



Using Your Loan Star Libraries Award To Pay Your TexShare Database Fees

1. When filling out your online Plan of Action at <http://www.tsl.state.tx.us/ld/funding/loanstar/> enter in the **BUDGET TABLE** as **Contractual Services** the amount of your TexShare Database Fees in the *Grant Funds* column. Write “TexShare Database Fee” in the *Description* column.

2. In the **NARRATIVE QUESTIONS** section, in #1. *How do you plan to spend the library’s FY2009 Loan star Libraries fund? Please be specific*, write, “My library is using \$xx to pay for TexShare Database fees” then continue writing about the other budget categories for which you are spending funds.

3. In the next section—**CHECK THE SPENDING CATEGORIES THAT APPLY TO YOUR LIBRARY’S PLAN**—check the box for “TexShare database fee” in *B. Enhance access to technology*.

Remember, since the TexShare Database Fees invoice is due to Amigos Library Services by December 31, 2008, 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
- 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.

Once you have received your FY09 Loan Star Libraries funds, pay your TexShare Database Fees invoice to Amigos Library Services.

Your Plan of Action is due no later than October 31, 2008.

Budget Table		
Budget Category	Description	Grant Funds
		Enter whole numbers only. Do not use dollar (\$) signs, cents or commas. Ex. Enter 1258, not \$1,249.87
Personnel(?)	<input type="text"/>	\$ <input type="text"/>
Fringe Benefits(?)	<input type="text"/>	\$ <input type="text"/>
Equipment/Property (?)	<input type="text"/>	\$ <input type="text"/>
Supplies(?)	<input type="text"/>	\$ <input type="text"/>
Contractual Services (?)	TexShare Database Fee	\$ <input type="text" value="50"/>
Other (specify)(?)	<input type="text"/>	\$ <input type="text"/>
Total (must match award amount)*	<input type="button" value="Calculate Total"/>	\$ <input type="text"/>
Capitalization Threshold (?)		\$ <input type="text"/>