Waiver Request (02-6) for Hale County Library April 23, 2018

I am requesting a waiver for an out-of-window filing of 2018 Form 471 with USAC. I got the 470 in on time, but missed the filing date for the 471. Several problems interfered with my keeping track of the filing dates. One of those involved a change I made in Internet providers for 2017. Both the old and new providers were subsidiaries of A.T. & T. Getting the e-rate money switched from one to the other took months. The situation has now been resolved thanks to the assistance of A. T. & T.’s e-rate department, but working with them distracted my attention from filing for this year.

As a result, I filed the 2018 Form 470 in late February, not realizing that I had barely a month before the 471 deadline, and I waited the required 28 days. At about the time when I should have filed the 471, the library was quite busy with students working on school projects, and I failed to see the notification that the window for filing the 471 was about to close. I thought I had at least a month more before the filing deadline. I did file within what I thought would be my time limit, only to discover that I was out of the filing window.

My distraction is also related to the fact that this library has only two employees, each in turn doing everything from recommending and checking out books, helping patrons with computers, and resolving e-rate issues to ordering books, planning programs, making payroll, and doing janitorial work. When the library is full, we are both occupied with assisting patrons to the exclusion of anything else. I know I should have checked the USAC site, but sometimes I barely checked e-mail.

I am asking for your forgiveness for having missed the window because the need for e-rate funding for Hale County Library is significant. Our budget is usually around $40,000 covering payroll as well as purchases of materials, utilities, and other operating expenses. We get some funding from the city, county, and state, but have to do fund-raising each year to ensure that we can meet our patrons’ needs. Every penny counts, so we cannot afford to lose the e-rate funding.

Your acceptance of this appeal for a waiver will be more appreciated than I can say. If I need to supply any further details, please do not hesitate to contact me.

Thank you,

Carolyn Hemstreet

Library Director

Hale County Library

P. O. Box 399

Greensboro, Al 36744-0399

334-624-3409 (phone and fax)

[halecountylibrar@bellsouth.net](mailto:halecountylibrar@bellsouth.net)

USAC billed entity # 128179