

Please complete this form by filling in the fields below. You must also provide a scanned copy of valid Proof of Payment (PoP) for all expenses listed. Acceptable PoPs include: cancelled checks, bank statements, bonafide itemized receipts. Once you have completed the report, please email a copy along with Proofs of Payment to Heather Conroy at: hconroy333@gmail.com

Project Title Winter Reading at Pembroke Public Library District

1. Briefly describe the project.
Patrons of Pembroke Township/Village of Hopkins Park and visitors are provided with a Take the Library to Children (TLC) Bag. The bags have reading material, craft/art project, useful information, COVID-19 safety gear, and promotional items of local businesses.
2. How many people benefitted from this project?
50 individuals are families will receive these bags.
3. What are the expected impacts of the project?
Families will see that their local organizations and businesses are suffering from this pandemic with them. They are not alone and these events make visiting a bit fearful. Libraries are more than their building. We have access to online and physical tools to assist patrons.
4. What sources and tools are you using for the project?
This project will be utilizing First Book Bank to provide a bulk selection of books. This way parents and children can read alone with the librarian. During the next virtual reading event in November, 2020.
5. How did you share the news of your project?
The Library posted on Facebook. Being that this is the social media platform used by residents.
6. Did Pembroke contribute any funds to the project? Yes or No. If Yes, how much?
Yes! The majority of supplies used to put together these bags. Were supplies the Library had on hand.
7. Actual Expenditures Valid Proof of Payment must be provided. Please add additional lines if needed.

<u>Date</u>	<u>Expense Type</u>	<u>Vendor</u>	<u>Amount</u>
<u>Oct. 17, 2020</u>	<u>Bulk Books</u>	<u>First Book Marketplace</u>	<u>\$117.50</u>
<u>Aug. 24, 2020</u>	<u>2021 Calendar</u>	<u>Coast to Coast</u>	<u>\$121.37</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Project Expenditures			<u>\$238.87</u>

Fed. Tax ID: 90-0144766
 Direct all other inquiries to:
 PH: 1-866-320-4887
 Fax: 901-334-5006



Invoice	IVC0097217
Date	8/24/2020
Order	CCS20231003

Remit Payments To:
 8039 Stage Hills Blvd.
 Suite 301
 Bartlett, TN 38133



Invoice

Bill To:
 PEMBROKE PUBLIC LIBRARY DISTRICT
 PO BOX 574
 HOPKINS PARK IL 60944

Ship To:
 PEMBROKE PUBLIC LIBRARY DISTRICT
 13130 E. CENTRAL
 PEMBROKE IL 60958

Purchase Order No.		Customer ID	Customer Phone	Salesperson ID	Payment Terms	Master No.
VERONICA THURMAN		C8159448609	(815) 944-8609	184	Net 30	289,824
Ordered	Shipped	B/O	Item Number	Description	Unit Price	Ext. Price
100	100	0	18119	Library Challenge Wall Calendar	\$1.000	\$100.00
1	1	0	4201	Glacier Convertible Cooler Bag	\$0.000	\$0.00

Comments / Tracking Info

37 917312635460

Terms and Conditions: Buyer shall pay seller for the goods in the amount stated on the face of this invoice within 30 days of the date of this invoice. Late charges shall accrue at the rate of 1.5% per month or at the highest rate allowed by law. Such interest shall commence on the 31st day from the date of this invoice. -Buyer agrees to pay seller's collection costs, for any delinquent amount, whether or not a lawsuit is filed, including reasonable attorneys' fees. -The agreement between the parties and all terms and conditions contained herein, shall be governed by laws of the State of Tennessee without reference to any conflicts of law provisions.	Subtotal	\$100.00
	Tax	\$0.00
	Shipping/Handling	\$21.37
	Total	\$121.37

Did you know you can pay securely online ?

Your order #700351266

Placed on October 17, 2020 12:46:04 PM EDT

Item	Sku	Qty	Subtotal
Disney Classics Board Book & CD Treasury Box	407734	50	\$99.50
A Wrinkle in Time: A Journal for Writers, Creators, and Thinkers (Carton of 30 Paperback Books)	413433	1	\$18.00

Subtotal \$117.50
Flat Rate Shipping (Not Applied to Book Bank) \$0.00
Grand Total \$117.50

BILL TO:

Pembroke Library
Pembroke Public Library District
13130 East Central
PO Box 574 Hopkins Park IL 60944
Pembroke Township, Illinois, 60958
United States
Address Type: Commercial Address
T: 8159448609

SHIP TO:

Veronica Thurman
Pembroke Public Library District
13130 East Central
13130 East Central, PO Box 86, Hopk
Pembroke Township, Illinois, 60958
United States
Address Type: Commercial Address
T: 8159448609

SHIPPING METHOD:

Flat Rate - Shipping

PAYMENT METHOD:

Check / Money order