



Town of Reading Meeting Posting with Agenda

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2024-01-08

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Agenda:

Purpose: General Business

Meeting Called By: Patrick Egan, Chair

Notices and agendas are to be posted 48 hours in advance of the meetings excluding Saturdays, Sundays and Legal Holidays. Please keep in mind the Town Clerk's hours of operation and make necessary arrangements to be sure your posting is made in an adequate amount of time. A listing of topics that the chair reasonably anticipates will be discussed at the meeting must be on the agenda.

All Meeting Postings must be submitted in typed format; handwritten notices will not be accepted.

Topics of Discussion:

This meeting will be held in-person in the Community Room at the Reading Public Library and remotely on Zoom. It will also be available streamed live through RCTV

Join Zoom Meeting

<https://us02web.zoom.us/j/86117297460>

Meeting ID: 861 1729 7460

One tap mobile

+13017158592,,86117297460# US (Washington DC)

+13052241968,,86117297460# US

Dial by your location

+1 646 876 9923 US (New York)

Meeting ID: 861 1729 7460

Find your local number: <https://us02web.zoom.us/j/86117297460>

The Trustees also accept public comments through email: rpitrustee@noblenet.org



Town of Reading Meeting Posting with Agenda

- I. Call to Order
- II. Public Comment
- III. Library Landscape Project Update
- IV. Financial Report
- V. Director's Report
- VI. Approval of December 11, 2023, Meeting Minutes
- VII. Future Agenda Items

SUMMARY	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Municipal Salaries	\$ 1,698,150	\$ -	\$ 737,021	\$ -	\$ 961,129	43%
Municipal Expenses	\$ 143,200	\$ -	\$ 100,670	\$ -	\$ 42,530	70%
Municipal Materials	\$ 273,675	\$ -	\$ 124,468	\$ -	\$ 149,207	45%
Fines & Fees	\$ 12,791	\$ 3,985	\$ 1,756	\$ -	\$ 15,020	N/A
State Aid	\$ 88,662	\$ 510	\$ 40,676	\$ 12,760	\$ 35,736	N/A
Gifts	\$ 329,118	\$ 2,992	\$ 22,061	\$ -	\$ 310,049	N/A
Trusts	\$ 48,663	\$ 98,732	\$ -	\$ -	\$ 147,395	N/A
TOTALS	\$ 2,594,259	\$ 106,219	\$ 1,026,652	\$ 12,760	\$ 1,661,066	

Municipal Appropriation	Original \$\$	Rev/Adj	Expended	Encumbered	Balance	% Used
Salaries - Library Administration	\$446,950		\$ 194,192	\$ -	\$ 252,758	43.45%
Salaries - Leave Buyback*	\$0		\$ 2,656	\$ -	\$ (2,656)	
Salaries - Collection Services	\$536,300		\$ 245,099	\$ -	\$ 291,201	45.70%
Salaries - Public Services	\$714,900		\$ 295,074	\$ -	\$ 419,826	41.27%
Expenses - General						
Library Maint Contract Supp	\$22,000		\$ 22,673	\$ -	\$ (673)	103.06%
Professional Development	\$14,000		\$ 8,064	\$ -	\$ 5,936	57.60%
Library Programs	\$4,000		\$ 1,014	\$ -	\$ 2,986	25.35%
Software/ Licenses	\$69,200		\$ 58,039	\$ -	\$ 11,161	83.87%
Library Supplies	\$8,500		\$ 3,872	\$ -	\$ 4,628	45.55%
Office Supplies	\$4,500		\$ 255	\$ -	\$ 4,245	5.67%
Technology	\$11,000		\$ 1,444	\$ -	\$ 9,556	13.12%
Equipment	\$10,000		\$ 5,311	\$ -	\$ 4,689	53.11%
Materials	\$273,675		\$ 124,468	\$ -	\$ 149,207	45.48%
Books			\$ 50,509	\$ -		
Audio			\$ 3,467	\$ -		
Video			\$ 1,385	\$ -		
Periodicals			\$ 1,950	\$ -		
Electronic Resources			\$ 21,998	\$ -		
Databases			\$ 14,150	\$ -		
Other Materials			\$ 5,630	\$ -		
Overdrive (eBooks / eAudiobooks)			\$ 25,379	\$ -		
TOTALS	\$ 2,115,025	\$ -	\$ 1,016,136	\$ -	\$ 1,152,866	48.04%

Fines and Fees	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$ 12,791	3,985	\$ -	\$ -	\$ 16,776
Materials			\$ -	\$ -	\$ -
Supplies			\$ 1,756	\$ -	\$ (1,756)
TOTALS	\$ 12,791	\$ 3,985	\$ 1,756	\$ -	\$ 15,020

State Aid	Original \$\$	Rev/Adj	Expended	Encumbered	Balance
Revenue	\$88,662	\$ -	\$ -	\$ -	\$88,662
Expenses					
Office Supplies		\$158	\$158		\$0
Professional Development				\$ -	\$0
Materials			\$ 290	\$ -	(\$290)
Library Other			\$25,801	\$ 12,760	(\$38,561)
Library Equipment		\$352	\$14,427		(\$14,074)
TOTALS	\$88,662	\$510	\$40,676	\$12,760	\$35,736

Gifts & Donations	Original \$\$	Adj/Income	Expended	Encumbered	Balance
<i>Revenue</i>	\$44,769	\$ 2,033	\$ -	\$ -	\$ 46,802
Professional Development		\$ -	\$ -	\$ -	\$ -
Recreational		\$ -	\$ 496	\$ -	\$ (496)
Programs & Services Adults	\$29,522	\$ -	\$ -	\$ -	\$ 29,522
Programs & Services Teens	\$24,265	\$ -	\$ -	\$ -	\$ 24,265
Programs & Services OESJ	\$2,050	\$ -	\$ 450	\$ -	\$ 1,600
Programs & Services Childrens	\$88,755	\$ 500	\$ 9,600	\$ -	\$ 79,655
Programs & Services- Local History	\$500	\$ -	\$ -	\$ -	\$ 500
Studio	\$30,298	\$ -	\$ -	\$ -	\$ 30,298
RPL Foundation	\$74,356	\$ -	\$ 5,864	\$ -	\$ 68,492
Other Gifts (Combined)	\$7,759	\$ -	\$ 5,650	\$ -	\$ 2,109
Materials	\$26,844	\$ 459	\$ -	\$ -	\$ 27,303
TOTALS	\$ 329,118	\$ 2,992	\$ 22,061	\$ -	\$ 310,049

Trusts	Non-Expend	Avail/Int	Expended	Encumbered	Balance
Appleton / Mansfield	\$ 11,000	\$ 5,558	\$ -	\$ -	\$ 16,558
Edward Appleton	\$ 5,000	\$ 40,032	\$ -	\$ -	\$ 45,032
R/M Babcock	\$ 3,598	\$ 2,462	\$ -	\$ -	\$ 6,059
Stephen Foster	\$ 12,000	\$ 7,477	\$ -	\$ -	\$ 19,477
Charles Torrey	\$ 1,000	\$ 1,014	\$ -	\$ -	\$ 2,014
Donald Tuttle	\$ 500	\$ 905	\$ -	\$ -	\$ 1,405
Elaine & George Long	\$ 5,000	\$ 35,143	\$ -	\$ -	\$ 40,143
Barbara Hewitt	\$ 8,952	\$ 4,908	\$ -	\$ -	\$ 13,860
James Rawstron	\$ 1,613	\$ 1,233	\$ -	\$ -	\$ 2,846
TOTALS	\$ 48,663	\$ 98,732			\$ 147,395

Name	Purpose
Appleton / Mansfield	"...for the purchase of books other than those listed as fiction" (NONFICTION BOOKS)
Edward Appleton	"Purchase of books, paintings, engravings, works of art or other suitable useful furnishings
R/M Babcock	"Books on literary subjects and self-government" (BOOKS)
Stephen Foster	"Books ... to be inscribed 'Stephen Foster Fund'" (BOOKS)
Charles Torrey	"Books on non-fictional subjects" (NONFICTION BOOKS)
Donald Tuttle	"Books"
Elane & George Long	"Books or Equipment"
Barbara Hewitt	"Books"
James Rawstron	"Books on tape& furniture to house books on tape" (AUDIOBOOKS)

January 2024 Board of Library Trustees Meeting

IV. FINANCIAL REPORT

a) **FY24 Update:** There are no outstanding issues or concerns with the FY24 budget.

b) **December Gifts:**

DONOR	AMOUNT	PURPOSE
Bill & Marilyn Fowler	\$500.00	Children’s Services
Jean M. Allen	\$100.00	General use
Aubrey Stewart	\$25.00	General use
Thomas and Heather Kirwin	\$100.00	In Memory of Diane Dresser
Various Cash Donations	\$11.00	General use
Total	\$736.00	

V. DIRECTOR’S REPORT

a) **December Snapshot**

*The exterior pickup lockers are waiting for repairs

Usage	December 2023	November 2023	December 2022
Circulation	26,571	25,352	26,244
Locker Use	7*	42*	N/A
Meeting Rooms Rentals	18	17	18
Museum Passes	150	143	139
New Library Cards	93	109	51
Overdrive	4,961	4,922	3,605
Programs	57	61	32
Reference Questions	1,700	1,748	1,734
Visitors	12,970	14,081	11,327
Volunteer Hours	4	10.5	53.75

b) **Services, Programs, and Collections**

i) **Evergreen Update:** NOBLE installed a significant update to our integrated library system (ILS), Evergreen. NOBLE is working to resolve several issues with the upgrade, including difficulty logging into patron accounts.

- ii) Sleuths on the Loose – the new Subscription Service Program - filled almost immediately. People on the waitlist will be part of the second round with access to the books when returned from the first subscribers.
- iii) The Pleasant Street Center Book Group is relocating to RPL as of January and will be rebranded as the "Studio 64 Book Group." This group will be merged with the RPL Book Group in the fall of 2024 as we consider creating a new nonfiction book group to serve diverse interests better.
- iv) Our Special Guest Storytime on 12/1 featured 3 Reading Police Department officers (Officer O'Shaughnessy, Officer Scouten, and Officer Lewis) and Cooper the Comfort Dog.
- v) RPL hosted 54 Austin Prep over three visits for a research project, resulting in several new library cards and checkouts.
- vi) Next up: "**Around the World Winter Reading Program.**" Be an armchair explorer this winter! Around the World is our winter reading program for children and families from January 8 through February 29. Stop by the Children's Room desk to register and pick up your adventure pack. Get your passport stamped as you read and win a prize after you've visited all seven continents.
- vii) We are halfway through FY24, and the mid-year program statistics are as follows:

<i>Total Programs</i>	<i>341</i>
<i>Total Attendance</i>	<i>6,203</i>
 <i>Passive Activities:</i>	 <i>26 (2,307 interactions)</i>

viii) Reading Chronicle Archives: We have sent out January to June 2023 for digitization and to be added to the online Reading Chronicle Archives.

Eighty users accessed the database in the first three weeks of December 2023. Most users are from Reading, MA, USA, but analytics show that we occasionally reach a broader audience!

<u>COUNTRY</u>	<u>USERS</u>	<u>CITY</u>	<u>USERS</u>
United States	74	Reading	30
United Kingdom	3	Boston	5
Canada	1	Woburn	5
Czechia	1	Malden	3
Cayman Islands	1	Belmont	2
Netherlands	1	Billerica	2
		Medford	2

c) Horizons

- i) **MLK Day Celebration, RMHS Performing Arts Center on Monday, January 15. Breakfast begins at 9:30 am, followed by the program from 10:00–11:00 am.** The program includes the unveiling of district-wide student art projects, performances by the RMHS Mixed Choir and the Korean Church of the Nazarene Choir, a special presentation by the Students of Colors and Allies for Social Justice (SOCA4SJ), and Keynote Speaker Latifa Ziyad.
- ii) Tax season is here: RPL will host tax assistance for older adults (50+) on Wednesdays, 9:15 am-1:00 pm from 2/14/24 through 4/10/24. Tentative registration opens 1/16/24. All appointments must be made through the Pleasant Street Center. Some income restrictions apply.
- iii) Trustee Dates:
 - (1) February 12, 2024, General Meeting
 - (2) March 5, 2024, Local Elections
 - (3) March 11, 2024, General Meeting

d) Personnel

Long-time custodian John Davis is retiring this month. All are invited to his retirement reception on Thursday, January 18, from 1–3 pm in the RPL Community Room. John has worked for the Town of Reading for over 42 years.

While John, a Reading native, can be seen at Town Hall, the Pleasant Street Center, the Police and Fire Stations, and pops up to help out at various school buildings, he has been THE Library custodian for most of that time, always going above and beyond the basics. From setting up programs protecting collections from water leaks to keeping 38,000 square feet of a 125+-year-old building chugging along, he has always been at the heart of the RPL family. He will be missed as he moves on to a well-deserved retirement.

e) Professional Development (selected)

- American Sign Language for Librarians
- CPR/AED Training
- Creating Safer Libraries: Foundations for Librarians and Frontline Staff
- Data Visualization for All
- Evergreen 3.10 Upgrade Session
- Gmail and G-Suite Training
- Library Support Staff Certification Competencies: Collection Management
- Meet Me at the Corner of Cat and Circ.
- Reasoning with the Unreasonable Patron
- Python for Librarians
- Redefining the Library Experience: Insights and Inspiration
- Stronger Together: Purposeful Service
- The Promoted Peer: From Coworker to Supervisor

- Youth Services Community Chat

Respectfully submitted,

Amy Lannon, Director (*she/her*)

January 8, 2024



Town of Reading Meeting Minutes

Board - Committee - Commission - Council:

Board of Library Trustees

Date: 2023-12-11

Time: 7:00 PM

Building: Reading Public Library

Location: Community Room

Address: 64 Middlesex Avenue

Session: Open Session

Purpose: General Meeting

Version: Draft

Attendees: **Members - Present:**

Patrick Egan, Chair; Monette Verrier, Vice-Chair; Andrew Grimes, Secretary; Cherrie Dubois; Cappy Popp, Monique Pillow-Gnanaratnam

Members - Not Present:

Others Present:

Amy Lannon, Director; Michelle Filleul, Assistant Director; Meaghan Clemente, Administrative Assistant; Andrea Fiorillo, Public Services Division Head; Albert Pless Jr., Director of Equity and Social Justice; Joseph McDonagh, Financial Committee Liaison to Reading Public Library; Andrew Gregory, Resident (remote)

Minutes Respectfully Submitted By: Andrew Grimes, Secretary

Topics of Discussion:

I. Call to Order at 7:00 p.m.

II. Public Comment

No public comments were made in person or remotely.

III. Winter Programming Update

Public Services Division Head Andrea Fiorillo presented a winter update on Library programming scheduled for December through February. One hundred five programs for children are planned, including expanded daily storytimes Monday through Thursday that are limited to 20 registrants, allowing for a calmer early literacy learning environment where librarians, caretakers, and children can form closer bonds. Ms., Fiorillo noted there are still two drop-in storytime programs on Fridays and Saturdays.

RPL will offer nineteen teen programs this winter, including the popular Exam Cram Midterm Study Session event and collaborations with Creative Arts. Library Associate Alissa Landau will host a Mah-Jongg for Beginners series for adults. Other offerings include Star Wars Trivia, Giant-Sized Family Games, and Title Town events featuring sports-themed play and stories. The Library is planning an after-hours Mini-Golf program for Friday, February 23. Other exciting learning opportunities include programs such as a Veterans' Resume Workshop and lectures on Gene Editing as Medicine, the 250th

Anniversary of the Boston Tea Party, and “Identity and Rebellion in Pre-Revolutionary America.”

Special programs include a Teen Quilting Project Series will allow each teen to create a portion of a quilt displayed in the Teen Space and a new “Sleuths on the Loose Cozy Mystery” Subscription Service that will provide registrants access to a new mystery book on the 15th of each month, January through June.

Ms. Fiorillo noted the the BeTween Time weekly drop-in series for tweens in grades four through seven has grown weekly as young patrons bring friends to enjoy activities in the developing Tween space.

Additionally, there are now two health resource kiosks in the Health Nook providing access to quality health and wellness websites with trusted resources.

Programming centers on the “Your Place is Here” theme, emphasizing library gatherings and bringing people back together after the isolating times of the COVID-19 pandemic.

In addition to its regular quarterly concert series, the Library is partnering with Creative Arts for a Sunday Concert Series. Three events will showcase the musical talents of different Creative Arts instructors and feature piano, voice, and world instruments. Audience members can engage and connect with performers, ask questions, and enjoy refreshments.

RPL is also partnering with the Pleasant Street Center to offer a Memory Café series, designed as a safe place for those with dementia and their caregivers to relax and connect while engaging in sensory activities.

The English Conversation Group finished its first series in December and plans to return in 2024. Members of the group speak approximately nine to ten distinct languages.

Ms. Verrier inquired about the Winter Warmers program. Ms. Fiorillo explained that, unfortunately, Winter Warmers will not take place due to concerns about large gatherings during the winter months since the pandemic. However, the similar Summer Sizzlers event will kick off summer reading during the warmer weather, when more people can confidently gather.

IV. Director of Equity Introduction and Presentation

Albert Pless introduced himself as the new Diversity, Equity, and Inclusion (DEI) Director for the Town of Reading. Mr. Pless lives in Winchester and has enjoyed coaching his three children in various sports and activities. Mr. Pless has a public health background focusing on community-based programs and addressing health and racial inequities. Mr. Pless previously served as the inaugural DEI Director in Andover, Massachusetts.

Mr. Pless is a member of the Massachusetts DEI Coalition and will host their regional meeting in Reading at the Library on Friday, December 15. Approximately 36 nearby municipalities in eastern Massachusetts are involved with the DEI Coalition, including Medford, Malden, Andover, Arlington, Lexington, and Revere.

Mr. Pless acknowledged that there is a learning curve to understanding the DEI dynamics and functionality of municipal governments. There are many community expectations. He noted the importance of wellness, self-care, boundaries, regular supervisory support, and check-ins are critical to avoid burnout. Mr. Pless reported he is the only one of his colleagues based in the library and appreciates the support and accessibility to the public that the space provides.

Mr. Pless believes DEI positions should be at the leadership level in title and practice. Widespread staff and committee support are essential for success both internally and externally. It is also crucial for the town to make financial investment to DEI in the form of a dedicated and functional budget.

Equity assessments and community equity audits are critical for capturing data from the local community and the workforce. The data will drive informed and sustainable decisions that provide value to the community. Mr. Pless is excited to be a part of this process in Reading. However, Mr. Pless also stressed the importance of additional, specialized DEI work for local schools.

Mr. Pless provided an overview of specific and shared DEI responsibilities DEI among different municipalities, noting it is important to update language and practices in internal policies and procedures to promote inclusivity and accessibility in critical functions such as evaluation, contracts, procurement, hiring, training, strategic planning, and more. Each department must leverage its operational strengths to promote a collaborative and welcoming environment for the whole community. Internal leadership decisions should be data-informed and driven. All Reading cultures should be acknowledged and celebrated through collaborative partnerships.

Mr. Pless explained that the DEI community survey closed several weeks ago, and focus group meetings should wrap up this week. Consultants will analyze and summarize data over the next few weeks. Mr. Pless has been busy meeting and networking with various community members over coffee and recently attended the Community Menorah Lighting. He is looking forward to meeting more people and developing an understanding of their interests and priorities.

V. Policy Changes & Vote: Borrowing Policy, Fines & Fees Policy

Ms. Lannon reviewed the revised Borrowing Policy featuring changes discussed at the November meeting. These changes include eliminating checkout limits on CDs and DVDs and no longer requiring a signed equipment agreement for the Library of Things collection. These changes help reduce barriers to access for patrons. Mr. Egan noted that "In-Library Use Equipment" should be italicized in the Special Collections section. There were no changes to the Fines & Fees Policy.

Motion: To adopt the Borrowing Policy as presented. (Grimes / Dubois)

Vote: Approved 6-0

VI. Financial Report

Ms. Lannon reviewed the FY25 Level 1 Budget and will present it to the Select Board on December 12. A detailed review of the expected calendar of pay raises, pay periods, and schedules with the Town Accountant resulted in a \$2,550 salary budget reduction

from the amount presented at the November meeting. Mr. McDonagh questioned variances in FY25 Collection Services and Public Services salaries compared to FY24. Ms. Lannon explained that this budgetary change does not reflect any additions or cuts but is due to the transferring of a position from the Collection Services Division into the Public Services Division.

The Library received several donations in memory of Barbara Boviard. Trust earnings are down slightly. Ms. Lannon clarified that the Commissioners of Trust Funds Board manages the trusts in collaboration with Town Treasurer Diane Morabito.

The Library will also receive the first of two state aid payments. This first payment is \$29,077.29, usually one-half of the total award. Based on the first payment, the RPL can expect to receive \$58,000 in State Aid for FY24. This amount represents an increase of about \$10,000 since FY23. The FY24 funds received will be used for planning future FY25 projects. The North of Boston Library Exchange (NOBLE) consortia is also expected to receive state aid funds, which will help benefit the Library.

VII. Director's Report

a. Programs, Collections and Services

Ms. Lannon shared a snapshot of November usage statistics. Software on the exterior pickup lockers has recently been updated. However, the lockers are currently out of commission until a part needed to repair the scanner arrives. Supply chain issues have caused delays, but the Library hopes the lockers will be usable again soon.

A variety of solid programming offerings for all ages has increased library visitors. Circulation is generally highest during the summer and typically drops off slightly in the fall and winter, with a seasonal increase in the spring. OverDrive circulation demonstrates that patrons are reading and listening to materials electronically.

The Tween Space mural is underway and expected to be completed by January 1. Illustrator James Weinberg is working to extend the mural onto the ceiling and sides of the wall. Young patrons have enjoyed positively interacting with the artist. So far, a time-lapse video of progress on the mural has been posted to the Library's social media accounts. The Library is waiting to hear back from a new furniture designer through WB Mason specializing in stock and semi-custom furniture for the space. The vendor is on the state bid list and is aware of the budget for the project.

Despite November holiday closures for Veterans' Day and Thanksgiving, there were sixty-one Library programs in November. The Winter Brochure, showcasing programming for December through February, is available online. Print copies with a QR code are available upon request.

Recent Special Guest Storytimes have featured Public Safety Clinician Taunya Jarzyniecki, Community Service Officer Kristen O'Shaughnessy, and Cooper the Comfort Dog. The Children's Room team noticed many positive intergenerational moments at the light table STEM station in the Children's Room. Including talking points for adults at the stations has enhanced the experience for everyone, especially older adults with young children.

b. Personnel

Reference Librarian Rebecca Bailey will celebrate her sixth work anniversary in December. Aymon Langlois will begin work as a part-time, temporary support clerk for the Office of Equity and Social Justice on Monday, December 18. Mr. Langlois is a Reading resident, former library volunteer, and graduate of Reading Memorial High School and Skidmore College. He is passionate about disability advocacy and education and hopes to develop a series of workshops in collaboration with Mr. Pless. This position is a trial run for a more formal internship program, which the RPL hopes to launch in FY25.

c. Professional Development

Ms. Lannon reviewed a list of selected professional development activities recently completed by library staff.

VIII. Approval of November 14, 2023, Meeting Minutes

Motion: To approve the minutes of the November 14, 2023, Trustee Meeting as written. (Popp / Pillow-Gnanaratnam)

Vote: Approved 6-0

IX. Future Agenda Items

Mr. Egan noted a recent Select Board meeting on Tuesday, December 5, where Coalition of Us (CATO) group members proposed potentially forming the Bill Russell Ad-Hoc Commemoration Establishment Committee (BRACE). If approved, this Ad-Hoc Committee may feature a Board of Library Trustees designee. However, additional information is needed.

The Local Town of Reading and the Presidential Primary Elections will occur on March 5, 2024. Two positions on the Board of Library Trustees will be open. Ms. Pillow-Gnanaratnam will not be running for re-election. Ms. Lannon thanked Ms. Pillow-Gnanaratnam for her service and noted that her last meeting will be in February 2024.

Adjournment: 7:53 p.m.

Motion: To Adjourn 7:53 p.m. (Verrier / Popp)

Vote: Approved 6-0

Respectfully Submitted,

Andrew Grimes, Secretary



RHMS Interact Club is having a Donation for the US. Army!



Give back to those who give you safety, security, and freedom! This will end on **Tuesday, February 14th** so bring items in now! Please consider donating!

Foods:

- Hot sauce /
Condiments
- Snacks (Pretzels,
Cheez-Its,
Popcorn, etc)
- Chewing Gum
(Flavor doesn't
matter)
- Beef Jerky

Hygiene Products:

- Foot Powder
- Chapstick
- Sunscreen
- Baby Wipes
- Bars of Soap

Other Items:

- Beanie Babies
- Playing Cards