KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

ANNUAL REPORT



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MESSAGE FROM THE COMMISSIONER



DENISE LYONS COMMISSIONER & STATE LIBRARIAN As the new Commissioner and State Librarian for the Kentucky Department for Libraries and Archives (KDLA) appointed in May 2023, I have done my best to dive in to learn about a new agency and a new state. One of the most rewarding parts of my job is going out into the field and seeing libraries and agencies across Kentucky. With 120 main libraries and 84 branches, I had hoped to get to many of them by vear's end. While I didn't get to every library, I visited all the Commonwealth regions, from the furthest point west, almost to Missouri, to the heart of Appalachia. I've visited libraries big and small, new and older, and all along the way I have met with wonderful people who were excited to show me what they do. Libraries are at the center of their communities. While a public library isn't all things to all people, it has something for everyone. During my travels across the state, probably the most common memory I heard about was about bookmobiles, which isn't surprising as many bookmobiles of all types and sizes have made their way through Kentucky's small towns and rural landscapes.

Kentucky has a long and storied (pun intended) history with bookmobiles, currently serving as the state with the most! From the Pack Horse Librarian project of the W.P.A. to the big push in the 1940s/50s by Mary Belknap Gray of Louisville, who led the charge, librarians have always found ways to support their communities - and today is no different. Kentucky's libraries serve all ages meeting people where they are. Sometimes this means turning the library into a recovery hub after a disaster, welcoming hundreds of children for a summer reading event, or adding a makerspace with sewing machines and 3D printers. Libraries are not just the heart of their communities, they are the soul—vibrant with energy, embracing and responding to changing needs.

KDLA also holds the significant role as the state archive and provides guidance on records management for state and local agencies in all formats. The four branches of the Archives and Records Management Division supports all agencies with a range of technical and professional advice for the retention, storage, and use of the public records the create. KDLA is the state's library and works in partnership across the library landscape. A key part of our mission is serving public libraries by assisting with areas involving construction, technology, trustee training, and resource sharing. Regional consultants live and work in one of five regions guiding the libraries in their areas. Other consultants at KDLA assist with statistics, programming for youth and families, continuing education, adult services, and many more areas of expertise.

The Archives and Records Management Division supports these agencies with comprehensive technical and professional advice regarding the retention, storage, and use of the public records they create. The Division also serves the public and government personnel by guaranteeing access to historical records. As emerging technology continues to impact how records are preserved, stored, and accessed, the Commonwealth's historical records must be properly stewarded. KDLA provides funding through the Local Records Program Grant which supports County Clerks and other local agencies to ensure that their records are preserved, digitized, and stored according to industry standards. While the majority of grant funds are used for digitization and the purchase of equipment, the reopening of the Emergency Grant Program expands the use of these funds to assist with the recovery of records damaged in disasters, such as tornadoes in western Kentucky. This grant also provides funds to mitigate the risks to local records from environmental factors like flood waters or mold that can negatively impact paper documents or the health of the individuals who work with these records. KDLA is happy to report that local records grants have been given to local government agencies in all regions of the Commonwealth.

As a leader in library, archives, and records management, KDLA will continue offering high levels of service, through positive additions to our staff. After several years of vacancy, I am pleased to announce that Rusty Heckaman has filled the State Archivist position. As the Director of the Archives and Records Management Division, Rusty will work alongside the Branch Managers, the Division Director for Library Services, and the Commissioner to ensure that the agency fulfills its mandates and provides excellent service to all patrons. Both the Local Records Branch, which serves hundreds of local government agencies and the Library Development Branch, which serves all 120 county libraries, have added a staff member to create a fifth region. These additional positions are essential for providing in-person coverage across the Commonwealth to offer support and build relationships with local library and government agency staff.

Through federal funds from the Institute for Museum and Library Services, KDLA prioritized providing subawards to libraries and partnering organizations. KDLA partnered with Kentucky Humanities to provide family literacy programs, the Kentucky Science Center for hands-on STEM learning in public libraries, and Kentucky's Virtual Library to provide all residents access to an extensive database of electronic resources. This kind of collaboration is the hallmark of KDLA which circulates over 1,200 kits from Legos to book club resources, records the work of Kentucky authors in the studio of KTBL, assists with genealogy inquiries in the research room, and trains state employees.

We seek to increase both awareness and access to our collections and services through a new partnership with Family Search to digitize local records. We have been and will continue to be a vital resource for other state and local agencies, libraries of all types, and Kentuckians. As the landscape of the state changes, especially digitally through technology and innovation, KDLA will continue to advocate for increasing literacy efforts, bridging the digital divide, supporting engaged community-centered libraries, and expanding outreach to connect people wherever they are. We look forward to welcoming you to our building in Frankfort, which is under renovation, or connecting with you online. I hope you look forward to reading this report as I am excited to share details about the programs and the exceptional work of the KDLA staff.

KDLA GRANTS

State-funded Grant

 A total of \$4,129,706 in construction debt assistance was distributed to 36 libraries through the Public Library Facilities Construction Grant. Grants are awarded through a competitive process and awardees receive a payment every year to help pay down construction debt over 20 years. Public Library Facility Construction Fund grants may not be used to pay any design or construction cost directly. They can only be used to pay down loans or bonds.

Public libraries and partnering organizations received \$362,000 in federal sub-grants for fiscal year 2024:

- Over 40 public libraries in Kentucky received a total of \$98,015 for staff training purposes.
- The libraries in Bracken, Garrard, LaRue, Madison, Mason, Russell, and Pendleton counties hosted the Kentucky Science Center's Science in Play2Go exhibits. The Science in Play2Go is built around the twin concepts of open-ended play and "loose parts" – materials that can be reimagined in countless ways – allowing children to naturally develop 21st century learning and STEAM skills.
- The Prime Time Family Reading Program is designed for underserved families with children aged six to ten. The program helps low-income, low-literate families bond around the act of reading and talking about books. This program was hosted by the Allen, Crittenden, Cynthiana-Harrison, Fleming, Hart, Henderson, Logan, Meade, Oldham, Powell, Trimble, and Wolfe County public libraries along with the Corbin Public Library and the George Coon Public Library, each receiving \$2,250 in services, for a total of \$27,000.
- Fourteen public libraries received \$82,000 in sub-awards for special projects including literacy and technology initiatives.
- Kenton County Public Library received \$5,000 to offer English Language Learning programs.



Kids play with the Kentucky Science Center's "Science in Play2Go" exhibit. Photo provided by Kentucky Science Center.



ARCHIVAL SERVICES



On-site visitors **709**

Rolls of microfilm used

3,133

Attendees for presentations

366

 $\equiv >$



2,476

Phone Calls

I))

3,104



Cubic feet accessioned

27.27



Photo requests

41



Pages copied





Hours spent on general court case files





Expungement orders recieved



28,361



Presentations given

8



Expungement orders sent out **3,450**

E-mails





Original records used

4,315



Hours spent on archival projects

760.5



Original agency records requests



6

Fiscal year 2023-2024 was a busy year for the Archival Services Branch, as the numbers listed show. We also saw an increase in our outreach efforts, regularly welcoming groups for tours. We also gave eight presentations to a total of 366 people, including the Kentucky Archives Institute, the Kentucky History and Genealogy Conference, KDLA staff, the Woodford County Public Library, the Louisville Free Public Library, the Allen County (Indiana) Public Library, and two presenations to the Kentucky Genealogical Society. We also installed at least five new exhibits in our Capitol building display cabinets, including one celebrating the 60th anniversary of the Civil Rights March in Frankfort as well as the 100th anniversary of the Department of Parks.

We also saw new partnerships as we loaned the Kentucky in Wood statue from our lobby to the Mercer County Public Library in honor of the 250th anniversary of Harrodsburg. Several staff also joined with the Kentucky Disaster Recovery Framework, a collaboration across all of state government to combine our knowledge and skills to know on whom to call during disaster recovery efforts. We also hosted a tour for, and took a tour with, the Land Office staff from the Secretary of State's Office.



Left: Archival document from 1887. Top right: Rusty Heckaman, State Archivist, uses a mirofilm machine to find a document for a patron. Bottom right: The Research Room at KDLA.

LOCAL RECORDS

***** FISCAL YEAR 2023-2024

Agency Contacts	20,746 215	
Retention Updates	38	
Local Records Program Grants Issued Total Funds Issued	30 \$1,031,912.14	
Emergency Grants Issued	\$1,031,912.14 6	
Total Emergency Grants Funds Issued	\$151,814.70	
Total Grant Funds Issued (All)	\$1,183,726.84	
Trainings Given	67	
Destruction Certificates Processed	2,705	L
Total Volume of Records Destroyed (cu. ft.)	232,880.6834	
Total Volume of Records Destroyed (gb)	12,497.63388	



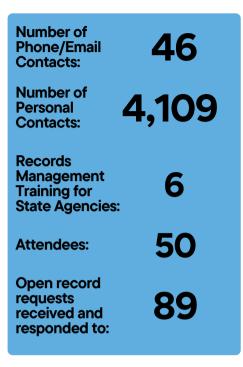


David Atha, Archives & Records Regional Administrator (East Region), visiting the Bourbon County Clerk.

2023-2024 FISCAL YEAR DISASTER RESPONSE

On August 2nd and 3rd, 2022, all Regional Administrators (RAs) visited the four counties impacted most by the floods: Breathitt, Perry, Letcher, and Knott. RAs visited both city and county offices to assess damage and provide guidance. Out of 47 local government agencies, 33 experienced either no damage or minimal damage to their records. The remaining agencies experienced significant damage. David Atha, the East RA, has been in contact with agencies to follow-up and provide additional guidance. Two Emergency Grants were issued to the Graves County Clerk to provide storage space for records after the tornado that hit in December of 2021. The local records branch had several employees in Graves County following the tornado, helping to move boxes of records out of the wreckage. This natural disaster became somewhat of a catalyst in helping to create the Emergency and Disaster Assistance Grant which has helped several counties across Kentucky since its inception in 2021. On Memorial Day 2024, a series of severe storms and tornadoes hit various regions in Kentucky. The city of Russellville experienced significant damage to their records. Becca Halbmaier, the West RA, was able to provide recommendations for an Emergency and Disaster Assistance Grant while other storms continue to occur in all four regions, the RAs continually reach out to agencies.

STATE RECORDS



Scheduled, Revised, or Deleted Series Approved by the State Libraries, Archives and Records Commission:

> The agency schedules that were revised were: Department of Public Health, Justice and Public Safety Cabinet, Kentucky Board of Veterinary Examiners, Department of Agriculture, Kentucky State Police, Department of Workforce Development, State University Model, Department of Charitable Gaming, Department of Financial Institutions, Kentucky Housing Corporation, Auditor of Public Accounts, Department of Criminal Justice Training.

The State Records Branch provides records management assistance to all state government agencies in all branches of government. In FY24, staff provided virtual and in-person records management trainings to at least 50 state agency staff across several agencies, including the Department of Charitable Gaming, the Department of Community Based Services, the Commonwealth Office of Technology, the CHFS Office of Inspector General, the Public Protection Cabinet, the Education and Labor Cabinet, the Board of Medical Licensure, the Department of Veteran Affairs, the Department of Parks, the Kentucky Department for Libraries and Archives, the Office of the Attorney General, the Kentucky Human Rights Commission, the Kentucky Historical Society, and the Kentucky State Police. These trainings have helped develop and build relationships between the records analysts and agency staff to better provide guidance on their records management programs and processes.

The State Records Center (SRC) provides storage and retrieval services of agencies' public records for a fee of \$0.43 per cubic foot per month. The SRC faced staffing and equipment challenges throughout the fiscal year and, despite these challenges, state records employees focused on ensuring accuracy in transmittals, inventory, and billing. Staff reviewed 3,466 transmittals for 76,250 cubic feet of records toward this goal. Additionally, the SRC saw an increase of 27% in records requests. Employees responded to 29% in court records requested and responded to 50% in cubic feet of records.



Joseph Isaac, State Records Branch Records Analyst, provides records management training to Kentucky Historical Society Staff.

STATE RECORDS CENTER



Records are packed into boxes and stacked on shelves in the KDLA State Records Center on Leestown Road.

DIGITIZATION

484

rolls of microfilm / 1.3 terabytes

41,857 images from paper / 1.09 terabytes

DIGITAL ARCHIVES

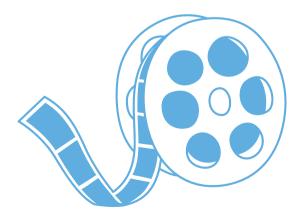
7,700 Kentucky State Digital Archives visitors

1,003 files accessioned

EDUCATION/OUTREACH

13

trainings provided to State and Local Government staff



ELECTRONIC RECORDS

Electronic Records Branch had a banner year for education and outreach, completing 13 individual trainings for state and local government agencies. In addition to in-person trainings, Electronic Records created the first recorded training from the Archives and Records Management Division to be dispersed as a video via MyPurpose. This training presents essential information on the creation and management of public records, and should be heard early on in one's state government career.

Digitization and digital preservation efforts were also high points for the branch, as Electronic Records fielded record patron requests along with multiple inhouse digitization projects, including Franklin and Fayette County circuit court cases. Much of the backlog of "born-digital" files was accessioned and processed during this year as well, after the vacant archivist position was filled.



Derek Clark and Sarah Garrett speak at the Kentucky Digital Government Summit at the Hyatt Regency and presented their talk "Electronic Records: Ensuring Compliance and Transparency" in Lexington on June 11th, 2024.

STATE LIBRARY SERVICES

8,546

large print books sent in circulating collections to Kentucky Public Libraries in 29 counties

8,327

2.881

Collections

collection

books in the General and Storytelling

digital items were checked out by state government employees

922

1,954

audiobooks sent in

circulating collections to Kentucky public libraries in 15 counties

state government employees applied for State Library accounts

19,312 large print books in

the State Library collection

1,065 1 book discussion kits in pr the State Library th

programming kits in the State Library collection 1,646

book discussion kits were circulated to public libraries for youth and adult programming

1,676

interlibrary loan requests processed by the State Library staff members

9,388

audiobooks/CDs in the State Library collection

27,222 state government publications provided by the State Library

82

programming kits

were circulated to public libraries for

preschool, youth and

.167

adult programming

9

searches that were

made in the online

KDLA catalog

12,178

items that were circulated to the State Library's physical collections

6,690

books in the Kentucky Collection

102 DVDs in the State Library collection



KDLA also operates a full-service library and serves as a central point for all libraries in the Commonwealth who require assistance in serving their patrons. As part of an electronic consortium, the State Library circulates ebooks, magazines, and digital audiobooks as well as CD-audiobooks, books including large print, and other materials. State Library services are particularly valuable to state government employees who are able to have items from the collection delivered to their desk or sent to their email. The State Library answers reference and research questions by email, telephone, chat, and in person, and conducts training on resources for state agencies and libraries. Webinars and trainings are archived so that patrons can access them on their schedule but the staff can also deliver trainings in person or online upon request. Databases can be accessed from any computer to locate newspaper, magazine, and scholarly journal articles as well as statistics, business data, and much more information through the Kentucky Virtual Library (KYVL) and additional databases in the State Library's collection.

Materials are selected to support professional and personal development, and the collection is particularly focused on the areas of business, administration, personnel management, employee training, health and wellness as well as a number of items focused on Kentucky such as history, geography, memoirs, and cookbooks. KDLA circulates over 1,200 programming and book club kits to enhance patron engagement through book discussions and interactive learning. Staff with expertise in certain areas make suggestions for new kit themes as well as replacements keeping up with the latest trends in learning styles and programs. Making resources available is a hallmark of the State Library. Institutions, including prisons and higher education have special accounts to borrow items and kits and anyone serving state government, such as Commissions and Boards are eligible for accounts. Kentucky residents who do not fall into any particular category can also access materials and resources on site.

LIBRARY DEVELOPMENT

The LSTA Grant to States subawards have benefited libraries and library staff around the state of Kentucky during the 2023-2024 fiscal year. The Graduate School Tuition Reimbursement Grant provides a \$2,000 per person per semester tuition reimbursement to library staff pursuing a master's degree in information and library science. During this grant cycle, nine people were given the grant and seven of the nine have already graduated with their master's degrees. LSTA's Continuing Education Grant for public library staff was awarded to nine public libraries across the state. Lastly, the Conferences Only Grant was awarded to 15 public libraries which enabled public library staff to attend work-related conferences.

KDLA's Continuing Education branch held a New Director's Orientation where eight newly hired public library directors attended a meeting to learn more about what services and requirements from KDLA and other government organizations are important. Library staff got more face-to-face time at the Public Library Institute where 42 public library staff completed a 60-hour institute that introduces them to the different aspects and services of public libraries. It counts as one three-credit hour college course towards their public library certification requirements.

Across the state of Kentucky, 36 staff completed the four part-time certification courses to receive their parttime certification. This is a voluntary program so staff were self-motivated to be certified. Also, 27 libraries around the state also hosted a job fair with 555 people in attendance and 275 job fair kits were distributed. The Kentucky Chamber Foundation provided 1,180 Critical Jobs in Kentucky booklets and 940 Ready, Set, Future coloring books to participating libraries. The Chamber fulfilled an additional request for 85 booklets from a participating library that wanted more booklets to offer at their ongoing workforce development programs. Kentucky Educational Television provided demo accounts to FastForward and Workplace Essential Skills at the job fair. Other collaborators included Code Kentucky, KY Adult Education, the Office of Employer and Apprenticeship Services, Junior Achievement, KYVL, RETAIN KY.

E-Rate Funding



total consulations from July 2023-Jun 2024





E-rate funding distributed to 101 libraries



In the 2023 Summer Reading Program (SRP), 50,655 children and 4,151 teens participated, totaling 54,806 youth. 70 library counties submitted their SRP participation results to the Kentucky Department of Libraries and Archives. (The methodology of tracking the statistics was changed in 2022 from being tracked by KDLA to being tracked with other States by the Collaborative Summer Library Program).

KDLA's youth services consultant hosted 45 webinars on various subjects, including How Childhood Trauma and Adversity Shapes Our View of the World, Working Effectively with Deaf and Hard of Hearing Library Patrons, Making Accommodations and Modifications for Young Children, Surviving Challenging Behaviors in Children, The Power of Play, Providing Services to Kinship Families, and Over the Rainbow and Under the Radar. 628 people participated in the webinars and an additional 55 public library staff watched archived webinars.

Kentucky Department for Libraries and Archive hosted the Spring into Reading event on April 26, on the grounds of the State Library in Frankfort. This inaugural Spring into Reading event promoted health, wellness, and literacy with the hope of encouraging reading at grade level. Participating elementary school students had an opportunity to gather on the lawn to read and participate in other fun, literacy-focused activities. The event celebrated the librarians and educators who encourage students every day. "Reading a good book can open our minds to new ideas, teach our hearts about compassion and empathy and allow our imaginations to explore faraway places or transport us to a different time and space," said First Lady Britainy Beshear. Kentucky has the most bookmobiles of any state in the nation, many offering special programming throughout the summer to reach children during their time away from the classroom. Spring into Reading featured bookmobiles from some of KDLA's public library partners where families had the opportunity to sign up to join a summer reading program, which assisted in preventing learning loss.



Kentucky Book Mobiles from Edmonson County, Boone County and Estill County.

The Kentucky Department for Libraries and Archives added four youth book discussion kits (each containing an audio recording, 20 copies of the title in English – five of those copies in large print when available from publishers - and two copies in Spanish when Spanish was available from the publishers) to the collection.

- Seven youth thematic kits were added to the KDLA collection.
- Thirty-eight book and material replacements were purchased to replace copies that were damaged through use over the last year.
- 271 books were purchased; 8 of these books purchased were in Spanish.
- 104 titles were purchased for the Languages Other than English (LOTE) collection.
- Four youth services professional development titles were added to the collection.
- 210 access codes for the Collaborative Summer Library Program 2023 manual for each of the 120 public libraries in Kentucky as well as one physical copy for circulation from KDLA were purchased.

KENTUCKY TALKING BOOK LIBRARY



Active NLS BARD users

631



Books and magazines downloaded from NLS BARD





Copies of newsletters, braille, recorded and large print produced & distributed

8,064



Audio books circulated





Phone calls, emails & letter mail





Braille books circulated





2,096



Special players, braille eReaders shipped



New patrons added to the Kentucky Talking Book library subscriber





atrons served





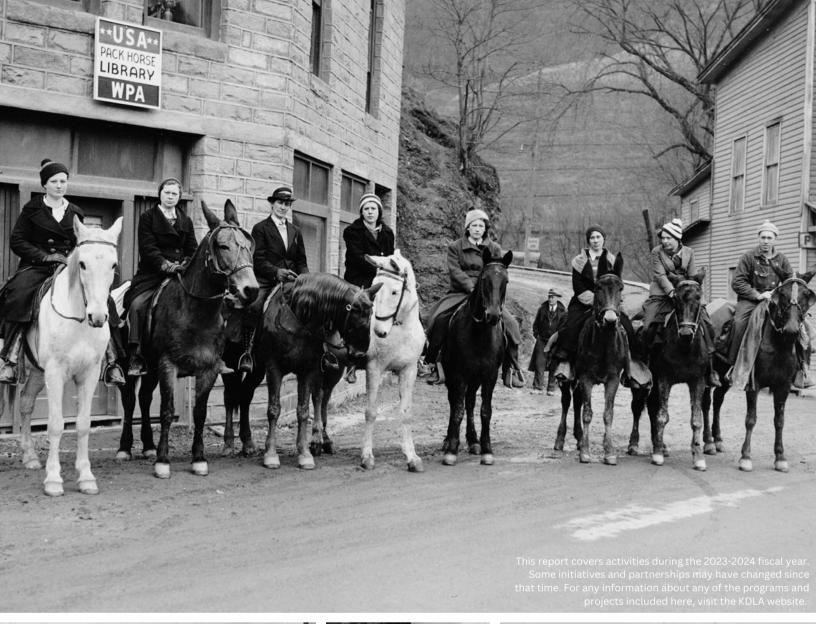
recorded at KTBL and uploaded to BARD **31**



Kentucky books downloaded 8.915

The Kentucky Talking Book Library (KTBL) is one of the regional libraries of the National Library Service for the Blind and Print Disabled (NLS) within the Library of Congress. NLS administers a free national library program that provides braille and recorded materials, including music, to those who cannot see or handle print materials. The Kentucky Talking Book Library is housed in the Kentucky Department for Libraries and Archives. A special exemption also allows for KTBL to record materials not available in audio format in a recording studio inside KDLA. Stories that are set in Kentucky. written by a Kentucky author, or have a Kentucky connection may be recorded on site; these materials require a high standard of quality as they are uploaded and shared back into the national database. If a book has been recorded by a publisher, which many of the popular materials fall into this category, then it is accessible to Talking Book patrons. However, KTBL has the ability to record additional titles which are often requested by patrons, such as the Kentucky Reads selection, a program operated through Kentucky Humanities. Most recently, KTBL recorded the book Scissors Paper Rock: A Novel by Fenton Johnson.

A special effort was made this past fiscal year to increase outreach and visibility for the program. A new Outreach Coordinator was hired and staff attended a variety of conferences, events, expositions, and trainings where potential patrons or those connected to clients who could potentially benefit from the service. KTBL is an important part of connecting people as many are homebound or live in rural areas with a lack of transportation. Reader Advisor Librarians provide guidance for patrons in accessing books digitally through a device or with a player sent directly to their home by mail at no cost. They can request a variety of materials including braille versions of sports schedules! The Talking Book program is personal: making it easier for those with disabilities whether permanent or temporary to access free materials is an important avenue to improve the quality of life for Kentuckians.





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