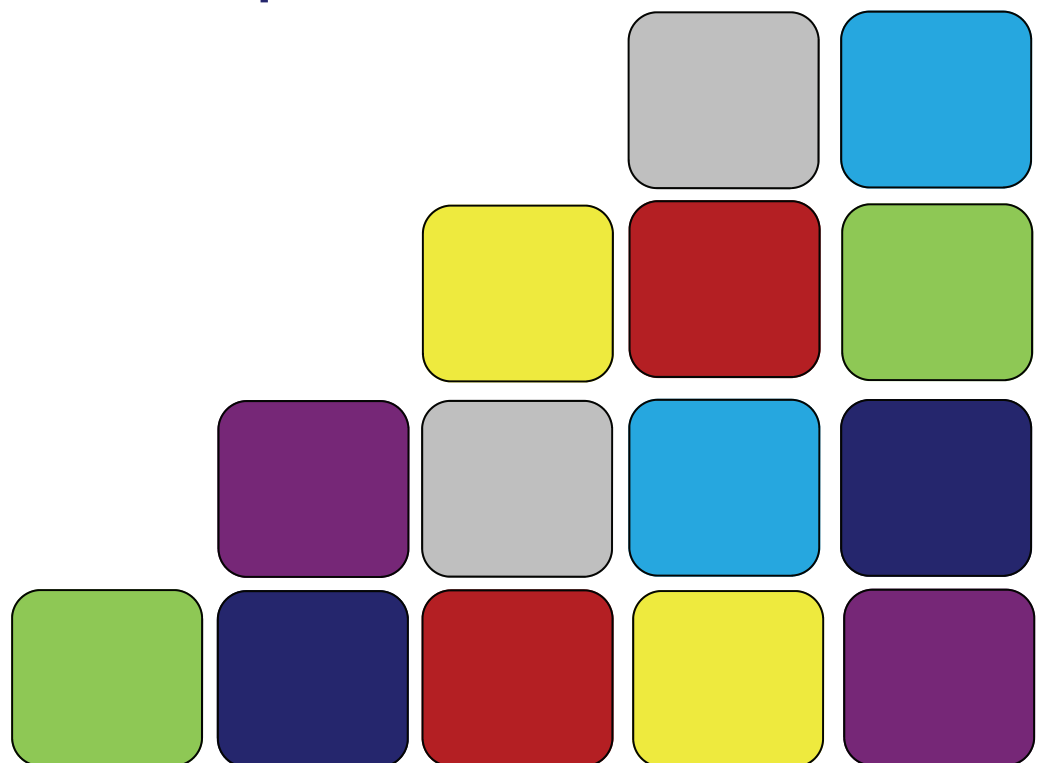


# Connections Partnerships Relationships

**Kentucky Department for Libraries and Archives  
Biennial Report 2012-2014**



Welcome to the 2012-2014 biennial report of accomplishments at the Kentucky Department for Libraries and Archives (KDLA). The last two state fiscal years have been filled with activities that reach into every county and touch Kentuckians of all walks of life. In reading this report, you will notice that services range from supporting the education of Kentucky's very young children to providing library services for Kentucky's most elderly residents while serving the needs of all ages between.

During these two fiscal years, KDLA provided 98 grants to local governments for more than \$2 million to ensure that local records are secure and accessible. A new state records center was constructed, allowing improved storage conditions and increasing capacity so that at-risk records can be housed for safe-keeping. More than 21 million government documents were scanned, microfilmed, and indexed. KDLA support helped public libraries achieve record breaking usage across Kentucky. Librarians and trustees were trained in effectively meeting requirements for providing 21<sup>st</sup> century service.

All this service would not be possible without the connections established by KDLA over the years. In our interconnected world, as resources become more limited while needs continue to grow, collaboration is essential for success. KDLA staff has created partnerships with state and local government agencies, public libraries, federal agencies, and non-profits to achieve goals and provide services. This report details the results of these relationships and demonstrates how they are being used to meet the needs of Kentuckians.



## **IN MEMORIAM**

**The 2012 - 2014 Biennial Report  
is dedicated**

**to the beloved memory of**

**Charlene E. Davis**

**a devoted 37-year employee of the**

**Kentucky Department for  
Libraries and Archives**

We hope you enjoy reading this summary of our activities and invite you to join us as a partner, supporter, or friend as we serve Kentucky during the next biennium and into the future!



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



Thomas O.  
Zawacki  
Secretary  
  
Education and  
Workforce  
Development  
Cabinet



**Summer Reading Program.** Every summer public libraries across Kentucky participate in the Summer Reading Program. This program is vital in preventing summer slide, where children lose ground in reading skills during non-school months. Children who participate in the program read and are involved in educational and enriching activities throughout the summer months. In 2013, 142,681 children participated in Summer Reading Programs at their local public libraries. Participation rose nearly 16% in 2014 to 164,538 children.

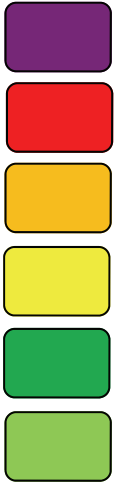
**Fueling the Mind.** In 2013 and 2014, KDLA and the Kentucky Department of Education (KDE) collaborated to address both food insecurity among Kentucky children and limited access to educational and enriching summer programs. Sixteen Kentucky public libraries participated in the Fueling the Mind grant program each year. All programs funded by the grant were presented in conjunction with a meal at a Summer Feeding Site. 20,534 children participated in the program in 2013 and 26,927 participated in 2014. The children received meals and took part in literacy and enrichment activities. 2013 statistics showed that participating libraries saw a 17% increase in their Summer Reading Program over 2012 and offered 121% more programs by participating in the grant.

**Trustee Certification Program.** The Kentucky Public Library Trustee Certification Program is offered by KDLA to provide public library trustees with the tools to help them fulfill responsibilities to their library and community. Training is offered in director and trustee roles, effective board organization, budget and finances, policies, advocacy, and planning. To date, 174 trustees have received certification through the program.



**E-rate**, or Education Rate, is a federal program designed to ensure schools and libraries are connected to information networks. E-rate funds provide discounted telephone service, Internet access, and subsidize the cost of eligible internal connections. The program is not funded with tax revenues; funding comes from Universal Service charges added to telephone and cellular phone bills. All public libraries in Kentucky are eligible to participate in E-rate, and 76% of the Commonwealth's libraries are currently participating in the program. In 2012, Kentucky libraries saved \$965,048 on their phone and Internet bills. During 2013, the Commonwealth's libraries saved \$1,039,683, the largest amount of savings in a single year since the program began in 1998. The 2014 E-rate funding year ends on June 30, 2015, and so far the state's libraries have been allocated \$1,324,261.94.





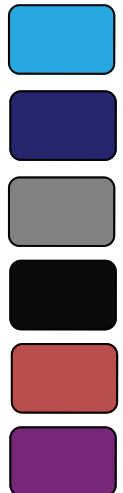
**Local Records Grants.** The KDLA Local Records Grant program distributed nearly \$2 million in grant funds to local agencies in 2012-2014. This program helps to preserve, protect, and make available records with continuing archival value and to assist local agencies with records management through grant support, training, and direct service. Grant funds have been used to support work in microfilming, preservation, equipment, automated indexing, digital imaging systems, and codification of ordinances.



**New State Records Center Opens.** In March 2013, construction began on a new State Records Center, located at 1425 Leestown Road in Frankfort. This 100,000 square foot facility replaces the original Records Center building on East Main Street, leased since the early 1960s, and the Supplemental Records Center, leased since the 1990s from Buffalo Trace Distillery. On April 23, 2014, the new facility was ready for occupancy. The Records Center staff, with the assistance of crews from Kentucky Correctional Industries, moved over 130,000 boxes of records from the Supplemental Center to the new building by June 30, in just over two months and well ahead of schedule. The move was coordinated with the shelving vendor, who disassembled shelving at the old facility and re-installed it at the new facility concurrent with the box move. During the move, Records Center staff continued to respond to requests for records. Many Public Records Division personnel assisted the Records Center staff, by answering phones, numbering shelf locations, and arranging and cleaning the new office area. The remaining 60,000 boxes of records in the Main Street Records Center will be moved early in the next fiscal year. This expanded and improved facility for high volume, low cost storage will provide more space for efficient and professional records services, and allow for millions of dollars in cost avoidance for state agencies.



**KDLA Chooses Preservation Service.** The Public Records Division selected Preservica, the digital preservation service offered by Tessella, for long-term preservation of Kentucky state government records. KDLA was the only state government agency in the United States to participate in a test audit of the Trusted Digital Repository standard before it was adopted by the International Standards Organization. The audit gave KDLA the opportunity to consider options for expanding and improving its existing digital repository and to manage the growing volume of digital content that the archives receives from Kentucky state government agencies. Jon Tilbury, CEO of Preservica, notes that: "KDLA is one of the largest state archives collections in the U.S. and has been a pioneer in electronic records since the early 80s."



## KDLA: By the Numbers



### **Public Records Division (2012-2013)**

#### **Records Management Services**

- Made 25,797 assistance contacts with state and local government agencies
- Scheduled 160 records series through the State Archives and Records Commission
- Awarded 46 local records grants, totaling \$935,341, for archival and records management projects in local government agencies
- 25 workshops for state and local government agencies, with 1,127 participants
- Destroyed 36,417 cubic feet of records
- Cost avoidance to public agencies, through timely records destruction: \$6,555,060

#### **Records Center Services**

- Assistance contacts with state agencies 49
- Records transferred, in cubic feet 13,158
- Records destroyed from the Records Center, in cubic feet 10,987
- Records refiled or interfiled, in items 14,199
- Records retrieved, in items 17,705
- Records Center holdings, in cubic feet 197,084

#### **Archival Services**

- Assisted 11,188 customers in the use of 8,514 original government records and 8,273 rolls of microfilmed government records
- Visited online by 522,187 customers of the e-Archives
- Added 926,146 electronic files to the e-Archives
- Presented 14 workshops with 354 participants

#### **Preservation Services**

- Cleaned 4,231 documents
- Deacidified 4,429 documents
- Encapsulated 4,300 documents
- Repaired 159 documents

#### **Micrographics and Imaging Services**

- Original documents microfilmed 1,955,601
- Original documents scanned and indexed 8,883,452
- Scanned images converted to microfilm 2,492,500
- Documents scanned from microfilm 6,099,550
- Microfilm rolls processed or duplicated 19,211



## Field Services Division (2012-2013)

### **Kentucky Talking Book Library (KTBL)**

- Served 3,846 customers
- Circulated 4,051 Braille books; 152,071 digital books; 7,844 digital Kentucky books; and 7,211 cassette books for a total book circulation of 171,177
- 842 customers were registered to download books, and downloaded 56,647 items
- Shipped 1,433 special players and accessories to customers
- Recorded 37 Kentucky books; converted 51 existing analog Kentucky recordings to digital format
- Produced and distributed 6,590 copies of newsletters, catalogs, surveys in large print, Braille, and recorded formats



### **Continuing Education for Public Library Employees**

- 200 public library employees attended the Summer Reading Program Conference in Cave City
- 24 public library employees participated in the Public Library Institute training in Frankfort
- Developed and presented/facilitated 66 one hour webinars, broadcast online to 1,493 participants
- KDLA staff presented/facilitated face-to-face training statewide to 200 participants on the topics of art in children's literature, adult programming with AARP, and legal reference with the Kentucky Access to Justice Commission
- Awarded 21 certification scholarships to public library employees seeking requirements for librarian certification
- KDLA staff presented 27 sessions at national, state, or regional conferences reaching approximately 650 participants

### **E-rate**

- Assisted 91 public libraries with their E-rate applications
- Saved a total of \$965,048 in E-rate discounts for public libraries, with an average discount of 77%

### **Library Construction**

With over 2 million library visitors last year, library expansion continues to be a serious need in the Commonwealth. In 2013, the following six libraries opened with expanded square footage to meet the needs of their communities:

- Boyd County - Catlettsburg
- Greenup County - Greenup
- Kenton County - Covington
- Letcher County - Neon
- Pendleton County
- Taylor County



## KDLA: By the Numbers



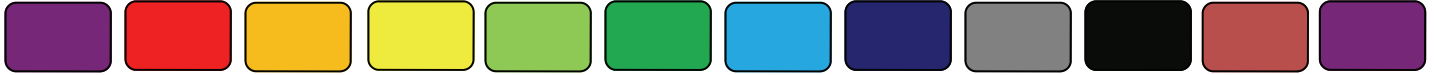
### State Library Services Division (2012-2013)

- State Library Services staff conducted 70 online trainings, attended by 1,029 state government employees
- 13,331 large print books were sent in circulating collections to Kentucky public libraries in 40 counties
- 4,550 audiobooks were sent in circulating collections to Kentucky public libraries in 37 counties
- 857 Large Print Book Discussion Kits and 449 Regular Print Book Discussion Kits were used by public libraries for adult and senior programming. 287 Text Express Kits were used for youth and teen book clubs
- 247 Thematic Kits and 30 Bi-Folkal Kits were used by public libraries for preschool, teen, adult, and senior programs
- State Library Services staff conducted 44 online trainings, attended by 997 public library employees
- 3,535 MARCIVE records representing federal publications were added to the KDLA Catalog



- 369 state government employees applied for State Library cards in person, through email solicitations, and onsite informational visits
- 416,707 non-OCLC records were loaded to the Kentucky database at OCLC for resource sharing
- State Library Services staff processed 3,085 union listing updates for the Kentucky Union List of Serials
- 3,002 ILL requests were processed by the State Library's Interlibrary Loan Unit (requests both to lend materials from the State Library collections and to borrow materials not owned by the State Library)
- 3,594 information requests from library customers were answered by the State Library's reference staff
- 19,722 visits were made to the online KDLA Catalog
- State Library collection includes 54,098 government publications; 15,839 books; 6,569 audiobooks/MP3CDs; 1,122 videos/DVDs; 10 CD-ROMs; and 1,050 programming kits
- 11,544 items were circulated from the State Library's collections
- 1,274 state publications were cataloged and physically processed

## KDLA: By the Numbers



### Public Records Division (2013-2014)

#### Records Management Services

- Made 28,629 assistance contacts with state and local government agencies
- Scheduled 86 records series through the State Archives and Records Commission
- Awarded 52 local records grants, totaling \$1,063,450, for archival and records management projects in local government agencies
- 26 workshops for state and local government agencies, with 1,293 participants
- Destroyed 25,557 cubic feet of records
- Cost avoidance to public agencies, through timely records destruction: \$4,600,260

#### Records Center Services

- Assistance contacts with state agencies 142
- Records transferred, in cubic feet 7,008
- Records destroyed from the Records Center, in cubic feet 11,028
- Records refiled or interfiled, in items 8,795
- Records retrieved, in items 14,503
- Records Center holdings, in cubic feet 191,049

#### Archival Services

- Assisted 9,176 customers in the use of 7,109 original government records and 8,985 rolls of microfilmed government records
- Visited online by 656,200 customers of the e-Archives
- Added 1,083,715 electronic files to the e-Archives
- Presented 26 workshops with 319 participants

#### Preservation Services

- Cleaned 4,275 documents
- Deacidified 3,782 documents
- Encapsulated 4,452 documents
- Repaired 399 documents

#### Micrographics and Imaging Services

- Original documents microfilmed 1,476,422
- Original documents scanned and indexed 9,011,643
- Scanned images converted to microfilm 1,043,718
- Documents scanned from microfilm 3,471,022
- Microfilm rolls processed or duplicated 16,894





# KDLA: By the Numbers

## Field Services Division (2013-2014)

### **Kentucky Talking Book Library (KTBL)**

- Served 3,828 customers
- Circulated 3,722 Braille books; 160,072 digital books; 8,464 digital Kentucky books; and 4,035 cassette books for a total book circulation of 176,293
- 909 customers were registered to download books, and downloaded 62,462 items
- Shipped 1,230 special players and accessories to customers
- Recorded 50 Kentucky books; converted 68 existing analog Kentucky recordings to digital format
- Produced and distributed 11,353 copies of newsletters, catalogs, surveys in large print, Braille, and recorded formats
- Requested 1,563 books from other Talking Book Libraries via Interlibrary Loan; filled 129 out-of-state ILL requests

### **Continuing Education for Public Library Employees**

- 220 public library employees attended the Summer Reading Program Conference in Louisville
- 79 public library employees attended the Kentucky Bookmobile and Outreach Conference in Lexington
- 20 public library employees participated in the Public Library Institute training in Frankfort
- Developed and presented/facilitated 64 one hour webinars, broadcast online to 1,670 participants
- KDLA staff presented/facilitated face-to-face training statewide to 150 participants on the topics of strategic planning and future trends, adult programming with AARP, public relations/marketing for libraries, and makerspaces
- Awarded 16 certification scholarships to public library employees seeking requirements for librarian certification
- KDLA staff presented 18 sessions at state conferences reaching approximately 350 participants

### **E-rate**

- Assisted 92 public libraries with their E-rate applications
- E-rate program discounts saved public libraries \$1,039,683

### **Library Construction**

The following seven libraries opened with expanded square footage to meet the needs of their communities:

- Bath County - Sharpville Branch
- Floyd County - Prestonsburg
- Jefferson County - Shively Branch
- Kenton County
- Logan County
- Union County - Union
- Warren County - Scottsville Road



## KDLA: By the Numbers



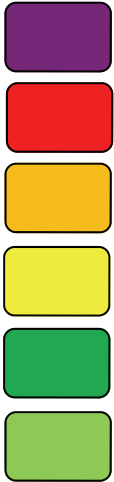
### State Library Services Division (2013-2014)

- State Library Services staff conducted 50 online trainings, attended by 1,149 state government employees
- 18,765 large print books were sent in circulating collections to Kentucky public libraries in 38 counties
- 3,780 audiobooks were sent in circulating collections to Kentucky public libraries in 32 counties
- 973 Large Print Book Discussion Kits and 520 Regular Print Book Discussion Kits were used by public libraries for adult and senior programming. 337 Text Express Kits were used for youth and teen book clubs
- 155 Thematic Kits and 43 Bi-Folkal Kits were used by public libraries for preschool, teen, adult, and senior programs
- State Library Services staff conducted 36 online trainings, attended by 676 public library employees



- 1,385 MARCIVE records representing federal publications were added to the KDLA Catalog
- 539 state government employees applied for State Library cards in person, through email solicitations, and onsite informational visits
- 243,796 non-OCLC records were loaded to the Kentucky database at OCLC for resource sharing
- State Library Services staff processed 4,751 union listing updates for the Kentucky Union List of Serials
- 2,520 ILL requests were processed by the State Library's Interlibrary Loan Unit (requests both to lend materials from the State Library collections and to borrow materials not owned by the State Library)
- 3,207 information requests from library customers were answered by the State Library's reference staff
- 17,682 visits were made to the online KDLA Catalog
- State Library collection includes 55,802 government publications; 13,880 books; 6,580 audiobooks/MP3CDs; 901 videos/DVDs; 10 CD-ROMs; and 1,058 programming kits
- 10,158 items were circulated from the State Library's collections
- 2,278 state publications were cataloged and physically processed

# Serving Kentucky's Need to Know



## Financial Report

FUND SOURCE	2012-2013
General	\$ 11,027,000
Federal	\$ 2,469,760
Agency	\$ 2,182,530
<b>Total</b>	<b>\$ 15,679,290</b>

FUND SOURCE	2013-2014
General	\$ 11,107,500
Federal	\$ 2,142,419
Agency	\$ 2,944,176
<b>Total</b>	<b>\$ 16,194,095</b>

### BTOP\* (2010-2013)

46 Kentucky libraries participated in the program.  
 \$1,438,065 was received by the participating libraries to enhance their Public Computing Centers.  
 3,751,175 Kentucky citizens who lived in areas with high poverty, disability, and unemployment levels received computer training.  
 1,735 pieces of computing equipment were added to the Public Computing Centers.  
 1,947 software packages were purchased for use in the Public Computing Centers.

\*Broadband Technology Opportunities Program was a grant awarded to KDLA from the National Telecommunications and Information Administration (NTIA) of the U.S. Department of Commerce. Charlene Davis managed this grant for KDLA to provide assistance to public libraries and their customers.

