20 November 2018

Dear Friend of Project: LEARN,

We are so excited to report to you our activities and successes for the 2017-2018 fiscal year! Project: LEARN has helped over 200 students improve their skills, seen several graduates attain new goals in education, and continued to provide the county with high quality used books at great prices. **We could not achieve these successes without your support.**

We celebrated 35 years of service to the county in 2018. We are proud of our status as a reliable source for adult literacy support throughout Medina County—our reputation is strong due to our outstanding volunteer tutors and staff who provide excellent individualized instruction to our students.

We will share some wonderful stories with you this year about our student successes—our GED grads, our English language learners who have moved from refugees to full-time employment with our assistance. Our tutors help adult learners with everything from English grammar to check writing to basic literacy instruction. One of my favorite moments this year was a phone call from an excited student who passed the GED—the joy in her voice was something I wish all of you could hear. Your donations of time, talent and treasure have literally changed lives in Medina County.

Project: LEARN is blessed with a dedicated and creative board of trustees, who spearheaded new grant-writing and fund-raising efforts this fiscal year. The result is a very positive financial picture going into 2019—please see all the details on pages 5 and 7.

Please consider a tax-deductible donation to Project: LEARN, so we can continue our high level of service to the community into 2019 and beyond. We rely on the community, especially at holiday time, to help us assist adult learners all year long. You may use the enclosed envelope, or make your donation online by visiting our webpage at [www.projectlearnmedina.org](http://www.projectlearnmedina.org).

Thanks so very much for your support of our organization, and have a wonderful holiday season. If you can, please join us on Monday, December 10th for our Annual Meeting and Holiday Party—details are on page 3.

Sincerely,

Karla

Karla Robinson
Executive Director

**P.S.: Every donor this holiday season will receive a special, limited edition emerald green logo pin in thanks for your support. Look for details on the enclosed donation envelope!**
In 2018, We Celebrate 35 Years of Serving Our Community

Project: LEARN of Medina County is proud to have been supporting adult literacy students in Medina County for 35 years! From our beginnings in a church basement, to the advent of our three used bookstores, to our partnership with Lodi Family Center, we have grown and changed throughout those 35 years in order to best address the needs of Medina County adult literacy students.

Our students come to us with a variety of learning needs, and we rise to the challenge—whether it is GED tutoring, English language instruction, or help with one of the many standardized tests that adults face, we find a way to support each adult learner towards achieving their individual goals.

We have formed partnerships with other entities in Medina County to ensure that everyone is aware of the services we provide and makes quick referrals. By working closely with Polaris Career Center, Lodi Family Center, and Medina County District Library, among others, our focus is always on how we can better serve our county.

Project: LEARN is most fortunate to have the help of over 260 dedicated volunteers. They staff our BookShelf stores, tutor our students, and help at our events, making it possible for us to fulfill our mission of enhancing the lives of adult students.

We invite you to read this annual report for all the details on this very busy and successful year.

How YOU Can Help Project: LEARN in 2019 and Beyond

We need your support to make sure our services will continue to be offered for free to any adult who needs them. Can you help? All donors, at any level, will receive one of our limited edition emerald logo pins in thanks for their support!  

WAYS TO HELP IN 2019

Donate or shop for books! If you have good quality used books cluttering your home, we can help! Donate them to any BookShelf store, and receive a tax receipt and our thanks! Or, shop with us and get great books at great prices, It’s a win-win-win!

Consider a $35 donation to honor our 35th anniversary— you can donate in honor of a friend (a good gift idea for the person who has everything…).

A $50 donation provides a new tutor/student pair with English practice books and workbooks.

A $120 donation covers the cost of the complete Pearson GED® test for one student.

A $1,200 donation will pay for replacement of our bookkeeping/record-keeping computers, which are nearing a decade old and must be replaced.

A $5,000 donation would purchase the English language learner books we require for an entire year. Each student and tutor receives their own copies of their learning materials, one of our most significant expenses.

A $7,500 donation would pay for needed renovations to the Brunswick BookShelf tutoring space, and support the creation of a Children’s Reading Room.

Check our website for a link to an easy way to donate to Project: LEARN via Donor Advised Funds, or PayPal via credit card (projectlearnmedina.org/get-involved).

Become a Project: LEARN tutor or volunteer! Contact us to learn about volunteering as a tutor or bookstore volunteer: projectlearn.medina@gmail.com or call 330-723-1314!
Grants, Fundraisers, and Events: FY 2018

Our BookShelf stores provide about 60 percent of the revenue necessary for Project: LEARN to fulfill its mission—we must raise funds or write grants for the other 40 percent:

July, 2017: Thank you to Grainger Foundation for a $5,000 grant supporting books for all our students!

January, 2018: Thank you to Huntington Bank for a grant of $3,000 towards program costs.

April, 2018: Match Wits, our team trivia night. We had 21 talented teams compete, and this year, we had a new winner! Longtime participants, the team from Medina Sunrise Rotary, took home the top prize, one-of-a-kind trophies created by Eric Schultz of Antiquation Home Goods.

May, 2018: Thank you to Dollar General Literacy Foundation for a $6,800 grant supporting our Lodi Family Center location—this grant enables us to partner with LFC to serve southwest Medina County.

June, 2018: Kids’ Day of Play on Medina Square, offering literacy-related games and a dollar book sale to jump-start kids’ summer reading. Also, we again offered new copies of summer reading books for local school districts at BookShelf stores. Also in June, we gratefully received a $1,400 grant from the Medina County Community Fund to support new laptop computers for all four locations.

Partnerships: Working Together to Serve Medina County

Project: LEARN of Medina County is strengthened by our partnerships with many entities throughout our county.

One of our strongest relationships is our partnership with the Lodi Family Center, which began in 2015. Their facility offers a variety of services and programming for at-risk families. We offer tutoring to adults at the center in Lodi, assisting students from southwest Medina County who do not have transportation to our other locations. Our first GED graduate from Lodi is happily employed at a new job and grateful that our services were available near his home. Other students are pursuing higher scores on the ASVAB test and improved basic literacy skills. We are especially grateful to the Dollar General Literacy Foundation for their support of our Lodi location.

We are grateful to volunteer Vicki Munoz and her church community at Brunswick Church of the Nazarene. Vicki is coordinating a very well attended English language conversation class at the church on Sundays, enabling us to reach a large segment of English language learners in northern Medina County.

Medina County District Library has expanded services to our students by providing GED® workbooks and calculators that can be checked out for use in the Brunswick and Medina branches, as well as special practice and reading materials for our students. Also, the library became an official GED® testing site in 2017! We are so grateful for their commitment to helping our students!

Upcoming Events...Save the Date!

We have several exciting events for your calendar for the 2018-2019 fiscal year:

**Annual Meeting:** Please join us Monday, December 10th, from 6:30-8pm at the United Church of Christ, Medina, for our annual meeting and holiday party potluck! All tutors, students, and volunteers are welcome! Please RSVP for the event by calling 330-723-1314, or email us at projectlearn.medina@gmail.com.

**Match Wits 2019!** Plans are underway for the county’s premier trivia event! Please save Thursday, April 11th for Match Wits 2019, and start getting your table of eight trivia buffs ready to compete! We will return to the lovely renovated Coppertop at Cherokee Hills—see you there!
We helped over 200 students in Fiscal 2018, providing free small group and one-on-one tutoring. Here are a few of their inspiring stories:

**Student S.** S. has worked with Project: LEARN for two years, since her job was relocated to Mexico and she became eligible for retraining support through a government program. She worked with two different tutors, and also took classes three evenings a week through Polaris Career Center’s Medina Co. program. S. is one of the most dedicated students we’ve worked with at P:LEARN—her perseverance is so inspiring! In early November, S. passed the final GED test and is now a proud graduate! Congratulations, S.!

**Student B.** We are thrilled to report that our student B. finished the GED in early 2018, and has since finished several courses at Stark State College! Keep up the great work, B, we are so proud of you!

**Refugees at Clampco Industries:** You may remember our report on 14 African refugees who were working as contract workers at a Wadsworth-based manufacturer. We had a tutor assisting the company by providing small group instruction on site at the company throughout the first six months of 2018. At the end of this time frame, all 14 students had achieved strong proficiency in English, and were hired on as permanent employees by Clampco. The company relied on our tutor supervisor for additional consulting on how to engage and support English-language learners going forward, and how to test these learners to ensure that their skills were adequate to the tasks they need to perform.

Congratulations to all, and thanks to our tutors who made these stories possible!!

## Our Staff, Fulfilling our Mission One Student at a Time

Karla Robinson, executive director, manages communications, fundraising, grant-writing, and general operations, including our three stores. She is ably assisted by Office Manager Cindy Kemsuzian, who maintains our student, tutor, supporter, and financial data bases.

To ensure that our tutoring operations function at the highest level, we have tutor supervisors at all locations. Jeff Vogel continues to serve as our senior tutor supervisor and oversees tutoring operations in Lodi and Wadsworth.

Joe Burns joined our staff in July, 2017, as our tutor supervisor in Brunswick, and also took over tutor supervision in Medina when Kathy Mesick left Project: LEARN in early 2018. Jeff and Joe have extensive experience in education, assessment, training and curriculum development. They work hard to make successful matches between students and tutors. Throughout the year, they work closely with our volunteer tutors to ensure that they have the materials and curricula necessary to help our students achieve their goals.

## Project: LEARN Board of Trustees

**Project: LEARN Board of Trustees—Calendar Year 2018**

**Trusted**
- Rich Bidinger
- Kelly Dempsey
- Drew Hall
- Richelle Miller
- Lee Potts
- Brad Proudfoot
- Leah Schrock
- Bill Ward
- Bill Whelan
- Cindi White

**Project: LEARN Executive Board 2018**

President: Kelly Poole
Vice President: Darci Jay
Secretary: Rita Garry-Esposito
Treasurer: Scott Snyder

The board thanks Lee Potts and Bill Ward for their service; their terms on the board ended during 2018. New to the board for 2018 is Leah Schrock and Richelle Miller.

Project: LEARN of Medina County is a registered 501(c)(3) organization, subject to all IRS and state laws governing charities. We are led by a Board of Trustees comprised of individuals from throughout Medina County who volunteer their time and expertise to help Project: LEARN fulfill its mission. Thanks to our board for their service during the 2018 calendar year!
### Our Service to the Community, FY 2017-2018

This year, Project: LEARN provided tutoring services to 202 students in four main areas of study: English as a second language, GED testing preparation, Adult Basic Education/Low Literacy, and Other Adult Learning Needs (examples include prep for tests such as the Armed Services Vocational Aptitude test, college math/writing, and other tests). Our tutors, numbering 162 dedicated individuals, along with our professional staff members, provided over 4,100 hours of tutoring to students.

<table>
<thead>
<tr>
<th>Tutoring Locations</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunswick</td>
<td>67</td>
</tr>
<tr>
<td>Medina</td>
<td>88</td>
</tr>
<tr>
<td>Wadsworth and Lodi</td>
<td>42</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tutors</th>
<th>162</th>
</tr>
</thead>
</table>

| Tutoring Hours | 4,139 |

### The BookShelf: Our Bookstore Operations

Project: LEARN operates used bookstores, all called The BookShelf, in Medina, Brunswick and Wadsworth. Generous community members donate the books we sell. The stores help us to fulfill our mission by providing a convenient location for tutors and students to meet. The sales generated by the stores help fund the cost of tutoring materials, so our services can be provided free of charge to all who need them.

Tremendous thanks go out to our volunteer coordinator Denise Laux (Brunswick), and our staff store manager Diane Shreve, who oversees all three stores, for their skill in managing our large crew of store volunteers.

Where would we be without our dedicated store volunteers? Combined, volunteers at all three stores worked over 10,750 hours in our stores this fiscal year. Our great thanks to all Project: LEARN BookShelf volunteers!

“Benny the Bookworm,” created by volunteers Sandy Brown and Joanne Johnson, on Medina Square

### Annual Financial Report Summary

Project: LEARN’s financial situation became stronger in FY 2018. We ended the year solidly in the black, as you can see on page 7’s complete report. Grant acquisition was strong this fiscal year, as was the performance of our bookstores.

Our cash on hand has grown in the past twelve months, a necessary protection in case of emergency expenditures. Additional bookstore space, added to the Medina location in fall, 2017, has increased Medina store revenues by 20% year over year. We hope to replicate that result with planned renovations in Brunswick in 2019. We continue to sell books online, providing another revenue stream from books donated to us. In the new fiscal year, we held a 35th anniversary party and fundraiser that will stand us in good stead for FY 2019.

Project: LEARN’s financial reports are monitored by the Board of Trustees. An outside accountant reviews our books monthly. A separate tax accounting firm prepares our annual IRS filings. Our policies and financial management systems guarantee that every dollar is accounted for, and ensure accountability to all our supporters.

Looking forward to 2019, we will need to continue to seek new grants, fundraise effectively, and manage expenses in order to keep up with the rising costs we face. Please consider supporting Project: LEARN with your tax-deductible donation—your support stays right here in Medina County. Many thanks to our Friends supporters for 2018, found on page 6.
### Friends of Project: LEARN, November 2017-November 2018

#### Emeritus Level (Donations over $5,000)
- Dollar General Literacy Foundation (grant)
- Hillier Family Foundation (grant)
- Willard Stevenson Foundation (grant)

#### Dean Level ($1,000-$4,999)
- 620 Corporation
- Doris Byers
- Cisco Foundation
- Perry & Mary Doermann
- Exxon/Mobil Foundation in Honor of Loretta Wilson

#### Huntington-Akron Foundation (grant)
- Joanne Johnson
- Will & Kathy Koran
- Medina Co. Community Fund
- Medina Noontime Kiwanis in Honor of Larkin Cleland
- The Venner Family Foundation
- Pat Walker & Ralph Jocke
- The Clara Weiss Fund
- Scott & Amy Snyder
- Bill & Jennifer Whelan

#### Professional Level ($500-$999)
- Buehler’s Fresh Foods
- Ann Cole
- Steve Hambley
- Russ & Angie Huston
- John & Virginia Jeandrevin
- Laborers’ International Union of North America, Local Union 894
- Tech Soup
- United Church of Christ, Congregational
- Jean P. Wade Foundation
- Westfield Insurance Foundation in honor of Scott Snyder
- Jeff & Jackie Wolff

#### Instructor Level ($250-$499)
- David Arbogast & Marilyn Stano
- Rich Bideringer
- DataPerf Professionals
- Connie & Paul Kubis
- Mike & Richelle Miller
- Lee Potts
- Warren Raese
- Adam Russo
- Bob Smith

#### Master Level ($100-$249)
- Beau Abdenour
- Randy & Kathy Arehart
- Don & Kathy Behrendt in Memory of Raymond Keller
- Pete & Sydney Sue Benson
- Jim & Mary Jo Boyes
- Beth Browning
- Brunswick Eagles Ladies Auxiliary 3505
- Richard & Maryann Dargan
- Bruce & Jackie Davey
- Kelly Dempsey
- Rita Esposito
- Suzanne Heiszek
- Chris Jakab
- Chris & Kelley Jones
- Gunther & Lynn Koch
- Carole Kowell
- Mark & Susie Lindenmuth
- Kevin & Diane McNally
- Network for Good in Honor of Diane Shreve
- PayPal Giving Fund
- Kelly Poole
- Brad Proudfoot
- Charles & Kathleen Rankin
- The Raspberry & The Rose
- Young Rob
- Nicholas & Kathleen Schmitz
- Don & Edith Simmons
- Melissa Spohn in Memory of Raymond Keller

#### Scholar Level ($50-$99)
- Sherry Abell
- Anonymous
- Edie Campbell
- Steve & Joan Dowst
- Elaine Fernwood
- John & Janet Grimm
- Valerie Hamilton in memory of Wayne Hamilton
- The James Family
- Commander Michael E. Kovack
- John & Judith Lalak
- Traci A. Linn
- Magni-Power Company in Memory of Raymond Keller
- Pat Neuendorff
- Nordson Corp. Matching Gifts
- Terry & Annette Robson
- Robert & Robin Wilson

#### Associate Level ($25-$49)
- Amazon Smile Foundation
- Richard & Lou Ann Andrews in Memory of Raymond Keller
- Linda & Robert Bux
- Combined Federal Campaign
- Bill & Nancy Elligot
- John & Linda Greer
- Drew Hall
- Judy Hamer
- Rachel Krauss
- Don & Jan Moll
- Patricia Robertson
- Paul & Geraldine Ruggles in Memory of Raymond Keller
- Ray & Helen Vawter
- Nancy Whitbey in Memory of Raymond Keller

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**Total Donors, 11/18-11/19:**
**Individual/Corporate Donors:** 99

You have made a difference in the lives of over 200 adult students! Thank you!

Huge thanks to the hundreds of county residents who donated books to Project: LEARN’s BookShelf stores in 2018!

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**Project: LEARN thanks Huntington Akron Foundation for a $3,000 January, 2018 grant to support our programs throughout Medina County!**

Pictured above, l to r: Nick Browning, Akron Region President, Huntington Bank; Kelly Poole, Project: LEARN Board President; Karla Robinson, Executive Director, P:L; and Don Miksch, Vice President and Wealth Team Advisor, Huntington Bank Medina

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**We Thank Our Sponsors of the 2018 Match Wits Trivia Night:**
- A Cupcake A Day...
- Antiquation Home Goods
- Bill Doraty Kia
- Buehler’s Fresh Foods
- Clampco Industries
- Medina Sunrise Rotary
- The Ohio Light Opera
- The Post Newspapers
- Commissioner Colleen Swedyk
- Uncorked Medina Wine Festival
- Westfield Group

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- Buehler’s Fresh Foods
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- The Ohio Light Opera
- The Post Newspapers
- Commissioner Colleen Swedyk
- Uncorked Medina Wine Festival
- Westfield Group
### Project: LEARN of Medina County

#### Statements of Receipts, Expenses, and Net Income (Loss)

For the Years Ended June 30, 2018 and 2017

**Modified Cash Basis**

*(Unaudited)*

<table>
<thead>
<tr>
<th>Sources of Income:</th>
<th>FY 2017</th>
<th>FY 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book Sales Income (gross income minus sales tax)</td>
<td>101,137</td>
<td>107,680</td>
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<tr>
<td>Friends Donations</td>
<td>25,388</td>
<td>34,457</td>
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<td>Fundraisers</td>
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<td>12,706</td>
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<td>United Way Designated Donations</td>
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<tr>
<td>Restricted Donations</td>
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<td>Grants (Other)</td>
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<td>Probation Contract</td>
<td>3,176</td>
<td>6,453</td>
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<tr>
<td>Other</td>
<td>55</td>
<td>259</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>155,246</td>
<td>179,389</td>
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<table>
<thead>
<tr>
<th>Expenses:</th>
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<tbody>
<tr>
<td>Fundraisers Expense</td>
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<td>5,133</td>
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<tr>
<td>Salaries and Wages</td>
<td>70,345</td>
<td>68,356</td>
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<tr>
<td>Payroll Taxes</td>
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<tr>
<td>Books</td>
<td>13,352</td>
<td>15,305</td>
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<tr>
<td>Program Supplies</td>
<td>846</td>
<td>517</td>
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<tr>
<td>Occupancy</td>
<td>52,118</td>
<td>54,011</td>
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<td>Insurance</td>
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<td>Office Supplies</td>
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<td>Professional Fees</td>
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<td>Telephone and internet</td>
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<td>Postage and Delivery</td>
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<td>614</td>
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<tr>
<td>Payroll Service Fee</td>
<td>656</td>
<td>680</td>
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<td>Promotion and Advertising</td>
<td>2,122</td>
<td>646</td>
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<tr>
<td>Dues and Subscriptions</td>
<td>464</td>
<td>584</td>
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<td>Financial Service Fees</td>
<td>2,763</td>
<td>2,792</td>
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<tr>
<td>Bookstore Expense</td>
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<td>1,509</td>
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<td>Mileage</td>
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<tr>
<td>Conferences</td>
<td>195</td>
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<tr>
<td>Training</td>
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<td>Miscellaneous*</td>
<td>3,140</td>
<td>722</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td>174,279</td>
<td>170,544</td>
</tr>
</tbody>
</table>

**Net Income (Loss)**

- FY 2017: (-19,033)
- FY 2018: 8,845

**Cash On Hand as of July 1st**

- FY 2017: 65,516
- FY 2018: 74,471

(*Miscellaneous includes depreciation expenses*)
Please join us for our Annual Meeting and Holiday Potluck on Monday, December 10th! (details inside!)

Project: LEARN wishes you a wonderful holiday season and a safe and happy New Year!

105 West Liberty Street
Medina, OH 44256

Phone: 330.723.1314
Email: projectlearnmedina@gmail.com

Visit us on the web: www.projectlearnmedina.org

Changing Lives in Medina County