

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 10/13/09
Court Agenda Date: 10/20/09

Submitted By: Clara Russell
Department: Library
Phone Number: 281-341-2618

SUMMARY OF ITEM:

Approve Fort Bend County Libraries Plan of Action and accept the 2010 Loan Star Libraries Grant in the amount of \$141,277.00 from the Texas State Library and Archives Commission. No matching funds required.

RENEWAL AGREEMENT/APPOINTMENT YES ☐ NO ☒
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES ☐ NO ☒

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit: Account Number:
 Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☒ (✓ when completed)
If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input checked="" type="checkbox"/> Auditor	(281-341-3774)	<input checked="" type="checkbox"/> Comm. Pct. 1	(281-342-0587)
<input checked="" type="checkbox"/> Budget Officer	(281-344-3954)	<input checked="" type="checkbox"/> Comm. Pct. 2	(281-403-8009)
<input checked="" type="checkbox"/> Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/> Comm. Pct. 3	(281-242-9060)
<input checked="" type="checkbox"/> Purchasing Agent	(281-341-8642)	<input checked="" type="checkbox"/> Comm. Pct. 4	(281-980-9077)
<input checked="" type="checkbox"/> Information Technology	(281-341-4526)	<input checked="" type="checkbox"/> County Clerk	(281-341-8697)
<input type="checkbox"/> Other:		<input checked="" type="checkbox"/> County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):



Lorenzo de Zavala
State Archives and
Library Building

P.O. Box 12927
Austin, Texas
78711-2927

1201 Brazos St.
Austin, Texas
78701

www.tsl.state.tx.us

Commission Chairman
Sandra J. Pickett

Members
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Sally Reynolds
Michael C. Waters

Director and Librarian
Peggy D. Rudd

Assistant State Librarian
Edward Seidenberg

*Making
information
work
for all
Texans*

DATE: August 14, 2009
TO: Fort Bend County Libraries, Richmond
FROM: Wendy Clark *WC*
Manager, Loan Star Libraries Program
RE: Fiscal Year 2010 Loan Star Libraries Grant Award and Additional Instructions
CC: Fort Bend County

Congratulations! Your library will receive a Loan Star Libraries grant award in the amount of **\$141,277**. Loan Star Libraries (LSL) is the direct state aid grant program for Texas public libraries administered by the Texas State Library and Archives Commission.

You will use the new grant management system (GMS) to manage the grant. Please locate the username and password you registered for as part of the status update process. You will use this information to prepare and submit your library's Plan of Action and all required grant reports.

The Plan of Action is your library's grant application and tells us how you would like to spend your FY10 award. Login to the Grants Management System (GMS):
<https://gms.tsl.state.tx.us>

Follow the enclosed instructions to complete the application. You will notice that you may begin the application, save it, and return to it at a later time. **The deadline for receipt of the Plan of Action is October 31, 2009.**

We will contact you if we have any questions about your Plan of Action. Remember to check the GMS regularly. Once the Plan is approved, we will mail your library's contracts directly to the library. Be sure to have the contracts signed and returned to us promptly, using the envelopes we provide.

We'd like to remind you to acknowledge the Texas State Library and Archives Commission as you use your LSL funding to enhance your library's projects. Publicity relating to the grant must include acknowledgement of the Texas State Library and Archives Commission whenever possible and practical. Publicity includes, but isn't limited to press releases, media events, public events, displays, announcements on your website, and materials for the grant project. We also request that you provide us with one set of all public relations materials produced under this grant when you submit your final financial status report. Check your contract for other guidelines.

In order to expedite receipt of your upcoming grant funds, please make certain you have fulfilled all requirements from last year's LSL grant:

- Performance and Financial Status reports for FY09; review the FY09 contract for information on grant reporting and respond immediately to any requests we send
- Unspent funds from FY09; amounts of \$25.00 and over must be returned. Refer to your contract for specific requirements.

If you have any outstanding FY09 reports, please remember that they are completed using the old reporting methods.

Again, congratulations on your award! We hope this funding will be a benefit to the community you serve. If you have any questions, please contact me.

Phone: 512-463-5475; fax: 512-463-8800;
e-mail: wendy.clark@tsl.state.tx.us



**Loan Star Libraries Grant Award 2010
Plan of Action**

Fort Bend County Libraries is proposing the following spending plan for the 2010 Loan Star Grant: Missouri City Branch Computer Training Center \$24,925.00, Genealogy Department Microform Scanner w/Printer and PC Interface \$7,720.00, Cable Television Service Infrastructure Costs – for (4) branches \$9,556.00, Adult Collection Development – to transition from VHS format to DVD's \$13,316.00, Juvenile Collection Development – to purchase DVD's with public performance rights \$14,000.00, Book club books/carriers for patron checkout \$4,000.00, Audio-visual materials for Sienna Branch \$10,000.00, Staff training and development \$5,000.00, Copier for Administration \$7,000.00, VOIP Phone System for Sugar Land and Missouri City Branches \$35,000.00, Furniture to replace original in department \$10,760.00.