



Kentucky Department for Libraries and Archives

2010-2011 Highlights



Kentucky Department for Libraries and Archives

As the Kentucky Department for Libraries and Archives (KDLA) celebrates its 75th anniversary this year as a department, it continues to touch Kentuckians in every county in the Commonwealth in forward thinking ways.

During the 2011 fiscal year, KDLA has met the public's need for access to information through a variety of activities that build upon its use of technology, resources and partnerships. This important agency in the Kentucky Education and Workforce Development Cabinet is continually challenging itself to meet the needs of its customers. Last year, Kentuckians took advantage of those resources as they visited their local public libraries more than 20 million times.

In addition to checking out books, CDs and DVDs, Kentuckians use their libraries to connect with training, jobs, career enhancement, government information and benefits, workshops and other resources. For many, their local library is one of the few places they can find free access to computers and the Internet or get expert advice on a variety of subjects such as filing taxes or writing a resume.

During difficult economic conditions, local public libraries are finding more ways to assist people through technology. This year, KDLA helped local libraries expand their technology services to help people find jobs and upgrade work skills by adding Public Library Workforce Centers in 46 libraries in counties with high unemployment. Across Kentucky, customers used computers at public libraries 5 million times last year.

In addition, KDLA is providing assistance and grants to counties to protect and preserve valuable local and state documents including court records, marriage licenses, birth and death certificates, military records and property deeds. During the 26 years of KDLA's Local Records Program, more than \$18 million in grants have been distributed in Kentucky.

On the state level, KDLA uses technology to preserve Kentucky's history for the future. The agency digitally scanned and indexed more than 9.8 million documents, and converted more than 7 million scanned images to microfilm to keep Kentucky's records available and accessible to its citizens.

I am proud of the proven record, ongoing services and exciting future of KDLA. Congratulations to KDLA on its diamond anniversary as Kentucky's connection to the past and road map to the future.



Joseph U. Meyer
Secretary
Education and Workforce Development Cabinet



Kentucky Department for Libraries and Archives

We are very pleased to present this report of the Kentucky Department for Libraries and Archives (KDLA) during the 2011 fiscal year. While you will read summaries and see statistics of the agency's work, the extent of KDLA's far reaching service does not allow a comprehensive review of all the activities in this limited format. Instead, this annual report reviews the continuing operations and focuses on the new initiatives during the past year.

The state government functions relating to archives, records management, and libraries have developed through the years and grown with the Commonwealth. Recognizing the increasing importance of records management and libraries, a special session of the Legislature in 1936 - 75 years ago this year - combined the library and archives functions of state government for the first time. So, KDLA is celebrating the diamond anniversary of its creation this year!

The story of archives and libraries in Kentucky over the past 75 years is marked by steady progress in developing a foundation for the future. In this report, you will read how KDLA staff is taking advantage of opportunities by building on this foundation to strengthen library service and archives and records management across Kentucky.

Understanding our past and focused on our mission, KDLA is positioned for a brilliant future where we will meet the dynamic needs of our customers across Kentucky. Please read and enjoy this summary of our work.



A handwritten signature in black ink that reads "Wayne Onkst".

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



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100 Years of Library Development

In 1910, Kentucky became the 35th state to formally adopt library development as a state function when the General Assembly created the Kentucky Library Commission. It was the purpose of the Commission to “give assistance, advice and counsel to all school, state institutional, free and public libraries, and to all communities in the state which may propose to establish libraries. . .” Though the name of the agency and its place in state government has changed over time, the work of library development has continued without interruption due to the efforts of dedicated staff. As the number of libraries steadily increased through the years, the state library staff developed a vision that every county would have a library.

Partnering with residents in each county, libraries were established and then developed. Slowly the vision of library service for every Kentucky resident became a reality. In 2008, local officials and residents worked with KDLA staff to establish the Carter County Public Library. During the 2009-2010 fiscal year, the McLean County Public Library was created. With the creation of the McLean County Library District, every county in Kentucky is receiving state funding.

One hundred years after the creation of the Kentucky Library Commission, Kentucky is much closer to having quality library service in every county. Livingston County will open its new library in 2012, leaving only one county in Kentucky without a library facility. Many KDLA staff members working with countless library supporters across the state have made library service a reality for almost all Kentuckians. As we enter the second century of library development in Kentucky, KDLA remains committed to working with residents in every county to provide library service that meets the needs of all Kentuckians.



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Broadband Technology Opportunities Program

In August 2010, the Kentucky Department for Libraries and Archives was awarded 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 will enhance library Public Computing Centers (PCC) across Kentucky. A portion of the matching funds from the Gates Foundation will be used to promote financial sustainability by funding an e-rate consultant position to assist libraries with telecommunications rebates.

The 45 libraries participating in the Public Library Workforce Center (PLWC) project serve areas with especially high poverty, disability, and unemployment levels. The project has two primary objectives. The first is a major upgrade of public computer center facilities. The second is the delivery of training that strengthens the workforce and promotes economic development in the areas served.

- 21 libraries have received at least one draw down of program funds.
- 45 institution-specific radio Public Service Announcements were recorded and mailed to participating libraries.
- Five customizable marketing deliverables were created and placed on the KDLA website for download.
- 20 training opportunities were provided for participating libraries with 375 attendees.
- Eight monthly conference calls were held.
- Three libraries opened their Public Library Workforce Centers.
- Two libraries conducted training events at the PLWC.

Collaboration

This year, the Kentucky Department for Libraries and Archives collaborated with several agencies to provide training and information to state employees and citizens of the state. The State Library worked with the Kentucky Employee Assistance Program (KEAP) to provide online training for state employees. Workshops such as Focus on Depression Awareness, Defusing the Angry Customer, and Focus on Money Management helped state employees do their jobs more effectively by providing assistance in professional skill development and personal improvement information.

The department also collaborated with the Kentucky Department of Education to promote summer reading to school children across the state. The two agencies worked together to train public librarians in using reading measures found in public schools and on effective collaborations with school librarians. They provided school administrators, teachers, and parents with information about the importance of reading over the summer break.

KDLA's Public Records Division worked in partnership with several institutions on the local, state, and national level this fiscal year. Collaborations with the Council of State Archivists Intergovernmental Preparedness for Essential Records Project, the National Association of Government Archives and Records Administrators, the Geospatial Multistate Archive and Preservation Partnership, and the Electronic Records Working Group, as well as working with state and local agencies to ensure that the records of the Commonwealth are preserved.





Kentucky Department for Libraries and Archives

State Employees can Download Audiobooks and Ebooks



KDLA has expanded its services to state government employees by offering digital audiobooks and ebooks. This group of customers expressed their interest for this service in the State Library's July 2010 *Audiobook and Video Survey*. With hundreds of titles to choose from, this new collection is guaranteed to have something for everyone. State employees can browse the collection, check out materials with their State Library accounts, and download them to PC, Mac®, and many mobile devices.

This new service is made possible by KDLA's membership in [Kentucky Libraries Unbound](#). State employees wanting more information, should visit the [Downloading Audiobooks and Ebooks webpage](#).

State Library Services Continuing Education/Training for Public Libraries

The State Library offered 17 free online training classes that were attended by 185 public library employees. Topics included programming with the State Library's kits, federal government information resources, effective database searching, health and medicine resources in the Kentucky Virtual Library's EbscoHost, library science resources at the State Library and on the Internet, and the new cataloging standard, Resource Description and Access (RDA).



Continuing Education/Training to State Government Employees

The State Library offered 46 free, online training classes that were attended by 477 state government employees. Topics included an introduction to the State Library's services, demonstrations of the research databases (available through remote access), and effective strategies for database searching. In addition, the State Library's training staff provided an in-depth look at information resources in the areas of environmental and natural science, health and medicine, criminal justice, and education. The State Library partnered with the Kentucky Employee Assistance Program (KEAP) to provide information on consultative services available to employees and managers as well as informational sessions in the areas of depression awareness, money management and time management.



Kentucky Department for Libraries and Archives

Library Outreach

Kentucky residents have long recognized the value of books and reading. Making books available for those unable to visit a library has been a priority for more than a century. Organized efforts to deliver books to remote areas began in the 19th century. This work progressed under the state federation of Women's Clubs, the Library Extension Division of state government, Berea College, and finally the Works Progress Administration during the Great Depression. Considering the difficulty of travel and the lack of options for moving books, the best method found to deliver books was on horseback. Over the years, the Pack Horse librarians brought reading materials that provided education and enlightenment to Kentuckians in the most remote areas of the state. From the establishment of the Kentucky Department for Libraries and Archives, outreach efforts have been a priority of the department's staff.

Beginning with a bookmobile campaign undertaken by the Friends of Kentucky Libraries in 1953 and 1954, Kentucky took the lead in providing bookmobile service. Assisting counties with bookmobiles was a major responsibility of the Library Extension Division staff. Many Kentuckians enjoyed their first library service on the bookmobile. Even today, Kentucky has more bookmobiles than any other state, circulating more than 2 million items each year. The modern bookmobile, however, provides much more than books. Bookmobiles offer materials in a variety of formats. In addition, many bookmobiles carry computers and offer internet service to those who do not otherwise have access.

Each public library determines the appropriate method of providing outreach for those unable to visit the library. Many libraries still operate bookmobiles while other libraries have chosen other methods of delivering service. Outreach vehicles of many types serve people in their communities. KDLA requires outreach efforts in every county and assists libraries with outreach needs. Kentucky's long tradition of library outreach remains strong today as KDLA partners with libraries to ensure that all residents have access to the materials that enrich lives.

Boyd County-Kyova

Bullitt County-Lebanon
Junction

Carter County-Olive Hill

Grayson County

Johnson County

Leslie County

Marshall County-Hardin

McLean County

Mercer County

Rowan County

Whitley County-Corbin



Kentucky Libraries with New or Expanded Facilities in 2010-2011

State Archives Updates Records Retention Schedules

Staff at the Kentucky State Archives continue to work with government agency personnel to draft updated records retention schedules for review by the State Archives and Records Commission. For local governments, several new or revised schedules were produced for Kentucky's two merged governments, Lexington and Louisville, and the Office of the County Jailer. Complete revisions for the Local Government General Records Schedule, the Public School District Schedule, and the County Clerk's Schedule will be finished by the end of 2012.

For many years, the Archives did not have enough records management staff to work closely with state agencies to update retention schedules. In 2005, the Archives hired two records management analysts to assist state agencies. Since then, close to seventy new or revised schedules have been completed. These include schedules for the Department of Agriculture (Last updated in 1975), Kentucky Historical Society (1976), Horse Racing Commission (1980), Public Service Commission (1980), Department of State Police (1983), Retirement Systems (1988), Department of Fish and Wildlife Resources (1991), Parole Board (1994), State University Model Schedule (1994), Personnel Cabinet (1995), Secretary of State (1996), and Department of Financial Institutions (1999). Significant revisions have also been made for Kentucky's Transportation Cabinet (1981), Cabinet for Health and Family Services (1976), and Department of Revenue (2000), with completion of the updates of these large schedules planned by 2012. The General Schedule for State Agencies, which covers records produced by all or most state agencies, will be completely revised by the end of 2012. These schedules and all records retention and disposition schedules are online at:

<http://kdla.ky.gov/records/Pages/default.aspx>



Kentucky's Local Records Program Reaches Milestone

KDLA's Local Records Program has distributed more than \$18 million in grants over the past 26 years to help preserve local government records in all 120 Kentucky counties.

The Local Records Program started in 1984 as a demonstration grant funded by the National Historical Publications and Records Commission, and later received permanent funding through a legal process fee collected by Kentucky's county clerks. This program of grants and onsite assistance was the first of its kind in the United States, and has served as a model for other state archives. With four regional administrators covering the state and working with local officials, KDLA ensures professional archival and records management assistance in county and city offices, school districts, and health departments. Grants have supported work in microfilming, preservation, equipment, automated indexing, digital imaging systems, and codification of ordinances.

KDLA staff has often helped counties recover records that have been lost or damaged because of disasters such as floods, fires, and tornadoes, or because pages have been stolen from archival documents. For example, many documents in the Harrison County Clerk's office were ruined in the 1997 flood. A security copy of the microfilm of these documents, stored in KDLA's vault along with over 150,000 other rolls of security microfilm, was used to reproduce a copy of these records, including estate settlements, veteran discharges, deeds, and mortgages.

State Archives Featured on “Who Do You Think You Are?”

Early in 2011, the Kentucky State Archives was contacted by representatives of the NBC television program, “Who Do You Think You Are?”, about filming part of an episode in the Archives Research Room. This program, currently in its third season, features different celebrities doing research on their family histories.

The celebrity in this episode was Ashley Judd, who has extensive family roots in Kentucky. A professional researcher and the Archives staff performed research on Ms. Judd’s family history, with records about one of Ms. Judd’s Civil War ancestors being of particular interest.

With this background work completed, the episode’s producer and director visited the Archives in January to scout the site and meet the staff. Walter Bowman, supervisor of the Archives Research Room, worked extensively with the producers and assisted with further research on Ms. Judd’s family.

Ms. Judd and the film crew spent the full day at the Archives on February 18, 2011. Filming the segment took all day, and proceeded very smoothly. Staff helped Ms. Judd with her research while the cameras rolled, and even helped her with some further research that was not featured on the show. The crew and Ms. Judd repeatedly expressed their appreciation for KDLA’s cooperation and hospitality.

When the episode aired on April 8, over six million viewers saw the impressive facilities available to researchers at the Kentucky State Archives. Within hours of the airing of the episode, the Archives received email from interested researchers, with many more inquiries in the following days.

The experiences with the filming process and from the airing of the Ashley Judd episode of “Who Do You Think You Are?” were uniformly positive, resulting in some very beneficial national publicity for the Kentucky State Archives, the first stop on Ms. Judd’s journey back into history.



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Conferences, Institutes, and Trainings

The **Kentucky Library Leadership Institute** is a program established to assist in preparing library directors and those who aspire to be directors to provide the highest quality library services to the citizens of the Commonwealth. In 2010, 20 participated and in 2011, 24 participated .

The Kentucky Public Library Association and KDLA partnered to provide 112 library support staff an opportunity to interact with staff from other libraries and participate in training on confidentiality and legal reference.

The **Bookmobile/Outreach Conference** brought 77 public librarians providing bookmobile and outreach services together to learn about reaching out to all age groups in their communities.



The 27th Annual **Kentucky Archives Institute**, sponsored by the Friends of Kentucky Public Archives, Inc. and KDLA's Public Records Division was held on June 24 at KDLA, and proved to be a great success. The number of attendees was larger than in recent years, and they were treated to interesting and informative presentations by Jerry Carlton ("Hidden Treasures in the County Clerks' Offices") and Valerie Edgeworth ("Kentucky's Archival Repositories") of the Public Records Division staff, as well as Stuart Sanders ("Kentucky's Civil War Sesquicentennial") of the Kentucky Historical Society. The featured speakers were Nancy Ross-Stallings and Richard Stallings, professional archaeologists who provided a fascinating insight into the connections between "Archives and Archaeology." Also, many took advantage of an optional tour of the Archives Center and the Research Room at the end of the day.

Widening Circles is a biennial conference that introduces children's librarians to innovative ideas about child development, literacy, and children's library services. 125 children's librarians attended the Widening Circles Conference. 188 librarians attended Summer Reading Workshops in 2011.

KDLA provided access to 116 **online training sessions**. These online training sessions came from a variety of sources, such as the LE@D courses provided by the University of North Texas, Lyrasis Live Online classes, continuing education courses provided by the University of Wisconsin-Madison, as well as training sessions that were created by KDLA staff. Topics included reference skills instruction, readers advisory, and information on services and resources.





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KDLA **Regional Consultants** provide professional guidance and assistance to local trustees and library directors. This assistance provides better library services to customers. An essential part of this assistance is attendance at meetings and onsite visits. KDLA Regional Consultants are the state's representatives in local areas. Their presence benefits library customers throughout the state. Consultants attend monthly local public library board meetings, library director meetings, and regional workshops. Through attendance at meetings and regular onsite visits, regional consultants provide assistance in the following areas:

- Budget Management
- Policy Development and Procedures
- Grants and Programs
- Continuing Education
- Collection Development
- Statistical Reports
- Legislation
- Automation and Technology
- Community Relations

Kentucky Talking Book Library (KTBL) introduced Digital Talking Books to its customers in 2009. Their superior sound and ease of use has caused them to rapidly surpass the older cassette books in popularity. These books, about the Commonwealth or by Kentucky authors, are unique to our collection and are not available to the visually impaired from any other source. In order to keep these books accessible, KTBL has undertaken a project to convert most of the existing Kentucky collection from cassette to digital format. In the first two months, KTBL completed conversion of 12 books. They joined 57 newly recorded digital Kentucky books on the shelves, available for customers to enjoy.



KDLA Implements Social Media Tools

Recognizing **social media** sites as a valuable communication tool, KDLA began using social media in 2010. KDLA currently has Facebook sites for the Public Records Division, State Library Services, Kentucky Talking Book Library, and Kentucky Children's Library Services. KTBL has also launched a YouTube channel. Information about these sites can be found at:

<http://kdla.ky.gov/common/Pages/SocialMedia.aspx>



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2010-2011 Fast Facts

- Hosted Southern/Midlands Regional National Library Service conference.
- Created first digital Kentucky books and began converting existing Kentucky books from cassette to digital format.
- Created YouTube video about Kentucky Talking Book Library.
- 643,838 visitors to the e-Archives
- 57,523 files were accessioned into the e-Archives
- State and local public agencies served with micrographics or imaging services: 92
- Records microfilmed for public agencies, in images: 792,455
- Records digitally scanned and indexed from paper for government agencies, in images: 9,855,865
- Microfilm created from digital images, in images: 7,123,014
- Microfilm rolls processed for government agencies: 8,212
- Microfilm rolls duplicated in Diazo format: 7,782
- 48 local records grants totaling: \$834,982.00
- An LSTA grant provided funding for the digitization of several historically significant collections of public records, including the correspondence files from Governor Isaac Shelby's first term (1792-1796) and the Writers Project files from the Work Projects Administration, as well as over 1,000 photographs and selected audiotapes, videotapes and film. All of these records will be made available through KDLA's e-Archives.



- State Records Branch meetings with advisory and support groups: 16
- Records management service contracts with state agencies: 21,616
- Agencies using the State Records Center: 82
- Cubic feet of holdings at the State Records Center: 196,222
- Records requested at the State Records Center (in units): 22,001
- Records management training workshops offered by the department or through partner organizations: 10
- The Archives Center currently maintains 107,000 cubic feet of original records, an increase of 4,287 cubic feet from FY2010.
- The Archives Research Room served nearly 3,000 onsite customers this year.
- Archival Services Branch staff responded to 8,607 reference requests received via mail, email, and telephone.
- Over 19,000 public records were used by staff and customers while performing research.



Kentucky Department for Libraries and Archives

2010-2011 Fast Facts



- 18,306 large print books were sent in circulating collections to Kentucky public libraries in 45 counties.
- 3,870 audiobooks were sent in circulating collections to Kentucky public libraries in 39 counties.
- 629 Large Print Book Discussion Kits, 344 Regular Print Book Discussion Kits, and 61 Bi-Folkal Kits were used by county public libraries for adult and senior programming. 199 Text Express Kits were used for youth and teen book clubs. 216 Thematic Kits were used by county public libraries for preschool, teen, and adult programs.
- 3,938 MARCIVE records representing federal publications were added to the KDLA Catalog.
- 536 state government employees applied for State Library cards in person, and through email solicitations, and onsite informational visits.
- 298,274 non-OCLC records were loaded to the Kentucky database at OCLC for resource sharing.
- State Library Services staff processed 6,744 union listing updates for the Kentucky Union List of Serials.

- 2,013 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).
- 4,015 information requests from library customers were answered by the State Library's reference staff during the FFY 2010 - 2011—an increase of 14%. 2,485 of these came from the State Library's "Ask a Librarian" email reference service or other email sources.
- 41,433 visits were made to the online KDLA Catalog.
- State Library collection includes 33,502 government publications; 18,600 books; 5,797 audiobooks; 3,189 videos/DVDs/MP3/CDs; 112 CD-ROMs, and 928 programming kits.
- A total of 18,998 items were circulated from the State Library's materials collections.
- 1,576 state publications were cataloged and physically processed.

