

2013 Annual Report and 2014 Business Plan

January 1, 2013

Mission

The Mission for Freedom to Read, Inc. is to change the lives of the people of the Bahamas through free access to literacy. This organization works with the Bahamas Library Services to train and teach library attendants and supervisors, provide print and electronic materials for use in libraries and sponsor literacy services in the out island settlements of the Bahamas. The goal of the organization is literacy for all people of the Bahamas.

Overview for 2013

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 2013:

- Increase capacity for accomplishments by adding volunteers to the Board of Directors and committees
- Negotiate shipping agreements to ensure shipping of books and materials to the islands free of charge
- Solidify and expand literacy centers on the islands
- Ensure proper training of library attendants in library management, arrangement and collection development in cooperation with the Bahamas Library Service
- Solidify and expand connections with Bahamian politicians and business-people who support the literacy movement in the Bahamas
- Use volunteer efforts to seek grants for the work of Freedom to Read
- Record policies and processes

Plan for 2013

Programs and Projects

Gregory Town Library

Goal: *To assist the Gregory Town settlement in reestablishing the library which was damaged during Hurricane Irene and to donate a new collection to the library.*

The library in Gregory Town sustained severe water damage during Hurricane Irene, requiring a replacement of a large portion of its collection. This will require book drives, coordination of packaging and shipping of the materials and volunteers to provide on-site assistance in culling the existing, damaged collection. Once the unusable materials are removed, the library will require new shelving and placement of the collection on the new shelves.

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

Current Library

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

Freedom to Read has provided extensive training for the library attendant in Current in the past and has sent additions to the existing collection.

Long term: Continued support and enhancements to the collection.

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. We will support these leaders in identifying an appropriate building for the library, solicit donated materials from our sources in the United States and ensure delivery of the new collection. We will also work with the leaders Upper Bogue to shelve, train the attendant and manage the collection for the long term.

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

Tarpum Bay Library

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

Freedom to Read, Inc. has provided extensive training for the library attendant in Tarpum Bay in the past and has sent additions to the existing collection.

Long term: Continued support and enhancements to the collection.

James Cistern Library

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

Freedom to Read, Inc. has provided extensive training for the library attendant in James Cistern in the past and has sent additions to the existing collection.

Long term: Continued support and enhancements to the collection.

North Eleuthera High School

Goal: *To assist the high school in replacing the library collection.*

The library and its entire collection were destroyed by fire. Freedom to Read, Inc. plans to work closely with the school administration to replace the lost collection.

Long term: Continued support and enhancements to the collection.

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 in the past. We plan to provide EEO with hand-picked enhancements to support their literacy programs.

Long term: Continued strong relationship to encourage EEO's literacy efforts.

Structures and Projects to Advance the Goals and Programs of Freedom to Read

Public Awareness/Presence/Communication Vehicle

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

A website and Facebook presence has been established. Ongoing efforts will be made to keep these vehicles fresh. Collateral material will also be developed. Options for stakeholders to learn more about our mission and requests will be explored. Finally, an electronic newsletter will be developed to maintain a presence before our supporters and targeted audience. Identifying and recruiting volunteers to maintain these outreach efforts is a top priority for 2013.

Fundraising

Goal: *To raise \$12,000 in 2013 as a stretch goal or \$10,000 as a need goal.*

A fundraising function is critical to the success of Freedom to Read, Inc.'s programs. The fundraising director position is currently vacant, but it is a necessity to fill it as soon as possible, so the fundraising goals can be met. This individual will be responsible for designing a strategy, including defining audiences, for these efforts.

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 personnel structure.*

Currently, all tasks are being handled by a handful of individuals. There are four Board Members, and a few other dedicated volunteers. Identifying, tasking and retaining volunteers is a high priority. The existing structure does not accommodate remuneration for any member of the team, so identifying individuals willing to donate their time and expertise is critical for 2013.

Long-Term Goals

Looking beyond 2013, Freedom to Read has several goals in mind. Since financial health is critical to any organization, Freedom to Read, Inc. looks forward to creating a 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.

Freedom To Read, Inc. 2013 Budget

Income

Donations	\$10,000
Total Income	\$10,000

Expenses

Supplies (libraries)	\$200
Shipping (libraries)	\$1,600
Travel	\$7,100
Airfare	\$1,500
Lodging	\$3,000
Car Rental/Gas	\$1,500
Communication	\$100
Meals	\$1,000
Web Hosting/Domain Name	\$150
Postage	\$100
Printing	\$500
Miscellaneous	\$200
Total Expenses	\$9,850

Net Income **\$150**

Assumptions:

- *Shipment of 8 pallets/year at \$200/pallet
- *Travel expenses assume two trips/year
- *Flight expense only covers the Executive Director for two roundtrip tickets
- * Meals expense does not cover those eaten in restaurants nor alcohol