

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, 2005.

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
Contractual Services	TexShare Database Fees \$500
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, 2005**.

Since the TexShare Database Fees Invoice is due December 31, 2005, 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'06 Loan Star Libraries funds, you are ready to pay your TexShare Database Fees Invoice.