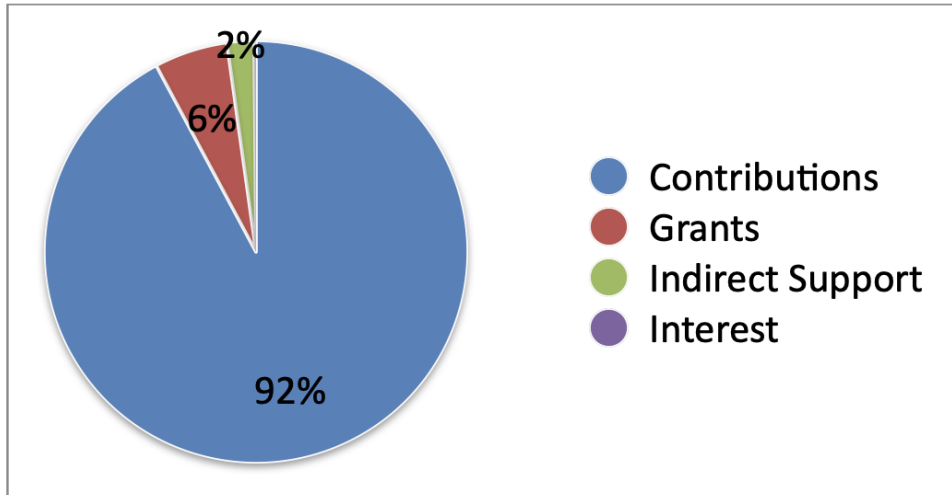
2021 was an exceptional year for literacy progress with Freedom to Read Inc. Despite the challenges and obstacles from COVID-19, we forged forward. We provided supplies and support in our established libraries. We also worked to partner with several other Bahamian and US nonprofit organizations in an effort to expand our reach throughout the island via providing information services in various environmental, health and safety foundations. Pretty amazing work considering we had to work around lockdowns and curfews!

ACCOMPLISHMENTS OF 2021

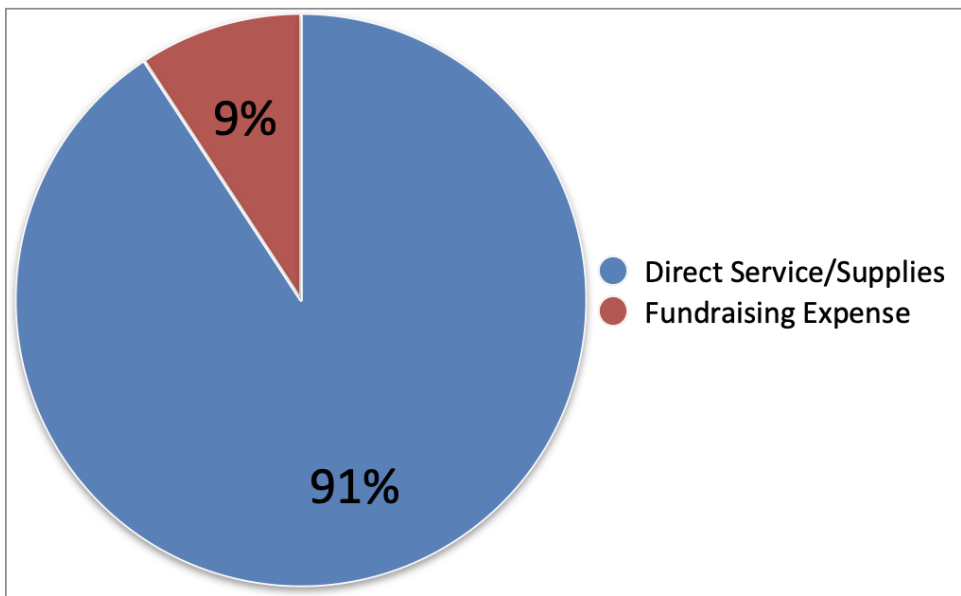
- Coordinated an online live workshop with our partners at Follett School Solutions. We had the opportunity to share our vision for changing lives in the Family Islands through free access to literacy to the Follett Community.
- Conducted on-site work in several libraries. Inclusive of spine labeling books, collection management and programming support.
- Partnered with Harbour Island Green School to complete cataloging and spine labeling their brand new library collection.
- Partnered with Exceptional Education Outreach to make progress on re-organizing their collection and beginning the process of spine labeling.
- Met with the Principals of Emma Cooper Primary School and Central Eleuthera High School to begin the dialog on how to better serve our student patron population in Central Eleuthera.
- Strengthened our relationship with Gregory Town Ray of Hope (GTRofH). Our goal to establish a viable library in Gregory Town will be forged through these personal connections with GTRofH.
- Reached out to Clean Beaches Eleuthera to begin a partnership of information services for their mission to improve the natural beauty and environment on island.



2021 INCOME



2021 EXPENSES



Over 91% of our expenses were incurred providing direct service to our mission.

THANKS TO OUR SUPPORTERS

2021 Financial Donors		2021 On-Site Volunteers
Autumn Billings Ambrose Dona Banks Joyce Beach Anne Bentley Suzanne Bethel Lisa Bradley Barbara Brattin Mitchell and Alison Braver Melissa, Garry, Wilson & Martin Brown Family Charitable Fund Amy Cape Therese Daiy Jaime Davis Robin Dunn Tonya Elias Sarah Emrich Joan Farrell Monica Ferrell Sara Gardner Edward Good Stephanie Gotschalk Jodi Hallberg Jodi Hardy Leigh Harvey Steve Hartfield Barb Henkel Cheryl Hernandez Tamie Herr Mark and Cindy Hertzberg HIGS (William Simmons) Lynne and Karl Hirzel Amy Hutcheson Leonard Iaquina Jackie Jones Jim King Alexis Knowles Julie Knutson Pam Kozikowski Lisa Krupp Lynn Larson Jane Leonardson Jessica Lipson & Bret Sigillo	Michael McKenzie Lee Ann Millar Kimberly Montgomery Brian Mulhern Shawna Neal Amanda Nelson Betty O'Connell Patti Oltmann Joan O'Neill Lois Oswald (printer toner) Bo Palmer David Palmer Anton (Harry) Paungger Lynn & Robert Partlett Kathryn Quayle Sherry Revis Jud Richland Gina Rodgers-Sealy Carol Lee Saffioti-Hughes Carol Salo Allison Scully Jeff Scheulen Thomas Shipman Doreen Schneider Ann C. Somers Michele Spink Amanda Street-Bishop Kristin Stuart Mike Stuart Barb Swank Tenga Foundation Claire Thompson Joy Thompson Marina Tolchinsky Paula Webb Angel Walter Richard Waserman Carrie Wilkinson Jeffery Yancho Norma Zimmer	Dona Banks (and sister) Cody Becker Suzanne Bethel Kellie Bode Mitchell Braver Alison Braver Chad & Kathy Carpenter Jennie Charles Roscow & Lyanna de Boissiere Kate Egan June Frye Samantha Hamilton Lynne and Karl Hirzel Dave Ireland Crystal Lawson Shawnice Lightbourne Jen and Eric Muller Dina Munroe-Whitaker Tova Petto Joanie Plourde Natasha Shephard Susan Siel Will Simmons Jay Sineus Lamar Sineus Omar Sineus Wallace Sineus Joy Thompson Arthur Turnquest Laura Tucker (copy editing)

OVERVIEW FOR 2022

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 2022:

- 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: focus on our partner EEO library at Harbour Island All-Age School as well as promote school to library programming
- Ensure proper training of library attendants/supervisors in library management, arrangement and collection development to improve our statistics and record keeping
- Deliver laptops to all library sites. In 2020 we pulled several existing laptops from the libraries to give away to families in need of device support during their necessity to go to an online learning model. This technology donation is with thanks to our partners at ComputerReach
- Site visit to Marsh Harbour, Abaco to assist in rebuilding the Forest Heights Academy library that was destroyed by Hurricane Dorian. We plan to assist them in setting up a new collection and provide technology resources
- 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



LOCATED ON ELEUTHERA



2022 PLANS: BLUFF PUBLIC LIBRARY

LOCATED ON ELEUTHERA



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 our Follett Destiny Online catalog. We also partnered with ComputerReach to donate and set up nine refurbished laptop computers at this site. In 2019 Follett School Solutions contributed spine labels and protectors for every single book in this library. As 2021 came to a close every book is cataloged and labeled.

Long term: Re-dedication of the library and continued support to the library supervisor. Conduct an inventory to assess our collection management future plans. Further training with Google Tools and the Follett Destiny Online Collection Management System.

2022 PLANS: CURRENT COMMUNITY LIBRARY

LOCATED ON ELEUTHERA



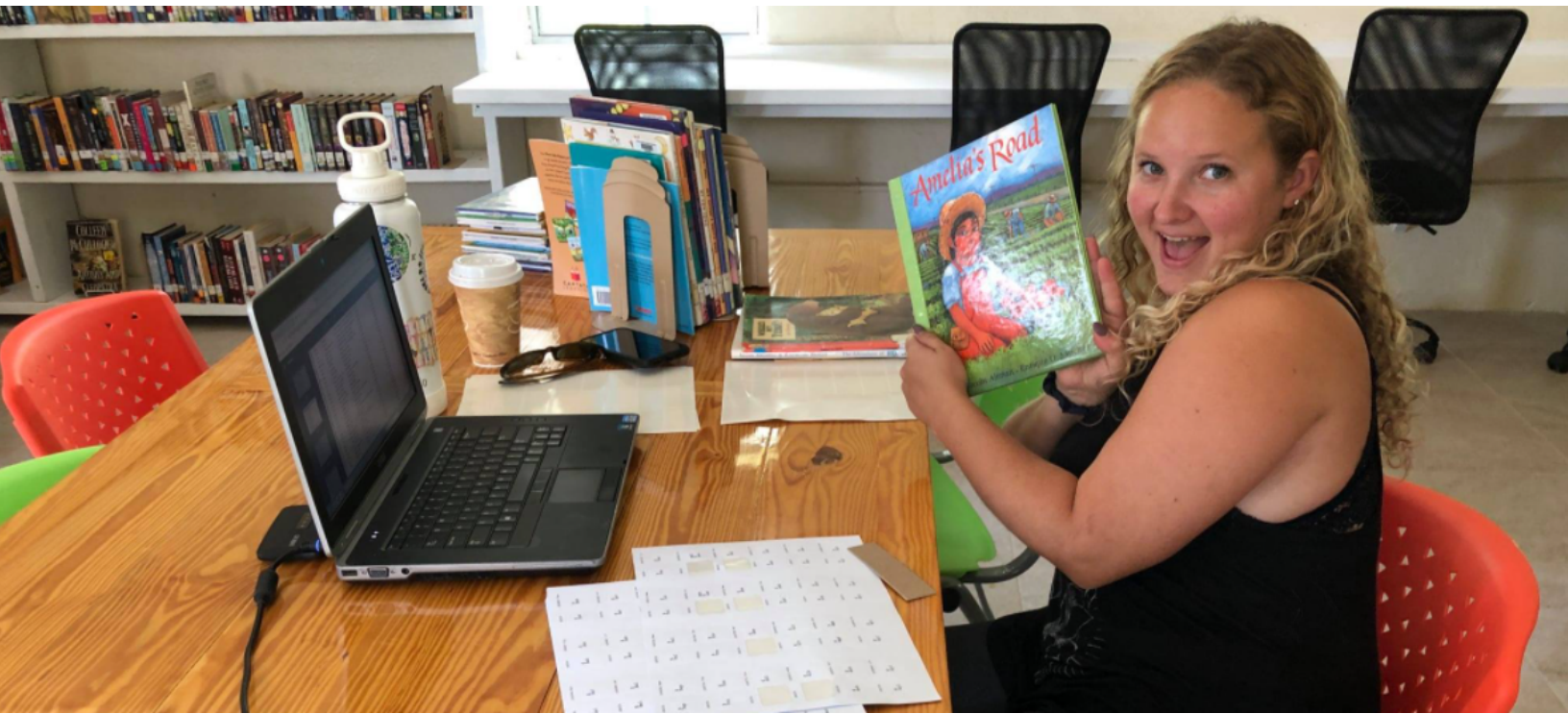
Goal: *To continue to support the library in this settlement with materials and training as well as secure permission and funding to completely renovate and remodel this seriously deteriorating building.*

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 two thirds 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. More recently, the library building has fallen into disrepair with an unstoppable termite challenge, a non-functioning bathroom and need for updated shelving. FtR Inc. has written for grant support from One Eleuthera Foundation to fund these desperately needed repairs. We are also awaiting approval from BTC to do this repair/renovation project as they own the building.

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

2022 PLANS: GREEN CASTLE PUBLIC LIBRARY

LOCATED ON ELEUTHERA



Goal: *To continue to partner with the Local and National Government teams along with the Ministry of Education to establish a paid position for a Library Supervisor at this site. Host a Grand Opening Event.*

The local Government Chairperson 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 has been functional for several years. In the past few years it had gone into decline. There are 10 desktop computers at this site.

In 2019 Freedom to Read Inc. secured a grant from One Eleuthera Foundation to renovate this space to create a library. We knocked down a divider wall with our partners at Bahamas Methodist Habitat in February 2019. In October we contracted Dove Construction to install a bathroom, flooring, shelving and a computer table area. We also shipped two pallets of books as a starter collection for this new library. And we received a generous donation of building materials from local contractor Hans Febles. In 2020, we completed renovations with Whelsco Construction and provided furniture. In 2021, we entered the collection onto the Follett Destiny Online Collection Management System and provided training for a possible library supervisor. We continue to await approval for this position to be formally established.

Long term: Establish library services in Green Castle. Provide training and support to the library supervisor in Google Tools, Follett Destiny Online Collection Management System as well as library programming.

2022 PLANS: GREGORY TOWN PUBLIC LIBRARY

LOCATED ON ELEUTHERA



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 damage during Hurricanes Irene (2011) and Sandy (2012), requiring a replacement of a large portion of its collection. In 2014 and 2015, we worked diligently on collection management. Most of the collection needed to be weeded out or moved to other literacy centers. The following year, we partnered with Colman Architects of Governor's Harbour to build shelving. We successfully installed a collection at this library. Despite our best efforts, the library, unfortunately, remains closed. From 2017 to 2021 we established relationships with new settlement leadership via Gregory Town Ray of Hope. It is our goal that this library re-open for public use after being closed for nearly a decade.

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

2022 PLANS: HATCHET BAY PUBLIC LIBRARY

LOCATED ON ELEUTHERA



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

In 2016 Freedom to Read, Inc. worked with local Hatchet Bay activists to establish a library there. During 2018, we partnered with ComputerReach to donate and set up three refurbished laptop computers at this site. The library supervisor in Hatchet Bay is a retired primary school principal who enjoys opening her library in the afternoons during the school year to assist children with their school projects and assignments.

Long term: Continued enhancements to the collection.

2022 PLANS: JAMES CISTERN PUBLIC LIBRARY

LOCATED ON ELEUTHERA



Goal: *To continue to support this library with materials and training. To train the library attendant in circulation procedures utilizing Follett Destiny Online catalog so accurate circulation records are kept.*

Renovation 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 into the Follett Destiny Online catalog. We are grateful many volunteers assisted in this process. We partnered with Bahamas Methodist Habitat to take out a piece of the wall in the library and to construct new shelves. We are also providing training with Google Tools for the library attendant and patrons. Our partnership with ComputerReach yielded 10 refurbished laptop computers for this site. 2020 brought many challenges, however we were able to spend the year applying spine labels to every book in the catalog.

Long term: Continued support to the library attendant. Conduct an inventory to assess our collection management future plans. Further training with Google Tools & Follett Destiny Online Collection Management System.

2022 PLANS: LOWER BOGUE PUBLIC LIBRARY

LOCATED ON ELEUTHERA



Goal: *To assist the settlement by providing further training for the library supervisor in library programming for patrons.*

Leaders in Lower Bogue 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 with residents and leaders in Lower Bogue. Colman Architects from Governor's Harbour donated materials and man hours to begin construction on shelves. They worked alongside the dedicated Boguemen. In 2018, we worked with activists and other library attendants/supervisors to install a brand new collection and enter titles onto the Follett Destiny Online catalog. We partnered with ComputerReach to donate and set up 10 refurbished computers.

The Lower Bogue Public Library celebrated its Grand Opening in 2018. Member of Parliament Rickey Mackey gave the keynote address. In 2019, we provided training sessions with the newly hired library supervisor. Volunteers assisted with reading the shelves and ensuring the collection was in proper order.

Long term: Continued support for the library supervisor. Conduct an inventory to assess our collection management future plans. Further training with Google Tools, Follett Destiny Online Collection Management System.

2022 PLANS: PALMETTO POINT PUBLIC LIBRARY

LOCATED ON ELEUTHERA



Goal: To provide further training the library attendant in circulation procedures utilizing the Follett Destiny Online catalog so that accurate circulation records are collected. To increase school to library partnerships here for higher circulation yields.

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. worked with the library attendant to enter the entire collection onto the Follett Destiny Online catalog as well as applying spine labels. We also built an entire nonfiction book case with our partners at Bahamas Methodist Habitat. We look forward to our continued collaboration in this settlement focusing on accurate circulation procedures and engaging library programming.

Long term: Continued support and enhancements to the collection. Conduct an inventory to assess our collection management future plans. Further training with Google Tools and the Follett Destiny Online Collection Management System.

2022 PLANS: SAVANNAH SOUND PUBLIC LIBRARY

LOCATED ON ELEUTHERA



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 are pushing their library project back. These setbacks were followed up by the COVID 19 pandemic and a needed focus on converting all schooling to online platforms. In the coming years we will help design the space for maximum use and will eventually supply the initial library collection. We're excited about this new opportunity to bring literacy access to Savannah Sound.

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

2022 PLANS: TARPUM BAY LIBRARY

LOCATED ON ELEUTHERA



Goal: *To train the library attendant in circulation procedures utilizing the Follett Destiny Online Collection Management System so that accurate circulation records are collected.*

Freedom to Read Inc. has provided proper training for the library attendant and supervisor in Tarpum Bay in the past. We have provided 1000s of books to this library since 2012. During 2018 we visited this site and supplied an extensive update to the collection. ComputerReach donated five refurbished laptops. In 2019 Freedom to Read Inc. worked with the library attendant and supervisor to enter the entire collection onto the Follett Destiny Online catalog, as well as applying spine labels. We look forward to our continued collaboration in this settlement focusing on accurate circulation procedures and engaging library programming.

Long term: Continued support and enhancements to the collection as well as further training with Google Tools and the Follett Destiny Online Collection Management System for the library attendant and supervisor. Conduct an inventory to assess our collection management future plans.

2022 PLANS: WEMYSS BIGHT LIBRARY

LOCATED ON ELEUTHERA



Goal: *To begin to re-establish the relationship with the library attendant so that this catalog can be edited and corrected. Once this is completed, it is our intention to provide spine labels for this collection in the coming year.*

Freedom to Read Inc. made significant upgrades to this collection in 2017, including some specifically requested leveled-readers. We also partnered with ComputerReach to donate and set up seven refurbished laptop computers at this site. In 2019 Freedom to Read Inc. worked with the library attendant to enter the collection onto the Follett Destiny Online catalog. The library attendant received training in database entry, however many obstacles prevented us from providing as much assistance as we would have liked. 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 Collection Management System.

2022 PLANS: EXCEPTIONAL EDUCATIONAL OUTREACH SCHOOL

LOCATED ON ELEUTHERA



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 Library 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.

2019 and 2020 gave us time to review and edit the EEO Resource Library's Destiny Online catalog records. In 2022, plan to provide the EEO library with spine labels, continued staff development to encourage scanning books and handpicked enhancements to support their literacy programs.

Long term: Continued strong relationship to encourage EEO's literacy efforts. Conduct an inventory to assess our collection management future plans. Further training with Google Tools via Teacher Professional Inservice Training Workshops and Destiny Online Collection Management System.

2022 PLANS: HARBOUR ISLAND GREEN SCHOOL

LOCATED ON ELEUTHERA



Goal: *To assist this school in establishing and maintaining a library collection with online circulation.*

Freedom to Read Inc. was contacted in 2019 to assist this brand new charter school in establishing their school library. We met with the Head Master and set up a schedule. We received a new Destiny site license along with a laptop, scanner and barcodes from Follett School Solutions. We secured a 3-pallet book donation for this school library which was delivered in early 2020. Every book in this collection is now properly cataloged and spine labeled. This school library is a fully functioning, circulating literacy center.

Long term: Continued support and enhancements to the collection. Conduct an inventory to assess our collection management future plans. Further training with Google Tools and with Destiny Online Collection Management System.

2022 PLANS: MARSH HARBOUR-Forest Heights Academy Library

LOCATED ON ABACO



Goal: *To assist this community in rebuilding this secondary school library after complete destruction in 2019 from Hurricane Dorian.*

Hurricane Dorian hit The Abacos in early September 2019, completely destroying nearly everything in its path. Through the end of 2019 Freedom to Read Inc. invested time and energy to establish relationships on Abaco so that in 2022 we can begin the task of collaborating with local stakeholders to rebuild the Forest Heights Academy Library.

Long term: Establish, train and open the Forest Heights Academy Library.

2022 PLANS: EXPAND PUBLIC AWARENESS



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 and 2019. This work is ongoing in an effort to keep our global presence fresh and enticing. Ongoing efforts will be made to keep our Facebook and Twitter presence up to date. 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.

2022 PLANS: FUNDRAISING



Goal: *To raise \$50,000 in 2022 as a stretch goal or \$30,000 as an immediate need goal.*

Fundraising 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 need to fill this position with a dedicated individual, who will be responsible for designing a strategy, including defining audiences, for these efforts. Our contracted Executive Director position has exponentially increased our ability to discover and respond to fundraising and volunteer opportunities.

We are utilizing the philanthropic arm of Amazon by taking advantage of the AmazonSmile program. As we develop new, or refresh existing collateral material, we will use it to ask our supporters to shop with AmazonSmile.

As we become aware of fundraising opportunities for small organizations, we are doing our best to implement them. Freedom to Read Inc. currently takes advantage of the PayPal Giving Fund as a funds recipient option. With our account at PayPal we are eligible for a no-fee structure, which is perfect for us and for our donors. When giving through this link (paypal.com/us/fundraiser/charity/176703), 100% of the donation goes toward service. We have also had some success through Facebook fundraisers sponsored by FtR Inc. supporters. We will continue to encourage these efforts.

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 2022 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.

2022 PLANS: PERSONNEL



Goal: To identify and recruit individuals who will be dedicated members of the FtR Inc. personnel structure.

Currently, all tasks are being completed by a handful of individuals. 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 2022.



FREEDOM TO READ INC.'S LONG-TERM GOALS

Looking beyond 2022, FtR Inc. has several goals in mind. Since financial health is critical to any organization, FtR Inc. looks forward to adding to our reserve account. This financial cushion will help the association fund unexpected, but needed projects. Increasing the number of settlements served will be achievable with more fundraising efforts.

It is also necessary for us to conduct collection inventories at our library sites. With eleven of our twelve sites functioning at one capacity or another, it is important for us to understand our collections with greater accuracy. The 2020-2021 COVID-19 pandemic brought many challenges to our literacy services on Eleuthera. Libraries and schools struggled with remaining open to the public while maintaining health and safety protocols. In an effort to provide 21st century, high quality libraries it is important for us to understand our current collections better.

2022 and beyond will bring many challenges in educational settings around the world. We are hopeful to establish and expand our school to public library programming to increase our literacy impact on Eleuthera.

FREEDOM TO READ INC.'S 2022 BUDGET

Freedom to Read, Inc.

2022 Budget		
Income		
Donations		\$ 20,250.00
Cash	\$ 20,000.00	
In-Kind	\$ 250.00	
Grants		\$ 1,000.00
Indirect Support		\$ 1,180.00
Amazon Smile	\$ 400.00	
PayPal Giving Fund	\$ 750.00	
Interest Income	\$ 30.00	
Total Income		\$ 22,430.00
Expenses		
Supplies (libraries)		\$ 250.00
Shipping (libraries)		\$ 1,000.00
Travel (libraries)		\$ 19,140.00
Per diem \$110/day for 174 days	\$ 19,140.00	
Stipend	\$ -	
Web Hosting/Domain Name		\$ 240.00
Postage		\$ 10.00
Printing		\$ 100.00
Promotional Materials		\$ 900.00
Legal/accounting		\$ 25.00
Business License/Fees		\$ 150.00
Bank Fees		\$ 20.00
Online Fees--Paypal		\$ 250.00
Office Supplies		\$ 100.00
Development		\$ 75.00
Fundraising	\$ 25.00	
Outreach	\$ 25.00	
Grants	\$ 25.00	
Miscellaneous		\$ 100.00
Total Expenses		\$ 22,360.00
Net Income		\$ 70.00

Assumptions—

Per Diem includes the following expenses:

- Airfare
- Lodging (which will provide accommodation for all volunteers/ laundry/housekeeping)
- Food (does not include meals eaten in restaurants or alcohol)
- Ground transfer (vehicle rental/gas/ maintenance/water taxi)
- Communication (mifi/top up phone)