



Kentucky Department for Libraries and Archives



2009 - 2010 Highlights



Kentucky Department for Libraries and Archives

Message from the Secretary

Kentucky Department for Libraries and Archives (KDLA) has seen Kentuckians' need for information and services continue to expand during the 2010 fiscal year. This invaluable agency in the Kentucky Education and Workforce Development Cabinet is meeting the public's needs through technology and partnerships as it touches every county in the Commonwealth.

At a time when it seems everything has gone digital, people might think public libraries are no longer needed, but the opposite is true. Last year, the Kentucky Public Library Association conducted a study of Kentucky's public libraries and found that on any given day in the state 50,718 people visited a library, 77,139 items were checked out, 12,280 computer sessions took place, 171 programs were offered, and 3,933 people attended a library program. Those numbers show that public libraries are still a dynamic part of Kentucky communities.

Numbers can't fully convey the impact that KDLA has on the many Kentuckians who use the agency's resources and services. For example, last year KDLA's Kentucky Talking Book Library served 4,353 people ranging in age from three to 103 years who are unable to read because of visual or physical disabilities. For those patrons, KDLA was a connection to the world around them. Other people found that the public library was the only place to get free Internet access to search for a job or to attend workshops on writing resumes or filing taxes.

Other important services protect and preserve local and state documents, including court records, marriage licenses, birth and death certificates, military records and property deeds for research. In addition, KDLA continued to use technology to preserve Kentucky's history for the future. The agency digitally scanned and indexed more than 9.5 million documents, and converted more than 6.5 million scanned images to microfilm to keep Kentucky's records available and accessible to its citizens.

This is just a sampling of the many services that are reported in this year's KDLA annual report. Congratulations to KDLA and its employees on its many accomplishments during 2010.



Joseph U. Meyer
Secretary
Education and Workforce Development Cabinet



Kentucky Department for Libraries and Archives

Message from the Commissioner

We are pleased to report on the activities of the Kentucky Department for Libraries and Archives for the 2010 Fiscal year. Like our customers, KDLA faced many challenges during the year but you will note that the KDLA staff turned these challenges into exciting new opportunities for serving Kentuckians.

KDLA activities during Fiscal 2010 were wide ranging – involving service from the Big Sandy to the Mississippi, encompassing every county in the Commonwealth. A complete report of the work of the agency would fill volumes, so this is an overview that highlights new services. These services not only met the needs of Kentuckians during difficult times, but they also provided a foundation for the future as libraries and archives transition into the digital age.

During this year KDLA efforts were focused on assisting libraries with unprecedented demand, providing leadership for archives and records repositories in management and preservation of records, and serving the increased demands of state government employees for information. As you will read in this report, new partnerships were created and new services were developed to meet the needs in workforce development, records management, broadband deployment, and staff training in the Commonwealth's libraries and archives.

In good times and in bad for more than 185 years, KDLA and its parent organizations have served Kentucky's need for information services and public records. This report will demonstrate that the agency is well positioned to provide leadership for continued service throughout the 21st century and beyond. KDLA is committed to preparing Kentucky's citizens for the future.



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



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Preparing Collections and Access for the Future

Public Records Preservation and Storage

The Kentucky State Archives provided leadership in the development of current and future solutions for preservation and storage of both paper and electronic records, ensuring that records are secure and available for public use. With its effort to store paper and digital records, and to reformat records to microfilm for security storage or to digital format, the State Archives staff works diligently to preserve the commonwealth's records in the most cost-effective way while providing for the safety and integrity of the records. Thanks to strategic weeding of the Talking Book Library and the State Library, the State Archives is expanding to the entire third floor of the KDLA building. Shelving was added for 3,800 cubic feet of material this year, with space remaining for shelving that will hold approximately 16,200 cubic feet of records. Much of the new shelving has been filled with permanent records previously stored at the State Records Center. Freeing this additional space in the State Records Center will allow for the holding of more non-permanent records for agencies, at a nominal charge, saving money for state agencies by providing high capacity storage serviced by a trained records retrieval staff.

MP3 Audiobooks Added to State Library Collection



In continuing to provide access to the newest formats, the State Library staff conducted a pilot project to add audiobooks in MP3 format to its circulating collection. To locate these titles in the online [KDLA Catalog](#), use the search term "MP3" with the limit filter "audiobooks."

To check out a MP3-CD audiobook, state employees should use the "Request this item" feature on the [KDLA Catalog](#) screen. The MP3-CD audiobook can be delivered to a state employee's office by messenger mail (in Frankfort) or UPS (outside Frankfort). Members of the general public may request the State Library's MP3-CD audiobooks through the interlibrary loan section of their local public libraries. Look for the addition of more audiobooks in the coming year.

WorldCat Local Makes Global Connections

WorldCat Local is a new feature incorporated into the [KDLA Catalog](#) that enables customers and staff to simultaneously locate books, articles, journals, videos, and other items in the State Library and libraries throughout the world. This customer-focused web interface allows users to access tens of millions of bibliographic records in the OCLC (Online Computer Library Center) database, representing more than one billion items.



Kentucky Libraries with New or Expanded Facilities in 2010-2011	
Barren County	Boyle County
Carter County—Grayson	Carter County—Olive Hill
Hopkins County—Madisonville	Laurel County—Corbin
Lawrence County	Lincoln County
Louisville—Newburg	Montgomery County—Camargo
Owsley County	Perry County
Union County—Sturgis	Warren County--Graham
85,720 square feet were added to Kentucky libraries this year!	





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Preparing Kentucky Libraries for the Future

Kentucky Talking Book Library



The Kentucky Talking Book Library (KTBL) began distributing digital talking books and players to transition from cassette books and players that have been used for the past thirty years. The new digital players are helping introduce KTBL's customers to the digital age. At the close of FFY 2010 more than half of all customers had a digital player and digital books accounted for approximately 20 percent of all circulation. The new format allows users to download talking books directly from the Internet, with 10 percent of KTBL patrons taking advantage of this option.

"I want you to know that your Talking Books are the highlight of my mother's day. Talking Books really helps to keep her spirits up and gives her something to look forward to each day as her eyesight is nearly gone. However, her mind is still as sharp as ever. You will never know how much good you are doing for my aging mother. Again, thanks so much for all that you and your organization does for her. May God Bless you."
KTBL Customer

Continuing Education for Librarians

To ensure that public librarians have the skills necessary to serve their constituents in the digital age, the Field Services Division broadly expanded continuing education opportunities through distance learning. iLinc software allows participants to view online presentations, listen to the presenter over a conference call, and ask questions in a chat box or by phone. Library staff have the opportunity to participate in at least two online continuing education sessions per month, without leaving their library.

The Kentucky Library Leadership Institute (LLI) was introduced in 2010 with a series of classes to encourage and strengthen leadership in Kentucky public libraries. The LLI class of 2010 was limited to 25 students based on the selection criteria of service to their library and leadership potential in their community. Class members worked in libraries in all regions of Kentucky and consisted of directors, assistant directors, and full-time library employees. The institute consisted of two day class sessions, held in April, August, September, and December. Topics include leadership, staff development, communication, partnerships, planning, professionalism, and current and future trends in libraries.

"The **Leadership Institute** has been a very enriching experience for me professionally. It has provided me with some **additional skills and tools** that will help me better serve my library and my community. I now know some very good ways to better recognize and, in turn, meet my **community's needs**. In so doing, I will have helped ensure that the library continues to evolve and remain a vital part of the community that is **valued by the taxpayer**."

John Crawford, Woodford County Public Library

Adult Services Consultant

As the baby boomer generation continues to age, public libraries will face an increased need for adult services. To help libraries with this growing need, the Field Services Division added the position of adult services consultant. This consultant monitors Library Services and Technology Act (LSTA) programming grants, provides training for adult services library staff, and selects adult book discussion and thematic kits for use by libraries statewide. In 2010 the consultant also provided training sessions for library staff on topics such as starting adult programs, applying for LSTA grants, and genre fiction. The consultant created an adult services website with helpful information for adult services library staff in the state. This work mirrors and complements that of KDLA's children and youth services consultant.



Kentucky Department for Libraries and Archives

Grants for Kentucky's Future



Records that are “born digital” and identified as permanent are accessioned into KDLA’s E-Archives. Testing and research continue on the optimal preservation choices for digital records. The State Archives participated in two research grants this year, one through the Library of Congress and its National Digital Information Infrastructure and Preservation Program (NDIIPP) concerning Geographic Information Systems. The second was through the National Historical Publications and Records Commission (NHPRC), with the Data Intensive Cyber Environments (DICE) group of the University of North Carolina at Chapel Hill, to continue to test iRODS, the integrated Rule-Oriented Data-management System, an open source, data grid software. The latter is a follow-on to a successful NHPRC project to test iRODS for email storage.



I visited the Research Room...and just wanted to commend you on your excellent staff and facility. In terms of using your records, everything was very straightforward and well organized. I found what I needed and was back on the road in an hour.

– family history researcher



Records management services

State and local records management staff continue to emphasize updating records retention schedules for submission to the State Archives and Records Commission. The scheduling process ensures that permanent records are identified for retention, open records requirements and transparency expectations are met, and records that are no longer needed are destroyed as an efficiency and cost saving measure. Staff also provided training in records management issues, particularly electronic records and emergency preparedness, and provided onsite records advice and assistance to government agencies. This year, staff members prepared specialized training for government officials, using the Council of State Archivists’ (CoSA) Intergovernmental Preparedness for Essential Records (IPER) curriculum, funded by a \$2.6 million grant from FEMA to the State Archivists.

Thank you for all the help you extended to me during my visit to KDLA. Your interest and concern for my project meant that my exploratory mission was even more successful than I could have imagined. KDLA is very lucky to have such caring and dedicated specialists at their archives, and I am really looking forward to coming back and continuing my investigations.

– college professor





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Grants for Kentucky's Future



Bill & Melinda Gates Foundation Opportunity Online Broadband Grant Program

KDLA continues to partner with others to ensure that Kentucky's citizens have access to the Internet through their public libraries. The Bill and Melinda Gates Foundation's U.S. Libraries Program offered a one-time grant to help libraries fully leverage federal grants from the National Telecommunications and Information Administration's (NTIA) Broadband Technology Opportunities Program (BTOP). The foundation's Opportunity Online Broadband Grant Program contacted KDLA and forty-two other library agencies to submit Letters of Interest for the NTIA BTOP program. The foundation chose KDLA and thirteen other recipients to assist in preparation of an NTIA BTOP proposal. The foundation provided consultants to assist KDLA in submitting a proposal that would fund sixty public libraries to expand the number of public access computers and to increase workforce training for unemployed and underemployed citizens. The foundation also committed to providing some or all of the matching funds required, and to providing technical assistance with broadband connection costs.

KDLA was notified in August, 2010 that its NTIA BTOP application was successful.



Local Records Grants

For the first time in the twenty-five year history of the Local Records Grant Program, over \$1 million was awarded this year to local government agencies for preservation and access of records. Many thanks go to Kentucky's 120 County Clerks, who collect a \$1 filing fee that supports this grant program. With 56 new grants this year, for a total of 1,420 grants over the life of the program, most of Kentucky's vital records have been copied in a microfilm format, with a security copy of microfilm stored at the State Archives. With total grant money of \$17,120,098 awarded to date, Kentucky is a leader in providing security for and access to its local government records.

Public Library/Workforce Information Grant

In response to rising unemployment and economic hardship, Kentucky's citizens are searching for jobs and using e-government websites as never before to access services. KDLA, in partnership with the Office of Employment and Training (OET), awarded nearly \$260,000 to increase the number of locations providing access to workforce information. Ten public libraries expanded services and added public access computers to provide unemployed and underemployed Kentuckians with more places to look for work, get help in writing resumes, access job listings, and hone job-hunting skills. In addition to assisting job seekers, these libraries provided means for customers to gain knowledge about applying for government benefits, taking college classes, and completing online certification programs. Some libraries also offered training in basic computing and Internet, email basics, online job resources, and word processing applications, including Microsoft Office. This project will continue through June 30, 2011.



Kentucky Department for Libraries and Archives

2009-2010 Fast Facts

- 11,435 archival research requests/visits
- 542,711 visitors to the E-Archives
- 19,891 records used by customers visiting the State Archives.
- Archives Center holdings: 105,295 cubic feet
- Records Center holdings: 193,936 cubic feet
- E-Archives holdings; 1.6 terabytes (approximately 60,000-65,000 library book-size volumes)
- Security Microfilm vault: 147,000 rolls
- Research Room customer use microfilm: 75,000 rolls
- Documents Preservation Lab cleaned 6,342 items, de-acidified 6,844 items, encapsulated 7,091 items, and repaired 1,393 items.
- Microfilmed 331,654 documents; scanned and indexed 9,516,810 documents; converted 6,542,060 scanned images to microfilm; processed 6,789 microfilm rolls; and duplicated 5,617 microfilm rolls.



- The Kentucky Talking Book Library (KTBL) circulated 232,459 items, with users averaging 53.4 items each.
- KTBL volunteers donated 1,348 hours of time to record and produce 42 Kentucky-related Talking Books.
- Records managers had 20,050 assistance contacts with state and local agencies.
- Records managers provided 47 workshops for 334 participants.
- 248 new records series were scheduled.
- 67,399 cubic feet of records were destroyed in agencies at the end of their retention period, avoiding approximately \$12 million in storage costs.
- The State Records Center received 10,508 cubic feet of records, destroyed 8,246 cubic feet of records, refiled or interfiled 13,581 records, and retrieved 16,877 items for use by the creating agency.





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2009-2010 Fast Facts



- 3,630 requests were processed by the State Library Interlibrary Loan Unit (requests both to lend materials from the State Library collections and to borrow materials not owned by the State Library).
- 4,479 information requests from library customers were answered by the State Library's reference staff during the FFY 2009-2010—an increase of 31%. 2,648 of these came from the State Library's "Ask a Librarian" email reference service or other email sources.
- 45,683 visits were made to the online KDLA Catalog.
- The State Library collection includes 33,972 books, 5,647 audiobooks, 3,706 videos, 1,480 DVDs, 116 CD-ROMs, and 807 programming kits.
- A total of 20,780 items were circulated from the State Library's materials collections.
- 5,030 state publications were cataloged and processed during the FFY 2009-2010.
- 31,601 large print books were sent in circulating collections to Kentucky public libraries in 49 counties.
- 697 Large Print Book Discussion Kits, 286 Regular Print Book Discussion Kits, and 94 Bi-Folkal Kits were used by Kentucky public libraries for adult and senior programming. 266 Text Express kits were used for youth and teen book clubs.
- 3,924 MARCIVE records representing federal publications were added to the KDLA Catalog, many linking directly to electronic versions of the publications.
- 743 state government employees applied for State Library cards in person, through email solicitations, or during on-site informational visits.
- 497,815 non-OCLC records were loaded to the Kentucky database at OCLC for resource sharing.
- State Library Services staff processed 8,123 union listing updates for Kentucky Union List of Serials (KULS) during FFY2009-2010. This exceeds the staff's target goal by 306.2%.

