

## **How To Use Your Loan Star Libraries Grant For the TexShare Database Fees**

**Step 1:** When you receive your Loan Star Awards Letter Packet in August, fill out your Plan of Action (<http://www.tsl.state.tx.us/ld/funding/loanstar/>) stating the amount of your Loan Star Award your library will use towards the TexShare Database Fees. Submit your Plan of Action by October 31, 2004.

Example Statement:

My library plans to use \$500 of the Loan Star Grant Award for the TexShare Database Fees. We plan to purchase children's books with the remaining \$700.

**Step 2:** Put the dollar amount of the award that will go to the TexShare Database Fees in the "Contractual Budget Category" in the Budget Table.

**Budget Table**

Budget Category	Grant Funds
Personnel	
Fringe Benefits	
Equipment/Property	
Supplies (includes library materials such as books, CD's, DVD's, etc.)	Children's Books \$700
<b>Contractual Services</b>	<b>TexShare Database Fees \$500</b>
Other (specify)	
Other (specify)	
Other (specify)	
Total Loan Star Libraries Award	\$1,200

**Step 3:** Submit your Loan Star Libraries Plan of Action form no later than **October 31, 2004.**

**Since the TexShare Database Fees Invoice is due December 31, 2004, you will need to allow time for:**

- your Loan Star Libraries contract to reach you by mail,
- the contract to be signed by your governing entity,
- the contract to be returned to the State Library, and
- the funds to be released to your governing entity.

*Submitting the Loan Star Libraries Plan of Action early and having your contract returned quickly will be critical in meeting this timeframe.*

**Step 4:** Once you have received your FY'05 Loan Star Libraries funds you are ready to pay your TexShare Database Fees Invoice.