

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?
The first time the Library provided much needed reading and activities for families sheltering-in. This time around Staff are looking to remind patrons of the clubs, provided by the Library. Clubs that switched their in-person service to the Zoom and Facebook Live platform. Keeping all involved safe at home. While tending to needs involving wellness.
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. With coloring books, Club signups.
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. While using this grant to add more updated information.
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>Nov. 25, 2020</u>	<u>Library Crayons</u>	<u>Coast to Coast</u>	<u>\$150.02</u>
<u>Dec. 02, 2020</u>	<u>Builk Books</u>	<u>First Book Marketplace</u>	<u>\$180.23</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
	Total Project Expenditures		<u>\$330.25</u>



Send checks payable to First Book to:

PNC Bank
 C/O First Book
 Lockbox #826769
 312 W Route 38
 Moorestown, NJ 08057

Order #700368251

Order Date: December 2, 2020

Shipping Address

Veronica Thurman
 Pembroke Public Library District
 13130 East Central
 Pembroke Township, Illinois, 60958
 United States
 Address Type: Commercial Address
 T: 815 944 8609

Billing Address

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

Shipping Method

Flat Rate - Shipping

Payment Method

Check / Money order

Items Ordered

Product Name	SKU	Price	Qty	Subtotal
Who's Who in the Dr. Seuss Crew (Collection of 30 Hardcover)	116232	\$169.23	Ordered: 1	\$169.23
The Belles #2: The Everlasting Rose (Carton of 20 Hardcover Books)	412386	\$11.00	Ordered: 1	\$11.00
Subtotal				\$180.23
Flat Rate Shipping (Not Applied to Book Bank)				\$0.00
Grand Total				\$180.23