

The Kentucky Department for Libraries and Archives
Library Services and Technology Act (LSTA)
Grants to States Five-Year Plan Implementation
FFY 2018 – FFY 2022

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Date: June 12, 2017

Commissioned by The Kentucky Department for Libraries and Archives

Terry Manuel, State Librarian and Commissioner



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INTRODUCTION

The following Plan reflects the entire scope of the ***Library Services and Technology Act Five-Year LSTA Plan for 2018 – 2022*** for the Kentucky Department of Library Services and Archives (KDLA) for the portion of funds received through the Grants to States program. The Plan reflects projects and activities that will be undertaken using funding from LSTA sources and supplemented by local, State, private and charitable giving, other foundation and grant sources as appropriate.

It is recognized that LSTA Grants to States funding cannot be used for certain purposes. For example, capital projects for facilities funding and advocacy activities are not supported with LSTA funding. KDLA accomplishes a broad set of goals through the activities of the Commissioner's Office and its two divisions: Archives and Records Management Division and Library Services Division. This plan captures the activities that will be supported through the LSTA Grants to States funding.

MISSION

The mission of KDLA is to support and promote access to library services and to ensure that documentation of government activities is created, preserved and made available for public use.

NEEDS ASSESSMENT

A variety of data sources were used to develop the needs assessment portion of the 2018 – 2022 LSTA Plan. Sources of demographic information include U.S. Census Bureau and population projections from the Kentucky State Data Center. Comparative information regarding public libraries was gleaned from public library statistics collected annually by state library administrative agencies in each of the states and then gathered and aggregated by the U.S. Institute of Museum and Library Services (IMLS) using the Public Library Survey (PLS).

Other sources of information used in developing the needs assessment include information from other governmental and non-profit organizations in Kentucky that serve populations with special needs as well as focus group sessions with librarians, a web survey of the library community, and interviews with Kentucky Department of Libraries and Archives administration and staff. Finally, some supplemental information was gathered during a planning session held with KDLA staff in Frankfort on April 28, 2017.

The United States Census Bureau estimated that Kentucky's population was 4,436,974¹ on July 1, 2016. This places Kentucky squarely in the middle of the fifty states with a ranking of 26th. The Bluegrass State's age cohorts mirror the U.S. on several groups. For example, the percentage of Kentucky's population under the age of five is 6.3% compared to the national

¹ United States Census Bureau. QuickFacts Kentucky
<https://www.census.gov/quickfacts/table/PST045216/00.21>

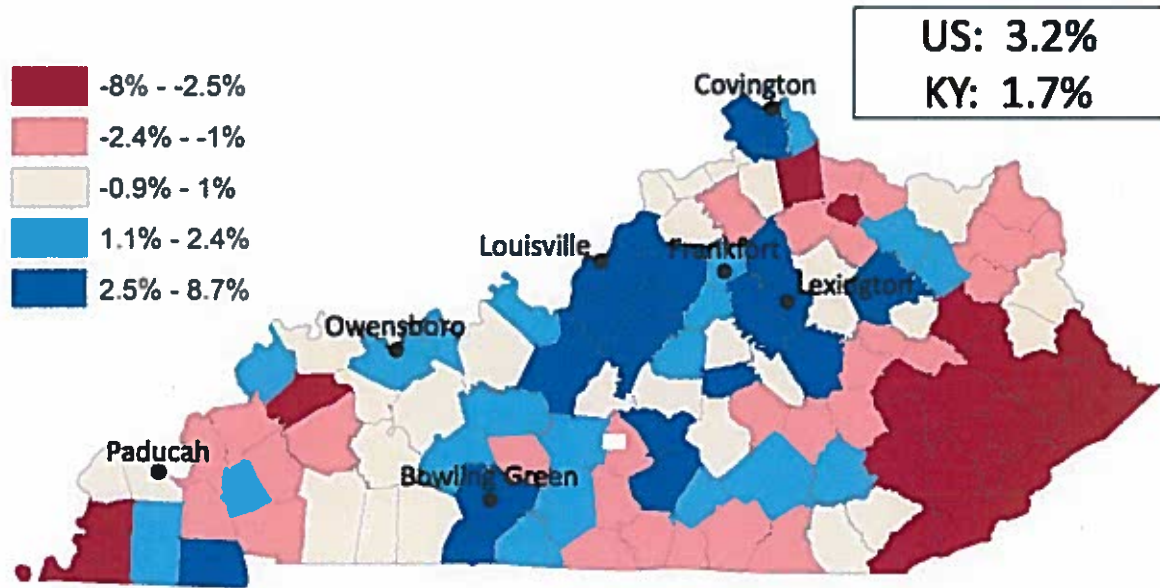
figure of 6.2%. The percentage of Kentuckians under the age of 18 was 22.9% which exactly matches the national percentage. Kentucky's aging population is only slightly larger than the U.S. population as a whole. The Census Bureau estimates that 15.2% of Kentuckians are 65 years of age or older compared to 14.9% of the total U.S. population.

However, age cohorts do little to hint at the real differences that exist between Kentucky's population and national norms. Kentucky's median household income of \$43,740 falls far below the national median of \$53,889. A much lower percentage of Kentuckians have attained a Bachelor's degree or higher (22.3%) compared to the national percentage (29.8%).

Kentucky's percentage of racial and ethnic minorities is far smaller than the national norms. Blacks/African-Americans account for 8.8% of the population compared to 13.3% nationally. Asian-Americans account for only 1.4% of the total population compared to 5.6% nationally. The percentage of the population with Hispanic/Latino roots is also considerably lower in Kentucky than in other parts of the country. The Hispanic/Latino population is reported to be only 3.4% of the total in Kentucky compared to 17.6% in the United States as a whole. Kentucky's minority populations are primarily found in the state's urban areas.

There are significant disparities between Kentucky's urban areas and Kentucky's rural areas. Although Kentucky's total population grew by 2.2% (compared to 4.7% nationally) between April 2010 and July 2016, the growth has been in the state's urban centers. With few exceptions, the population in rural areas has declined and continues to decline. Information from the Kentucky State Data Center (KSDC) clearly illustrates two Kentucky's; a Kentucky that is growing and a Kentucky that is declining in population. Furthermore, this same pattern reflects educational attainment and income/poverty rates,

Population Change 2010-2014

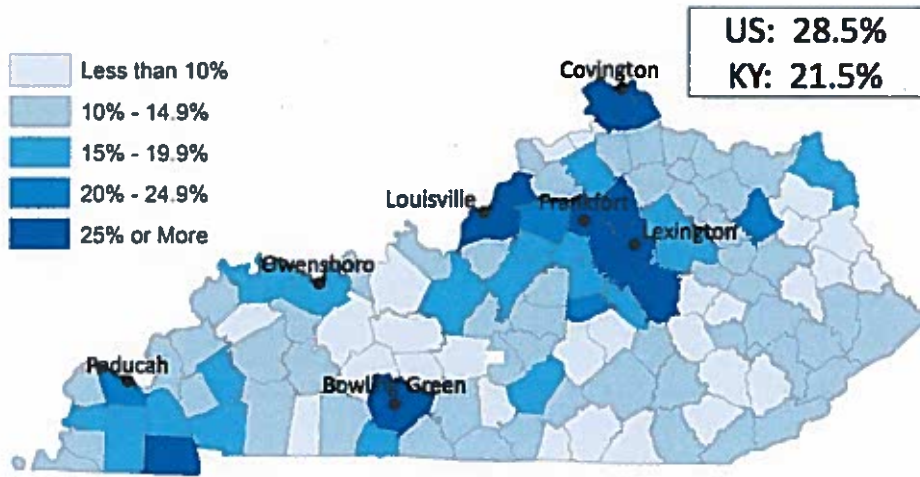


Source: U.S. Census Bureau, 2010 Decennial Census, 2014 Population Estimates



Map 1
Population Change

College Graduates

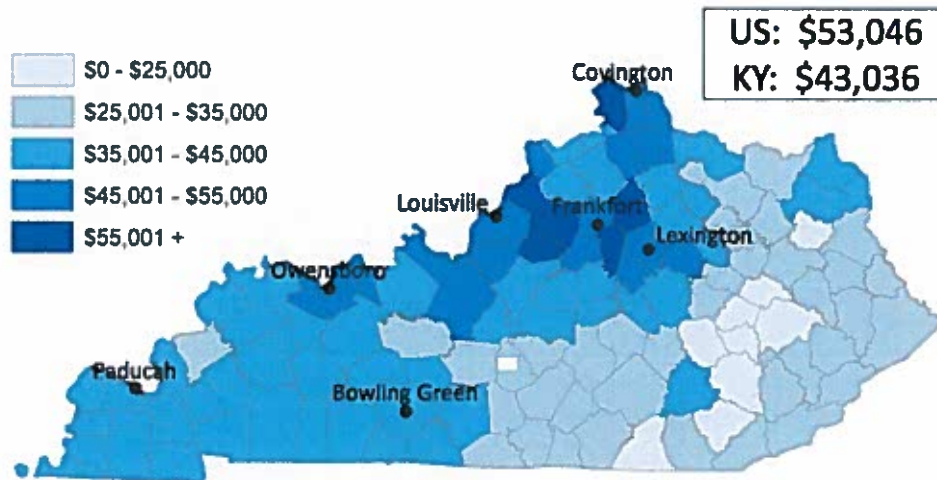


KSDC

UNIVERSITY OF LOUISVILLE

Map 2
Educational Attainment

Median Household Income



KSDC

UNIVERSITY OF LOUISVILLE

Map 3
Median Household Income

Kentucky has a higher rate of individuals with disabilities than the nation as a whole. This is largely because disability rates tend to be higher in areas in which agriculture and mining activities are prevalent. Approximately 12.9% of Kentuckians over the age of 18 have disabilities that limit work activities. The American Foundation for the Blind estimates that 141,680 Kentuckians (or 3.2% of the state's population) have significant visual impairments.²

Kentucky's public library funding picture generally mirrors the disparities seen in household income/poverty rates in the state. Urban and suburban areas generally fare better than rural areas. Public libraries in Eastern and Southern Kentucky generally operate on far less revenue than public libraries in Northern and Western Kentucky.

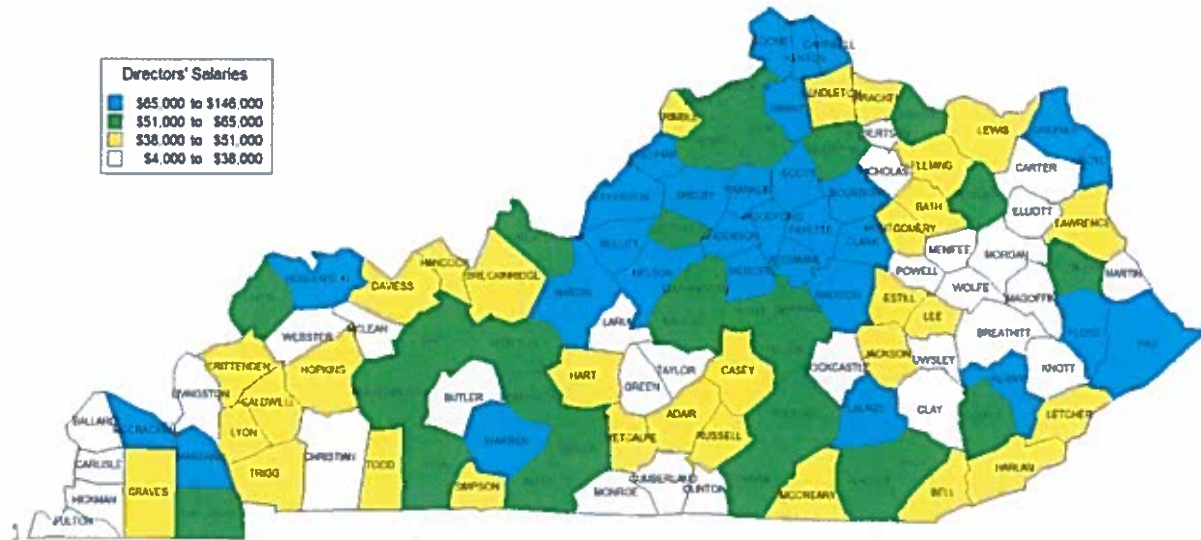
Data from the 2014 Public Library Survey³ shows that Kentucky ranked 29th in total operating expenditures per capita for public libraries. However, this moderate ranking masks tremendous disparities among Kentucky's libraries. The Kentucky Department for Libraries and Archives Statistical Report of Kentucky Public Libraries: Fiscal Year 2014 - 2015⁴ reports library revenue per capita for Knott County in the far Southeastern portion of the state at \$1.89 per capita while some other counties reported revenue per capita exceeding \$80 per capita.

Overall, public library performance on standard operational measures such as circulation per capita and visits per capita fall in the middle ground among states. Public Library Service data for 2014 shows that Kentucky ranked 26th among the states in circulation per capita with 6.93 and that the Bluegrass State was 22nd in visits per capita at 4.39. Kentucky also ranked 22nd in full-time equivalent staffing per 10,000 population with 4.96 full-time equivalent staff per 10,000 population. More than fifty of Kentucky's public libraries operate without a single individual with a Master's degree in library science (MLS). Dozens of other libraries have only one MLS-credentialed librarian. Low salaries in many areas result in significant turnover in staffing both at the director level and among line staff.

² <http://www.afb.org/info/blindness-statistics/state-specific-statistical-information/kentucky/235>

³ <https://www.ims.gov/research-evaluation/data-collection/public-libraries-survey/explore-pls-data>

⁴ <http://kdla.ky.gov/librarians/plssd/Documents/KDLA1415.pdf>



Map 4
Director's Salaries

The responsibilities and scope of services of the Kentucky Department for Libraries and Archives (KDLA) is outlined in State Statutes. They are:

171.140 General powers and duties.

1. The department shall give assistance and advice to all state institutional and public libraries, and to all counties in the state which propose to establish public libraries, as to the best means of their establishment and operation and may send any of its members to aid in organizing such libraries or assist in the improvement of those already established.
2. It may receive gifts which may be used or held for the purpose given, and may purchase and operate traveling libraries under such conditions and rules as it thinks necessary to protect the interests of the state and best increase the efficiency of its service to the public.
3. The department may issue printed material, such as lists and circulars of information, and in the publication thereof may cooperate with other state library commissions and libraries, in order to secure the more economical administration of the work for which it was formed. It may provide for library educational opportunities in various parts of the state.
4. The department shall perform such other service in behalf of public libraries as it considers for the best interests of the state.
5. The department shall maintain a strong central collection of library materials in a variety of formats and assure access to those materials and to other information resources throughout the state and nation for the purposes of providing information and reference services to state government agencies and of supplementing the resources of local libraries.

KDLA must provide, by virtue of statute, services to public libraries, to state employees, and to state institutions.

An additional statute outlines responsibilities for serving individuals with disabilities.

171.145 Authority to provide library services for qualified readers with disabilities.

For the benefit of qualified readers with disabilities of Kentucky, the Department for Libraries and Archives may make available books and other reading matter in Braille, talking books or any other medium of reading used by qualified readers with disabilities. To this end, the department is authorized to provide library services for qualified citizens with disabilities of the Commonwealth through contract, agreement or otherwise with the Library of Congress or any regional library thereof.

Summary of Needs

- There are tremendous disparities in the ability of Kentucky's local libraries to serve the public
- Many local libraries lack the funding to provide adequate access to basic informational resources
- A large number of children are at risk educationally by virtue of living in households at or below the poverty level
- A large number of Kentuckians are disabled and more than 140,000 residents of the state have visual disabilities
- Low salaries, high levels of staff turnover, and a low percentage of library directors with professional library training presents an ongoing challenge in regard to staff development
- KDLA has a responsibility to serve state institutions and state employees
- Staff in many Kentucky public libraries lack technological know-how required in 21st century libraries

To respond to these needs, KDLA developed the following three goals for the *Library Services and Technology Act Five-Year LSTA Plan for 2018 – 2022* with a primary focus on Information Access, Institutional Capacity, and Lifelong Learning.

GOALS

1. *Meet the information needs of Kentucky citizens of all ages and abilities by providing access to resources and public records. (INFORMATION ACCESS)*
2. *Improve the capacity of libraries and archives through staff development and training opportunities (INSTITUTIONAL CAPACITY)*
3. *Aid libraries in improving services to Kentucky residents including services that support lifelong learning, employment, early literacy and youth development, and civic engagement (LIFELONG LEARNING)*

GOALS, INTENTS, PROJECTS:

GOAL 1: Meet the information needs of Kentucky citizens of all ages and abilities by providing access to resources and public records (INFORMATION ACCESS)

Goal 1

Project 1: Information Access (EXISTING)

Intent: To improve users' ability to obtain and/or use information resources

Summary: The Kentucky Department for Libraries and Archives seeks to increase access to information resources in the state by acquiring and circulating a centralized collection of library materials and provide consultation to public librarians and Kentucky state government employees.

Audience: Kentucky public library staff; Kentucky state government employees

Process:

- Select, acquire, and make library resources discoverable through the local library system
- Loan library resources to public libraries and state government employees through inter-library loan (ILL)
- Support Kentucky Virtual Library (KYVL) courier services for participating public libraries
- Supplement discovery through online resource lists and targeted email promotions
- Provide reference service to customer groups through email, chat, scheduled consultations, and site visits
- Conduct annual survey to obtain audience feedback to inform project and planning decisions

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number and type of library resources acquired
- Number of discovery searches
- Number of circulation transactions
- Number of inter-library loan (ILL) requests
- Number and type of resource lists created
- Number of promotions to customers
- Number of reference transactions; Number of reference transactions by Customer and by Topic

Outcomes:

- State government employees will express satisfaction that resources made available support their work and self-directed training needs
- Public library staff will express satisfaction that resources made available are meeting the library's needs
- Public library staff will share how they are using the resources made available
- Public library staff will share how these resources are affecting their customers

Goal 1

Project 2: Kentucky Talking Book Library (KTBL) (EXISTING)

Intent: To improve users' ability to obtain and/or use information resources

Summary: The Kentucky Talking Book Library (KTBL) seeks to provide library services to Kentucky's print-disabled population.

Audience: Kentucky residents who are blind, visually impaired, or physically unable to read print; and organizations who serve the print-disabled

Process:

- Maintain materials collection and audio playback equipment/accessories
- Circulate braille, audiobooks, and audio playback equipment/accessories via the United States Postal Service
- Provide Reader Advisory, Customer Support, and Reference and Referral services
- Select, purchase, and record Kentucky-related books
- Migrate analog audiobooks to digital format
- Submit catalog information for new materials to the National Library Service (NLS) online catalog
- Make audiobooks available for download from the NLS BARD website
- Participate in outreach events to promote KTBL service and recruit eligible customers
- Conduct annual survey to measure patron impact
- Respond to inquiries for potential patrons from public schools that provide service to visually-impaired and disabled populations
- Promote services through a quarterly newsletter posted on social media and the KDLA website, and distribute through email to patrons, volunteers, and organizations that provide services to the disabled or blind

Timeline: Throughout the 2018-2022 grant-reporting period.

Outputs:

- Number of patrons served
- Number of items circulated
- Number of consultations or reference transactions via phone, email, mail, and in-person visits
- Number of playback machines distributed and repaired
- Number of audiobooks produced
- Number of analog audiobooks converted to digital format
- Number of outreach activities

Outcomes:

- Patrons will share how KTBL service has impacted their lives (knowledge, entertainment, health, work)
- Number of patrons referred through organizations that serve the print-disabled will increase annually
- Number of organizations contacting KTBL for patron referral will increase annually
- Patrons from counties with low or no participation with the talking book library will increase annually

- KTBL will see an increase in patrons, ages Pre-K through Grade 12 annually

Goal 1

Project 3: Public Records Digitization (EXISTING)

Intent: To improve users' ability to obtain and/or use information resources

Summary: The Kentucky Department for Libraries and Archives seeks to increase access to information for all residents in the state by digitally converting previously restricted analog court records and providing access to them.

Audience: Kentucky state and local government agencies, Kentucky public libraries, scholars, family historians, and the public

Process:

- Prioritize records within the collection to be digitized
- Conduct tests to identify proper light, aperture, and reduction setting on documents
- Digitize records and conduct quality control
- Ingest files into Preservica, create metadata, and provide online access to records
- Promote new collections available online (to audience groups)
- Conduct annual survey to obtain audience feedback to inform project and planning decisions

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number of records digitized
- Type of collections/records digitized
- Number of website hits
- Number of records requests completed

Outcomes:

- Customers will express satisfaction that they are able to obtain personal and business-related records that were previously unavailable
- Input from customers will be used to determine which records sets should be digitized over the 2018-2022 grant-reporting period

Goal 1

Project 4: State and Local Government Employee Staff Development (MODIFIED)

Intent: To improve users' ability to obtain and/or use information resources

Summary: The Kentucky Department for Libraries and Archives seeks to improve the skills of Kentucky state and local government employees by offering training opportunities.

Audience: Kentucky state government employees, Kentucky local government employees

Process:

- Create and deliver training to the target audiences on professional development, work-related topics, issues affecting work performance, records management, and archival research
- Update Training Events webpage with current offerings
- Collaborate with state and local agency staff on content, delivery, and outcomes
- Survey participants after each training

- Conduct annual survey to obtain audience feedback to inform project and planning decisions
- Promote project through email, social media, and rotating banner on the KDLA website

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number of training opportunities provided
- Number of new trainings created, Number of new trainings archived
- Number of attendees
- Type of trainings created
- Number and type of self-directed (archived) training taken
- Number of CE webpage and training calendar visits

Outcomes:

- State and local government employees will express improved knowledge to provide better service and services to their customers
- State and local government employees will share how the training impacts work performance

Goal 1

Project 5: E-resources (EXISTING)

Intent: To improve users' ability to obtain and/or use information resources by supporting E-resources

Summary: The Kentucky Department for Libraries and Archives will provide access to electronic information and resources by supporting e-resource collections and database collections.

Audience: Kentucky public library staff, Kentucky state government employees

Process:

- Provide support to the Kentucky Virtual Library (KYVL) for acquisition of and access to electronic databases
- Select, license, and acquire e-resources
- Monitor and analyze use of e-resources
- Conduct annual survey to obtain audience feedback to inform project planning decisions
- Promote project through email, social media, and rotating banner on the KDLA website

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number of e-resources licensed
- Number of e-resource searches
- Number of full-text documents retrieved by users
- Number of registered state library users

GOAL 2: Improve the capacity of libraries and archives through staff development and training opportunities (INSTITUTIONAL CAPACITY)

Goal 2

Project 6: Technology Support (EXISTING)

Intent: To improve library operations

Summary: The Kentucky Department for Libraries and Archives (KDLA) seeks to improve the technology and digital literacy skills of public library staff across the state by providing training and consultation on a variety of technology topics.

Audience: Kentucky public library staff

Process:

- Create and deliver online or in-person training to public library staff on technology topics
- Provide guidance and share knowledge through email, telephone, or in-person meetings
- Create and deploy a library technology self-assessment based on standards and benchmarks developed by KDLA
- Conduct a library website assessment based on criteria established by KDLA
- Share information through KYTECH a listserv created for Kentucky public library technology staff
- Conduct annual survey to obtain audience feedback to inform project planning and decisions

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number and type of training opportunities provided
- Number of new trainings created, Number of new trainings archived
- Number attendees
- Number and type of self-directed (archived) training taken
- Number of consultations provided
- Data related to E-rate form filing
- Analysis of the library technology assessment
- Targeted training and consultation based on needs identified through the library technology assessment
- Analysis of the library website assessment

Outcomes:

- Kentucky public library staff will express improved knowledge of the technology and digital literacy in public libraries to provide better service and services to their customers
- Public libraries will update networking equipment based on KDLA standards and benchmarks (technology self-assessment)
- Public libraries will report annual increases in bandwidth
- Public library website assessment scores will increase annually
- Public library website traffic will increase annually

Goal 2

Project 7: Public library and Archival Staff Development (MODIFIED)

Intent: To improve the library workforce

Summary: KDLA seeks to improve the skills of public library staff, trustees, and archivists across the state by providing continuing education opportunities.

Audience: Kentucky public library staff and trustees; and Kentucky archivists

Process:

- Create and deliver training to the target audiences on library operations and management; library certification as required by KY statute (KRS 171.250); workforce development and civic engagement, available archival collections and genealogy; and document preservation and records emergency information
- Update Training Events webpage with current offerings
- Research and acquire a learning management system (LMS)
- Collaborate with Kentucky state and local agency staff on content, delivery, and outcomes
- Conduct annual survey to obtain audience feedback to inform project planning decisions
- Promote project through social media, KDLA's public library staff listservs, Kentucky Council on Archives group mail list

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number of trainings opportunities provided
- Number of new trainings created, Number of new trainings archived
- Number of attendees
- Type of trainings created
- Number and type of self-directed (archived) trainings taken
- Number of webpage and training calendar visits
- Number of public library trustees certified, Number of public library directors and staff certified

Outcomes:

- Public library staff, trustees, and archivists will express improved knowledge to provide better service to their customers
- Public library staff, trustees, and archivists will share how the training impacts their work performance
- Number of certified public library trustees will increase annually
- Number of certified public library directors and staff will increase annually

Goal 2

Project 8: Regional Consults Support (EXISTING)

Intent: To improve library operations

Summary: KDLA seeks to provide consultative service, experience, and knowledge to public library staff and trustees in order to strengthen public library development and all phases of public library operations and administration.

Audience: Kentucky public library trustees, Kentucky public library directors, and Kentucky public library staff

Process:

- Provide guidance and share knowledge through email, telephone, or in-person meetings
- Match newly hired directors with experienced directors from libraries with similar county population and per capita income (mentor program)
- Update Public Library Trustee Manual
- Create Public Library Administrators Manual
- Conduct annual survey to obtain audience feedback to inform project and planning decisions

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number and types of contact and consultation with public library directors, trustees, and staff
- Number of public library director and public library trustee orientations
- Number of new and seasoned directors participating in mentor program
- Content developed for Public Library Administrators Manual, completed Public Library Administrator's Manual

Outcomes:

- Public library trustees and directors will express greater confidence in their work roles overall
- Public library trustees and directors will indicate improved knowledge to provide better service to their patrons and improved services to their communities
- Use of Public Library Administrators Manual will increase annually
- Public library trustees use of the Public Library Trustee Manual will increase annually

GOAL 3: Aid libraries in improving services to Kentucky residents including services that support lifelong learning, employment, early literacy and youth development, and civic engagement (LIFELONG LEARNING)

Goal 3

Project 9: Youth Services Support (MODIFIED)

Intent: To improve users' general knowledge and skills

Summary: The Kentucky Department for Libraries and Archives seeks to increase participation in lifelong learning for children and teens by providing consultation and support to Kentucky public librarians.

Audience: Kentucky Public library staff

Process:

- Convene an advisory committee to guide and advise on training, kit creation, research, and partnerships around topics related to library services for children age birth to eighteen
- Plan and conduct coalition meetings to strengthen partnerships between state/local agencies and public libraries
- Create and deliver training to target audiences in collaboration with state and local government agencies and organizations that serve children and families
- Develop best practices for summer reading in collaboration with state and local government agencies and organizations that serve children and families
- Present an annual conference on youth programming
- Provide guidance and share knowledge through email, telephone, or in-person meetings
- Create and distribute monthly newsletter
- Support membership to Kentucky libraries for the Collaborative Summer Library Program (CSLP)
- Create a report based on survey results for public libraries to use to show the value of summer reading programs
- Create book discussion kits containing elementary, middle, and high school book titles with curated curriculum and programming instruction aids
- Create S.T.E.A.M. programming kits with curated curriculum and programming instruction aids
- Conduct annual survey to obtain audience feedback to inform project planning and decisions

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number of trainings opportunities provided
- Number of new trainings created, Number of new trainings archived
- Number of attendees
- Number of self-directed (archived) trainings taken
- Number of initiatives planned and executed by advisory committee
- Number of libraries and library staff who participate in research study

- Number of consultations provided
- Number of newsletters published
- Number of trainings provided by partner organizations to public library staff
- Number of organizations/agencies participating in meetings
- Number of libraries utilizing Collaborative Summer Library Program (CSLP) resources
- Number and type of tools developed for library staff use

Outcomes:

- Public library staff will express increased satisfaction with KDLA trainings on youth services topics
- Public library staff will express increased ability to provide quality library services resulting from materials made available to support youth programming
- Public library staff will express increased confidence in presenting programs related to S.T.E.A.M. and 21st century skills
- Participation and attendance in summer reading programs will increase annually
- Public library staff will express increased knowledge related to summer reading best practices
- Public library staff will report how summer program training and support from KDLA has impacted their summer reading programs and services
- Public library staff will report how youth services print collection materials, kits, and S.T.E.A.M. programs has improved services to children and families

Goal 3

Project 10: Prime Time Family Reading Time® (EXISTING)

Intent: To improve users' general knowledge and skills

Summary: Kentucky Department for Libraries and Archives seeks to promote family literacy by providing a subaward to the Kentucky Humanities Council to administer Prime Time Family Reading Time® programs in Kentucky public libraries.

Audience: At-risk and underserved families with elementary age children

Process:

- Families sign up to participate through local library; assisted by local school and family resource centers
- Conduct weekly storytelling and discussion sessions based on award-winning children's picture books
- Project promoted by the Kentucky Humanities Council to public libraries

Timeline: Throughout the 2018-2022 grant-reporting period

Outputs:

- Number of programs conducted
- Number of families and children in attendance
- Number of new library cards distributed
- Number of items circulated by program attendees during program period

Outcomes:

- Parents will express confidence in selecting books and reading materials for their children

- Parents will express confidence in reading with their children
- Parents perceive the library to be a welcoming place in the community
- Parents perceive the library to be a partner in facilitating their child/children’s learning

COORDINATION EFFORTS

KDLA intentionally works with other agencies and statewide programs to identify common purposes and opportunities prior to implementing any new programmatic initiative. KDLA is a Leader (lead others), a Supporter (support others), a Collaborator (work with others) and periodically an Innovator (lead, support, and collaborate). KDLA is committed to leveraging the federal and state investment to complement but not duplicate the efforts of other agencies in early childhood and adult education, workforce development, and other federal programs and activities that relate to library services. These programs are displayed in Appendix A; Page A-1 for a crosswalk with the IMLS Measuring Success focal areas and intents and the LSTA priorities and purposes.

EVALUATION PLAN

The Plan lists specific outcomes and outputs as part of the project description. A mixed methods approach will guide the overall evaluation process so both quantitative and qualitative data will be gathered and synthesized for maximum utility. KDLA will capture baseline data from library users at the beginning of the 2018-2022 planning period to compare with data and library user perceptions at mid-year and the end of the grant-reporting period. KDLA will conduct the five-year evaluation as directed by legislation.

STAKEHOLDER INVOLVEMENT

Stakeholder	Roles and Responsibilities	Timeframe for Involvement
State Advisory Council on Libraries (Representatives from all types of libraries and library users)	Advise the Chief Officer on needs, plans, policies and evaluation	Committee will meet quarterly throughout the five-year period
KDLA Management (Chief Officer, division directors, and management team)	Provide leadership in planning and evaluation activities for the LSTA program	As appropriate
LSTA Coordinator and project monitors	Advise management on LSTA program Plan, monitor and evaluate project activities	Ongoing basis, plus two formal meetings annually

Representatives of library and information users and the library community	Provide feedback through surveys and/or focus groups about library services and LSTA activities	Periodically throughout the five-year period
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Primary stakeholder involvement in the *Library Services and Technology Act 2018-2022 Five-Year LSTA Plan* has been achieved through a web-based survey that was available to the library community in January 2017. Input was also received through a series of six focus groups with a sample of key stakeholders identified through an email invitation. These focus groups were held in December 2017.

COMMUNICATION AND PUBLIC AVAILABILITY

The KDLA Library Services and Technology Act 2018-2022 Five-Year LSTA Plan will be posted on the KDLA Publications webpage for download. Stakeholders will be notified of Plan completion, products, and results- through press releases, email notifications and listservs. KDLA will communicate with public libraries, library users and archival supporters through current projects and KDLA newsletters: Public Library News and Notes and Friends of Kentucky Archives: For the Record. Progress toward meeting the Plan goals will be communicated through review of mid-year status and annual reports at quarterly meetings of the State Advisory Council. The Plan will be accessible in digital format with print copies available upon request.

MONITORING

Kentucky's implementation of its *Library Services and Technology Act 2018-2022 Five-Year LSTA Plan* will be monitored with planning meetings and status and annual reports to ensure compliance with all applicable state and federal guidelines, assurances, and appropriateness to the goals of the Plan.

KDLA staff will monitor, track, and report on each program and specific projects undertaken during the five-year period. Quarterly reports will be required of all libraries receiving subawards and of all monitors of statewide projects. Reports will be reviewed by project monitors, division directors, the LSTA Coordinator, and the department's fiscal staff to determine progress and compliance.

Procedures are outlined in 2 CFR 200.327-332

- 2 CFR 200.327 – Financial Reporting
- 2 CFR 200.328 – Monitoring and Reporting Program Performance
- 2 CFR 200.329 – Reporting on Real Property
- 2 CFR 200.330 – Subrecipient and Contractor Determination
- 2 CFR 200.331 – Requirements for Pass-Through Entities

- 2 CFR 200.332 – Fixed Amount Subawards

ASSURANCES (See Appendices)

The following assurances are attached in the Appendices section:

- State Legal Officer's Certification of Authorized Certifying Official; Appendix B: Page B-1
- Assurances - Non-Construction Programs; Appendix B: Page B-2
- Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and or School Public School Libraries; Appendix B: Page B-4

APPENDIX A
Kentucky Department for Libraries and Archives
Crosswalk to LSTA Purposes and Priorities

Measuring Success Focal Area	GOAL 1: INFORMATION ACCESS			GOAL 2: INSTITUTIONAL CAPACITY			GOAL 3: LIFELONG LEARNING
	To improve users' ability to discover information resources	To improve users' ability to obtain and/or use information resources	To improve the library workforce	To improve library's physical and technological infrastructure	To improve library operations	To improve users' general knowledge and skills	
PROJECTS	1. Information Access (EXISTING)	3. Public Records Digitization (EXISTING)	7. Public Library and Archival Staff Development (MODIFIED)	6. Technology Support (EXISTING)	9. Youth Services Support (EXISTING)	10. Prime Time Family Reading Time (EXISTING)	
PROJECTS		5. E-resources (EXISTING)	8. Regional Consultants Support (EXISTING)				
LSTA Purposes	3. Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; 4. Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public	3. Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; 7. Ensure the preservation of knowledge and library collections in all formats and enable libraries to serve their communities during disasters;	2. Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States; 6. Enhance the skills of the current library workforce and to recruit future professionals to the field of library and information services;	2. Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States; 3. Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry	2. Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;	5. Promote literacy, education, and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills, and digital literacy skills,	
LSTA Priorities	1. Expand services for learning and access to information and educational resources in a variety of formats, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills; 2. Establish or enhance electronic and other linkages including continuing education, to enhance the skills of the current library workforce and advance the delivery of library and information services; 7. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved; 8. Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks	1. Expand services for learning and access to information and educational resources in a variety of formats, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills; 2. Establish or enhance electronic and other linkages including continuing education, to enhance the skills of the current library workforce and advance the delivery of library and information services; 7. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved; 8. Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks	3. Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, to advance the delivery of library and information services;	2. Establish or enhance electronic and other linkages and improved coordination among and between libraries and information services and information services	1. Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, and digital literacy skills; 5. Develop public and private partnerships with other agencies and community-based organizations; 6. Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills; 7. Target library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved; 8. Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks;		

STATE LEGAL OFFICER'S CERTIFICATION OF
AUTHORIZED CERTIFYING OFFICIAL

Appendix B



I hereby certify that in

Kentucky

Name of State

Kentucky Department for Libraries and Archives

Name of State Agency

is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that

Terry L. Manuel

Name of Authorized Certifying Official

State Librarian and Commissioner

Title of Authorized Certifying Official

is the officer authorized to submit the State Plan, sign all assurances, certifications, and reports and to whom the grant award is made for the named State Agency; that the State Treasurer or

Roger Holden, Fiscal Operations Manager

Title of Officer other than State Treasurer

has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.

Andy Beshek

Signature of Attorney General or Other State Legal Officer

ANDY Beshek Attorney General

Print Name and Title

June 16, 2017

Date

OMB No. 3137-0071; Expiration Date: 7/31/2018

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

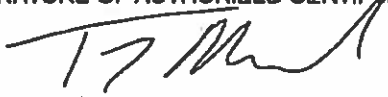
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE State Librarian and Commissioner	
APPLICANT ORGANIZATION Kentucky Department for Libraries and Archives		DATE SUBMITTED 6/21/17



**INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES,
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

As the duly authorized representative of the applicant library, I hereby certify that the library is (check only one of the following boxes)

A. CIPA Compliant (*The applicant library has complied with the requirements of 20 U.S.C. § 9134(f) et seq.*)

OR

B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Terry L. Manuel

Printed Name of Authorized Representative

State Librarian and Commissioner

Title of Authorized Representative

Date

6/21/17

Kentucky Department for Libraries and Archives

Name of Applicant Library/Program