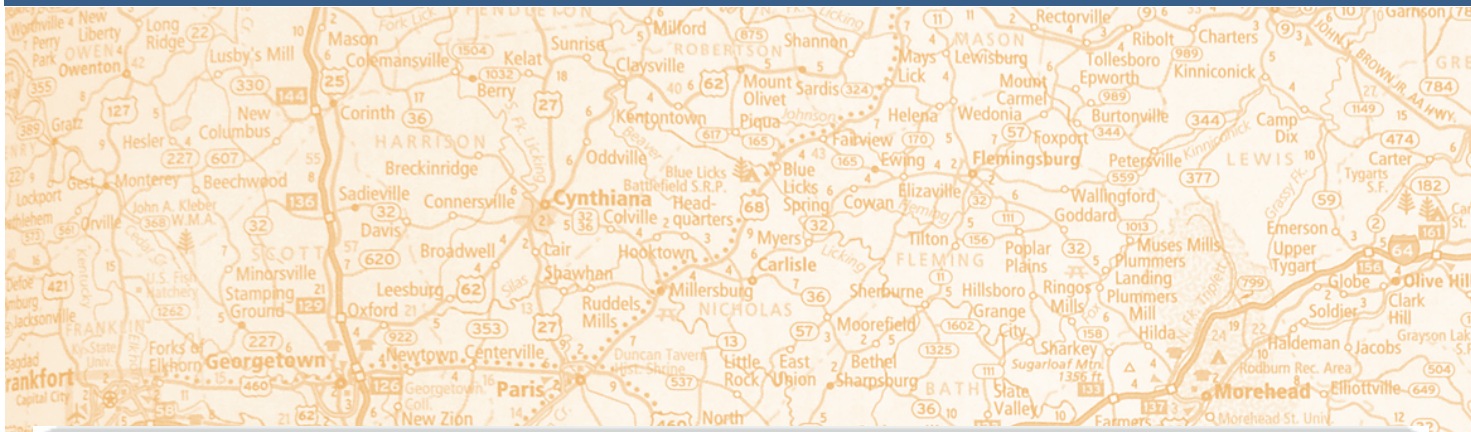


Moving Forward



KENTUCKY

READ

0000 AF

Support Kentucky's Libraries

A graphic with a blue background and a white outline. It features the word "KENTUCKY" in white, bold, sans-serif font at the top. Below it is a stylized orange and blue graphic of an open book with the word "READ" in white, bold, sans-serif font. To the right of the book is the number "0000" in large white, bold, sans-serif font, followed by the letters "AF" in the same style. At the bottom, the phrase "Support Kentucky's Libraries" is written in a white, cursive font. There are two white circular dots on either side of the cursive text. A small black square is located at the bottom right of the graphic.

Kentucky Department for Libraries and Archives
2011-2012 Highlights

Moving Forward



These are exciting days for the Kentucky Department for Libraries and Archives (KDLA) as we look forward to building a long-awaited State Records Center, find more ways to serve Kentuckians in the expanding digital age and promote learning through the agency's various state government and customer programs. In all areas, customer service, records management, reading programs and educational opportunities, KDLA is developing and growing as it moves forward into the future.

Final approval for the State Records Center in 2012 is clearing the way for the Public Records Division to consolidate and enlarge valuable document and records storage into one facility in Frankfort, improving efficiency and saving money for state agencies. In our communities, 15 counties in the state built new or expanded public library facilities in 2012 for improved local access to information and services. Through new technology and training programs local public libraries have strengthened Kentucky's workforce, while other communities broadened their Summer Reading Programs to include a food program for children.

In all of these endeavors, customers are at the center of KDLA's goals and ambitions. Congratulations to KDLA on all of the accomplishments during 2012 and the exciting year ahead.

A handwritten signature in cursive script that reads "Joseph U. Meyer".

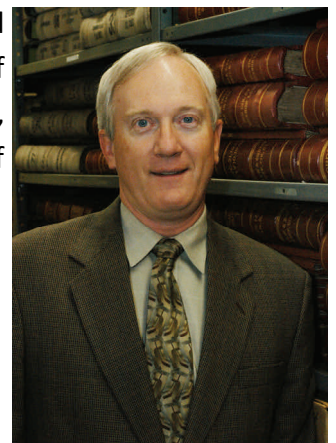
Joseph U. Meyer
Secretary

Education and Workforce Development Cabinet

With each passing year, the pace of change accelerates. For the major areas of KDLA's responsibilities – archives and records management and libraries – this acceleration has brought transformative change in recent years. You will read in this report some of the ways KDLA is dealing with rapid change so that Kentuckians continue to receive the highest quality service. As a result of the work of KDLA staff with our many partners, Kentucky is recognized as a national leader in archives and records management services and library service is available in every county. Moving forward, KDLA staff plans to build on this foundation so that our services support the needs of our wide range of customers reaching into every part of the state. Thanks for your interest, support, and continued use of KDLA services in this new and constantly evolving world of information management.

A handwritten signature in cursive script that reads "Wayne Onkst".

Wayne Onkst
State Librarian and Commissioner
Kentucky Department for Libraries and Archives



New License Plate Encourages Kentuckians to ‘Support Kentucky’s Libraries’

A new Kentucky license plate gives drivers the opportunity to show their support for libraries. In September, Wayne Onkst, State Librarian and Commissioner of the Kentucky Department for Libraries and Archives (KDLA) presented the “Support Kentucky’s Libraries” license plate to Governor Steve Beshear and First Lady Jane Beshear.

“Kentucky’s public libraries welcomed more than 20 million visitors last year who checked out more than 30 million books and other items,” said Governor Beshear. “It’s clear that Kentuckians love their public libraries, and now they have another way to show their support.”

The Kentucky Library Association (KLA) worked with the Kentucky Transportation Cabinet to make the license plate available, which can be purchased at any county clerk’s office. At the time of issuance, an optional \$10 can be paid to fund library science scholarships. Citizens from across the Commonwealth signed an application petition, which requires a minimum of 900 signatures to create a new plate.

“Public libraries not only make reading possible and more accessible to Kentuckians, they offer computer access and a place in our communities for continued education and job training courses,” said Mrs. Beshear. “People truly value the positive impact public libraries have in our communities and this license plate is a perfect way for them to display their support.”



Photo caption:

Commissioner Wayne Onkst; Steve Marcum, Chair, Kentucky Library Trustees Association; Terry Buckner, Past-President, Kentucky Library Association; Lisa Rice, President, Kentucky Library Association; First Lady Jane Beshear; Governor Steve Beshear

State Library Services added 421,624 non-OCLC records for resource sharing to the Kentucky database at OCLC.

Trustee Certification Program

This year, KDLA initiated the Kentucky Public Library Trustee Certification Program, the first of its kind in the state. The voluntary program is available to all Kentucky public library trustees and was created to provide trustees with tools to fulfill their responsibilities to the libraries and their communities. To date, 60 trustees have completed the certification program.

The program includes five one-hour classes. Topics covered are trustee and director roles, effective board organization, budget and finances, policies, and advocacy. Four of the classes were created by the American Library Association, with the remaining class designed and delivered by KDLA staff.



Kentucky Department for Libraries and Archives

Moving Forward

Expanded State Records Center on the Horizon

The Public Records Division will lease property for a consolidated State Records Center facility, after securing final approval from the Finance and Administration Cabinet and from the General Assembly's Capital Projects and Bond Oversight Committee. The building, to be constructed on US Highway 421 South in Frankfort, will contain 98,000 square feet of warehouse space and will allow for increased storage space for government records with a non-permanent retention. Construction of the new facility will begin in early 2013, with completion later in the year.

The State Records Center currently stores nearly 200,000 boxes of non-permanent state agency records in two leased facilities, one of which has been rented for nearly 50 years. Each month, staff members make daily trips between the facilities to respond to over 1,400 requests for records, file nearly 1,200 records, accession more than 1,000 boxes of records, and destroy another 1,000 boxes when they reach the allotted retention period. The new Records Center will provide for the consolidation of the contents of the current facilities, increase the amount of records stored by over 100,000 cubic feet, and provide a modern workspace in a single location.

The first request for a new State Records Center was made in 1986, with additional requests in the ensuing years. With the assistance and support of the Education and Workforce Development Cabinet, the Department for Facilities and Support Services, and the Governor's Office for Policy and Management, the lease for a consolidated State Records Center was approved this year. A larger, consolidated Records Center provides increased opportunity for government efficiencies and cost savings.

Records management services destroyed 35,776 cubic feet of records that reached the end of their scheduled retention, avoiding \$6,439,680 in storage costs.



“Who Do You Think You Are?” Visits the Kentucky State Archives

The Kentucky State Archives was featured on the NBC-TV program, “Who Do You Think You Are?” on Friday, March 9, 2012. “Who Do You Think You Are?” follows one celebrity per episode, on a quest into his or her family history. Former NFL superstar Jerome Bettis was featured on the March 9th episode. Mr. Bettis visited KDLA on December 1, 2011, and a film crew followed him as he spent the day using the resources of the State Archives to learn more about his family history.



40 volunteers contributed 2,488 hours of their time at the Kentucky Talking Book Library to produce 26 newly recorded books relevant to Kentucky users.

BTOP Technology and Training Strengthens Kentucky's Workforce

In August 2010, KDLA received a grant of \$1,349,826 from the American Recovery and Reinvestment Act (ARRA) Broadband Technology Opportunities Program (BTOP) provided through the U.S. Department of Commerce National Telecommunications and Information Administration (NTIA). Matching funds from multiple sources included \$390,000 awarded by the Bill and Melinda Gates Foundation. The NTIA BTOP grant has enhanced library Public Computing Centers (PCC) across Kentucky. A portion of the matching funds from the Gates Foundation is being used to promote financial sustainability by funding an E-rate consultant position to assist libraries with telecommunications rebates. The 46 libraries participating in the Public Library Workforce Center (PLWC) project serve areas with especially high poverty, disability, and unemployment levels. The project's two primary objectives are a major upgrade of public computer center facilities and the delivery of training that strengthens the workforce and promotes economic development.

- Kentucky's BTOP libraries received 1,670 computers and other related infrastructure equipment, furniture, and services.
- Kentucky's BTOP libraries received 1,788 software applications and related licenses.
- Kentucky's BTOP libraries provided 2,435 hours of formal classroom training to 9,368 class participants.
- BTOP library staff devoted 15,915 hours to providing 87,580 one-on-one assistance sessions.



The State Archives and State Records Center held the largest amount of records ever, with 111,803 cubic feet of permanent government records in the Archives, and 196,304 cubic feet in the Records Center.



Moving Forward

Accelerating the Skills of Librarians Across the State

The Kentucky Public Library Association and KDLA partnered to provide 95 library support staff an opportunity to interact with staff from other libraries and participate in training on customer service.

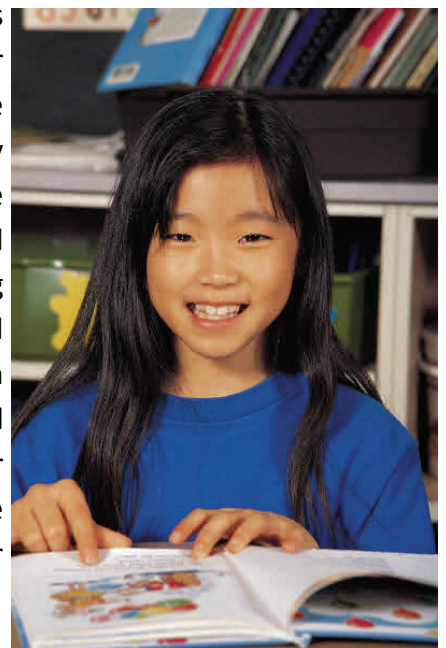


KDLA also provided access to 72 online training sessions. These online training sessions included the LE@D courses provided by the University of North Texas, continuing education courses provided by the University of Wisconsin-Madison, and training sessions created by KDLA staff. Topics included reference skills instruction, readers' advisory, mobile technology, social media, and information on services and resources.

136,588 children participated in Summer Reading Programs at public libraries across Kentucky.

Summer Read and Feed Partnership Puts Kentucky Children on the Road to Success

The State Library approached the Kentucky Department of Education (KDE) to partner with the Summer Reading Program by working in conjunction with school summer programs for the 55% of Kentucky children, or 705,262 pupils, who qualify for free or reduced food at school. KDE reported that in prior years, only 13% of those children receive food during the summer. With the mild winter, many schools dismissed 4-6 weeks early, making the school recess a long three months in some counties. These children would not only be hungry for food for their bodies but also for their minds. Ten libraries received grant funding to partner with their local school system, community agencies, and local businesses to provide food and quality programming, Monday through Friday, in a safe, comfortable environment. Participating libraries reported as much as a 1,600% increase in the number of children in their Summer Reading Programs, and temporary employment for 34 people. All of the libraries expanded the amount of programming and the length of their Summer Reading Programs.

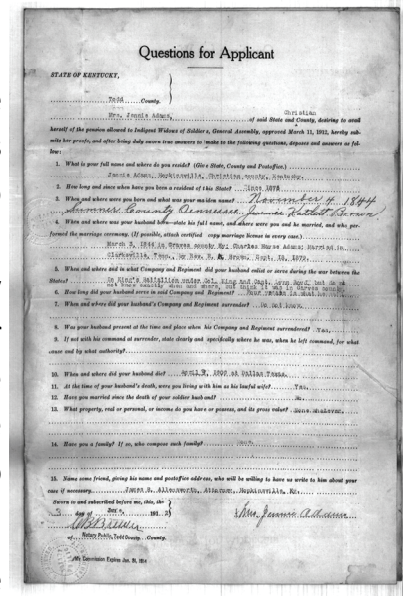


Digitization Provides Road Map to Kentucky History

The Confederate Pension Application Files and the Governors' Executive Journals are available in KDLA's [e-Archives](#). The Confederate Pension Act was passed by the Kentucky General Assembly in March, 1912 to provide aid to indigent and disabled Confederate veterans of the Civil War and their widows. (Pensions for Union veterans were funded by the federal government.) Any Confederate veteran (or widow of a veteran) in Kentucky in 1912 or thereafter could apply for a pension, regardless of the state in which he resided or the unit in which he served during the war. The pension application files are searchable by name, unit, and county, and provide invaluable information to genealogists, local historians, and anyone interested in Civil War history.

The Secretary of State is required to keep a register of the official acts of the Governor. This register is called the Executive Journal and contains entries documenting appointments, pardons, proclamations, requisitions and extraditions, restorations of civil rights, and reorganizations of state agencies. Entries in the Executive Journal are made chronologically, but a subject index is included to aid in accessing specific Journal entries. The Executive Journals for Governors Isaac Shelby (1792-1796) through Wendell Ford (1971-1974) are currently available in the e-Archives.

The Confederate Pensions and some of the Executive Journals were digitized with funding provided by a grant from the Library Services and Technology Act (LSTA). Other Executive Journals were provided by the Secretary of State's Office.



Counties in Kentucky with New and Expanded Library Facilities



- Ballard-Carlisle County
- Breckinridge County
- Bullitt County - Hillview
- Gallatin County
- Hancock County
- Jefferson County - Fairdale
- Jefferson County - Shawnee
- Lewis County
- Livingston County
- Lyon County
- Meade County
- Nelson County - Bloomfield
- Nelson County - New Haven
- Trimble County
- Warren County - Smiths Grove



Moving Forward

State Archives Plans Digital Preservation System Improvements

Electronic records from government agencies are being created in increasing numbers, and their preservation and use are of great concern to archivists and records managers. The Kentucky State Archives has participated in several projects, initiatives, and programs concerning electronic records and digital preservation, starting with an initial grant in 1984 to create an electronic records program.

In July 2011, KDLA participated in a test audit of its digital repository, the e-Archives. An international team, operating under authority of the International Standards Organization (ISO), formed to test a draft standard, ISO 16363, Audit and Certification of Trustworthy Digital Repositories. This standard was tested in several archival repositories, digital libraries, and data archives around the world. The Kentucky State Archives was the only state government agency to participate in the test of the audit standard, before it was adopted by ISO in 2012.

Records management staff held 35 records management workshops, attended by 1,182 state and local government employees.

Prior to a visit by the test audit team, KDLA staff completed an assessment and provided documentation regarding KDLA's digital repository and electronic records program policies and procedures. The nine member test audit team traveled to KDLA for a two-day site visit. At the end of the visit, the audit team recommended that KDLA: develop a more systematic approach to digital preservation, codify and write current policies and procedures, and take steps to improve the security of records in the repository. Overall, the test audit provided guidance for improvements and goals for KDLA's digital repository.

As a follow-up to completing the test audit, staff began testing preservation systems that are compliant with the ISO 16363. Using a list of required functions created by KDLA staff, the test compared systems and functions handled, relative costs, and compatibility with existing archival systems and architecture. After analyzing the results of the test, KDLA plans to purchase a new preservation system in 2013.

Public Libraries are Moving Kentucky Forward

Kentucky Public Libraries:

- Provided 628,604 annual public service hours.
- Have 203 library buildings (119 main branches and 84 branches).
- Operate 76 bookmobiles.
- Provided meeting rooms for 58,097 meetings conducted by 19,345 groups.
- Possess nearly nine million books.
- Provide access to over three million e-books to public library customers.
- Have registered over 2.4 million borrowers, which is 57% of the state's population.
- Had 1,269,546 attendees at children's programs.
- Increased the number of children who participated in the Summer Reading Program in 48 counties.



Kentucky Department for Libraries and Archives

Statistical Highlights – 2011-2012

Public Records Services

Records Management Services:

- Made 26,479 assistance contacts with state and local government agencies
- Scheduled 159 records series through the State Archives and Records Commission
- Awarded 67 local records grants, totaling \$1,321,474, for archival and records management projects in local government agencies

Records Center Services:

- Accessioned 11,908 cubic feet of records
- Destroyed 8,751 cubic feet of records
- Refiled or interfiled 14,120 records for state agency use
- Retrieved 17,364 files for agency use

KDLA's Archival Services assisted 3,196 onsite customers and answered 8,825 archival research requests.

Archival Services:

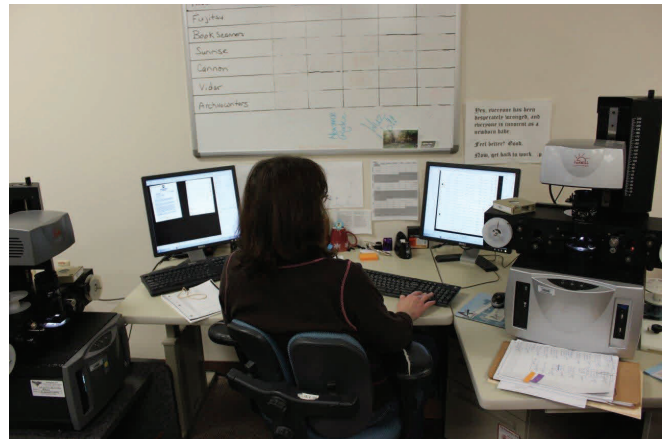
- Visited online by 549,383 customers of the e-Archives
- Assisted 12,021 customers in the use of 8,537 original government records and 11,713 rolls of microfilmed government records
- Accessioned 3,869 cubic feet of permanent government records in the Archives Center
- Added 5,333 electronic files to the e-Archives

Preservation Services:

- Cleaned 4,924 documents
- Deacidified 4,586 documents
- Encapsulated 4,550 documents
- Repaired 1,011 documents

Micrographics and Imaging Services:

- Converted 6,888,112 digitized images to microfilm and created 1,398 microfilm rolls from digitized images



The Micrographics and Imaging Branch microfilmed or digitized 13,742,243 documents.



Moving Forward

State Library Services

Customer Service and Training:

- Completed 546 state government employee applications for State Library cards in person, through email, and in onsite informational visits
- Hosted 26,696 visitors to the online KDLA Catalog
- Processed 2,751 interlibrary loan requests, to lend materials from the State Library collections and to borrow materials not owned by the State Library
- Conducted 89 online training sessions, attended by 1,263 state government employees
- Conducted 14 online training sessions, attended by 218 public library employees

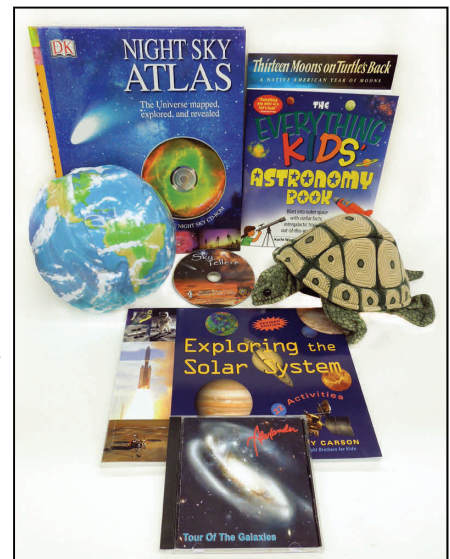
State Library Services provided 700 Large Print Book Discussion Kits and 424 Regular Print Book Discussion Kits for adult and senior programming.

Circulation:

- Circulated 16,433 items from the State Library collections
- Sent 18,984 large print books in circulating collections to public libraries in 49 counties
- Sent 3,550 audiobooks in circulating collections to public libraries in 37 counties
- Provided 196 Text Express Kits for youth and teen book clubs
- Provided 246 Thematic Kits and 58 Bi-Folkal Kits to public libraries for preschool, teen, adult, and senior programs

Technical Services:

- Added 7,013 MARCIVE records that describe federal publications to the KDLA Catalog
- Processed 9,799 union listing updates for the Kentucky Union List of Serials
- Cataloged and processed 1,854 state government agency publications
- Owned 49,734 government publications; 17,270 books; 6,461 audiobooks/MP3CDs; 1,324 videos/DVDs; 22 CD-ROMs; and 1,048 programming kits in the State Library collection



State Library Services answered 3,588 information requests from library customers.

Field Services

Kentucky Talking Book Library (KTBL):

- Served 3,741 customers
- Circulated 3,586 Braille books; 186,994 digital books; 6,270 digital Kentucky books; and 21,624 cassette books for a total book circulation of 218,483
- Continued transition from cassette to digital format, that began in 2009; digital books are now 88% of book circulation, cassettes dropped to 10%, and Braille remains at 2%
- Increased customer use of the Braille and Audio Reading Download (BARD) website, with 22.4% of customers registered to download books
- Accounted for 52,281 downloaded books, 24% of KTBL's total circulation
- Shipped 1,502 special players and accessories to customers
- Converted 102 existing analog Kentucky books to digital format

KDLA's Regional Librarians attended 780 board meetings and 173 library meetings at Kentucky Public Libraries.

Continuing Education for Public Library Employees:

- Provided 23 online classes from the University of North Texas and the University of Wisconsin-Madison, with 406 participants from public libraries
- Developed and presented 41 one-hour webinars, broadcast online to 797 participants
- Awarded grants to 16 public librarians to attend the 2012 Public Library Association conference in Philadelphia, PA
- Awarded 21 tuition reimbursement grants to public library staff pursuing a Master of Library Science degree

Service to Kentucky Public Libraries:

- Made 111,761 assistance contacts to public libraries by regional librarians
- Submitted E-rate applications for 84 public libraries
- Saved a total of \$711,789 in E-rate discounts for public libraries, with an average discount of 77%



Kentucky Department for Libraries and Archives

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Kentucky Department for Libraries and Archives