

## Year-End Reports Will Be Handled with "One-Touch"

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Wouldn't it be nice to be able to sit down and fill out all the year-end information required by the State Library of Kansas on ONE form, with ONE deadline?

Well, in an effort to do just that, the State Library of Kansas created the One Touch Task Force, with Bonnie Keim, the Chief Fiscal Officer of the State Library, as the chair. The mission of the task force was to merge and revise the various reports public librarians fill out into one document for online submission.



The 2008 One-Touch Annual Library Survey is a combination of the State Grants-in-Aid Project Evaluation, the Interlibrary Loan Statistics for Public Libraries and the Civil Rights Certificate. Some questions from the prior Statistical Report have been revised, some questions have been added and others have been eliminated. The directions have also been rewritten to provide clear, concise explanations.

A separate application for State Grants-in-Aid has now been eliminated. Libraries will qualify for the State Grants-in-Aid if, and **ONLY** if, the 2008 One-Touch Survey is submitted in a timely fashion. The survey can be submitted between January 1, 2009 and February 15, 2009. **February 15th is a FIRM deadline, with no extensions or exceptions.**

Librarians are already familiar with the online submission process. The One-Touch Annual Library Survey will use the same Bibliostat reporting format as the prior Statistical Report. The State Library of Kansas began this online reporting process in 2001. The web site for the form is <http://collect.informata.com>, and the login and passwords used have not changed.

The State Library of Kansas has developed a 12-minute tutorial to explain the new report. The tutorial will be posted to the State Library web site by January 1, 2009. There will also be a checklist of required information to start the process.

One-Touch Task Force members included Marc Galbraith, Deputy State Librarian; Roy Bird, Library Services and Technology Act Coordinator; Roger Carswell, Director of SEKLS and Iola Public Library; Carol Barta, System Consultant for NCKLS and Assistant Director of Manhattan Public Library; Pat Clement, Director, Pittsburg Public Library; Kim Priest, Director of Mary Cotton Library, Sabetha; Kay Osthoff, Director of Clay Center Carnegie Library; and Laura DeBaun, Business Manager and Library Services Consultant for NEKLS.