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I became director of the Minburn Public Library a few months ago. The previous director left prior to my hiring so I had very little training on the workings of a public library. I did not know about E-Rate or how it worked. I didn't have any knowledge of the form 470 or that I needed to fill it out. The only forms I was told about was the 486 and 471. I tried to file the 471 in February, but then I received an email that there were problems with the form and that I should discard the form. I did that and tried to refile. I noticed that it referenced the form 470 and so I called Client Bureau Services and was instructed to file the 470 ASAP and to file a waiver with the FCC. I was not aware of the proper filing procedures and that is why I missed the deadline.

Thank You,

Nicole Connick