



## 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 FY2008 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, 2007, 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 FY08 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, 2007.**

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"/>