

**Agreement between
Northwestern Counseling & Support Services, Inc.
And
PCC Family Engagement Program – Library Community Liaisons**

THIS AGREEMENT (the “Agreement”) is made and entered into as of **July 1, 2026** by and between **Georgia Public Library** (the “Contractor”) and Northwestern Counseling & Support Services, Inc. (“NCSS”) (collectively the “Parties”).

WHEREAS, NCSS is a nonprofit Designated Agency that provides prevention, developmental disabilities, mental health, and substance use disorder services.

WHEREAS, the Parties have determined to work together to formalize a partnership to provide effective and efficient support services to mutual communities of NCSS and **Georgia Public Library**. The Parties will collaborate on determining programming and supports for families in the Franklin and Grand Isle region.

THEREFORE, the Parties agree as follows:

I. SCOPE

A. NCSS RESPONSIBILITIES:

1. **Funding Allocation:** Each library is eligible to receive up to **\$1,000** for the term ending **June 30, 2027**. NCSS will communicate with the Contractor to make them aware of subsequent annual funding allocations to support their budget process.
2. **Timely Reimbursement of Invoices:** Invoices submitted to NCSS by the 10th of each month will be reimbursed by the end of the following month. Total invoices will be accepted up to and not to exceed the identified funding allocation listed above.
3. **Concrete Support Needs:** NCSS will communicate regularly about concrete support needs and updates on concrete support budgets.
4. **Data Reporting Needs:** NCSS will communicate about upcoming data and survey reporting needs as the dates approach.

B. CONTRACTOR RESPONSIBILITIES:

1. **Timely Submission of Invoices:** Invoices and their accompanying receipts should be submitted on a monthly basis. Invoices should be mailed to: Lindsay Hunn at 130 Fisher Pond Rd, St. Albans VT 05478 –or – lindsay.hunn@ncssinc.org and must include: *library name, date of service, and accompanying receipts*. All submissions must be received by the end of the year **June 30, 2027** or they may not be considered for reimbursement.
2. **Timely Submission of Data:** All contractors will provide two point-in-time satisfaction surveys (supplied by NCSS) during the months of April and October to families who have engaged in services supported by NCSS funding. They will also supply NCSS with enrollment numbers for programming that is supported by NCSS funding.
3. **W9:** The Contractor will provide the NCSS with current W9 prior to submission of invoices.
4. **PCC Logo:** The Contractor will add the Parent Child Center of NCSS logo (supplied by NCSS) on all marketing materials for classes and events funded by the PCC of NCSS.
5. **Dolly Parton’s Imagination Library:** The Contractor will use approved Dolly’s Imagination Library marketing materials only to promote the program.
6. **Compliance with State Contract Requirements:** Contractor agrees to comply with all requirements as set out in this Agreement and will work with NCSS to implement any other requirements that may be needed to meet the Contractor’s and/or NCSS’s compliance duties to the Vermont Department of Mental Health.

- C. **Term and Termination:** the term of this agreement shall commence on **July 1, 2026** and shall remain in effect until **June 30, 2027** or until such times that any party terminates its participation in the agreement by providing a thirty (30) day written notice.

Signatures:

Todd Bauman

Northwestern Counseling & Support Services

Todd Bauman
Todd Bauman, CEO

Jul 01 2026 11:08 EDT
Date

Heather Dunsmore

Georgia Public Library

Heather Dunsmore
Heather Dunsmore, Library Board of Directors

Jul 01 2026 13:09 EDT
Date