



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

☆ When filling out your online Plan of Action at <https://gms.tsl.state.tx.us/enter> in the **BUDGET TABLE** as **Contractual** the amount of your TexShare Database Fees in the *Grant Funds* column. Write “TexShare Database Fee” in the *Description* column.

☆ In the **NARRATIVE QUESTIONS** section: How do you plan to use the library's Loan Star Libraries funds to improve your library? *Please 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.

☆ In the next section—Spending Categories—check the box for “TexShare database fee cost” in Contractual Expenses.

Remember, since the TexShare Database Fees payment is due to Amigos Library Services by December 31, 2010, you will need to allow time for:

1. Your Loan Star Libraries contract to reach you by mail
2. The contract to be signed by your governing entity
3. The contract to be returned to the State Library
4. The funds to be released to your governing entity

Submitting the Loan Star Libraries Plan Of Action on time and returning your contract quickly will be *critical* in meeting this timeframe!

☆ Once you have received your FY11 Loan Star Libraries funds, pay your TexShare Database Fees to **Amigos Library Services**.

☆ Questions?

TexShare Contact

Ann Mason, TexShare Coordinator
ann.mason@tsl.state.tx.us

**Your Plan of Action is due *no later than*
October 31, 2010.**

**Your TexShare Database Fees payment is due
no later than December 31, 2010.**