

Assessment  
Planning  
Strategy  
Trends  
Effectiveness

# 2013-2017 LSTA Plan

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Kentucky Department for Libraries and Archives

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# Mission

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The Kentucky Department for Libraries and Archives is committed to supporting and promoting equitable access to quality library services and information resources, and to ensure that adequate documentation of government activities is created, maintained, and available for public use.

As a dynamic, evolving organization, and as a leader in providing quality management and delivery of information resources, the Kentucky Department for Libraries and Archives envisions a future in which:

- Libraries are valued as essential partners in the educational and economic development of their communities.
- The rights of citizens are protected in a democracy by essential documentation of government records.
- People use information resources and technology to improve the quality of their lives.

# Needs Assessment

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In general, this plan represents a focused continuation of the 2008-2012 LSTA Five-Year Plan. This is due in large part to the success demonstrated by the feedback received for the plan evaluation and the enduring economic challenges facing Kentucky's citizens and libraries. To develop this plan, KDLA considered its own experiences with the 2008-2012 LSTA Five-Year Plan, the new LSTA Purposes and IMLS Focal Areas, and feedback received during the evaluation of the 2008-2012 Plan. The new plan reflects a renewed commitment to Kentucky's libraries with focus on those programs and activities that are deemed to most greatly impact the LSTA Purposes and IMLS Focal Areas.

Poverty and educational attainment remain significant challenges. As the primary indicators of quality of life, these figures validate present programs and future plans of KDLA in its role to strengthen and support libraries. In addition, the disparity in the rural and small communities that comprise the majority of Kentucky continues to represent a barrier to equal access to information and technology. Libraries provide critical, free services that expand opportunities and equal access for all Kentuckians. For many, libraries remain the sole source of access to information and to the Internet for education, employment and career advancement.

According to the U.S. Census Bureau, Kentucky ranks 47th in both high school completion and attainment of advanced degrees. The following data present a summary of data collected between 2006 and 2008 compared to 2000.

	High school completion	Bachelor's degree or higher
<b>Kentucky</b>	80.5 (+6.4)	19.9 (+2.8)
<b>United States</b>	84.6% (+4.2)	27.4 (+3.0)

2009-2010 Census figures place 17.4% of Kentuckians below the poverty line, an increase of 1.1% from 2007-2008 figures. This ranks Kentucky 8<sup>th</sup> in the nation for poverty as shown below.

	<b>Below poverty level</b>
<b>Kentucky</b>	17.4% (+1.1)
<b>United States</b>	14.7% (+1.9)

# Goals

## 1. Expand Access to Information: Discovery, Delivery & Innovation

This goal area addresses the need for access to information and educational resources to improve educational attainment and lifelong learning for all Kentuckians. KDLA will strengthen and support Kentucky’s libraries by expanding access to information, facilitating resource sharing among libraries and providing a strong technological infrastructure.

### LSTA Purposes

The following LSTA legislative purposes are served by this goal area:

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
Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services
Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks

### Targeted Populations

- Public library users
- K12 school children
- Public library employees
- State agency employees

### Programs/Activities

No.	Activity	IMLS Focal Area
	<i>Discovery</i>	
1.1	Support statewide library partnerships to build online information resources to meet the information and educational needs of citizens of Kentucky.	Public Access to Information
1.2	Provide access to information resources and tools for state agency employees.	Library Capacity Building
1.3	Provide access to Kentucky state publications.	Public Access to Information

No.	Activity	IMLS Focal Area
1.4	Provide accurate and complete information about holdings in libraries of all types in Kentucky to enable efficient resource sharing.	Public Access to Information
1.5	Expand access to KDLA archival and manuscript materials through digitization and the KDLA Catalog.	Public Access to Information
1.6	Maintain the KY Guide survey of archival and special collections held by Kentucky's special libraries and cultural heritage organizations.	Public Access to Information
	<b>Delivery</b>	
1.7	Provide circulating collections for public libraries.	Public Access to Information
1.8	Support the delivery service that powers statewide resource sharing among Kentucky's libraries.	Public Access to Information
1.9	Supply and support the central information technology and telecommunications infrastructure sufficient to allow reliable access to KDLA for the provision of technical assistance and information delivery to public libraries statewide, patrons and partners of the State Library, and Kentucky's citizens.	Public Access to Information
	<b>Innovation</b>	
1.10	Provide direct financial assistance to libraries by offering technology related subgrants to build library capacity for public computer access. (Year 1 only)	Library Capacity Building
1.11	Explore and adopt new tools and technologies that power statewide discovery and delivery.	Public Access to Information
	<b>Technology</b>	
1.12	Provide advisory support to libraries that choose to apply for E-Rate funding.	Public Access to Information
1.13	Provide advisory support to libraries to ensure that effective library technology planning and readiness.	Library Capacity Building
1.14	Provide advisory support to libraries to provide information and tools to their users via the Web.	Public Access to Information
1.15	Provide advisory support and develop continuing education programs that help libraries to build programs and services that are "digitally inclusive."	Public Access to Information
1.16	Provide advisory support and develop continuing education programs on digital literacy to help libraries to train their users to effectively navigate today's online world.	Lifelong Learning

## Target Partners

KDLA will focus attention on collaboration with the following organization(s):

- Kentuckiana Digital Library
- Kentucky Public Library Association
- The Kentucky Virtual Library

## **Evaluation Priorities**

To monitor and evaluate the effectiveness of programs and activities, KDLA use the following data:

- Use of information resources by public libraries
- E-Rate participation and awards
- Progression in public library standards

## **Evaluation Targets**

- At least 50% of public libraries will demonstrate improvement in technology aspects of the public library standards as a result of KDLA advisory services and programs.
- 5% increase in the use of KYVL information resources
- 4% increase in resource sharing activities each year

## 2. Build Foundations for Sustainable Growth and Strength in Kentucky Libraries

This goal area addresses the need for access to information and educational resources to improve educational attainment and lifelong learning for all Kentuckians as well as the social and economic disparities related to poverty and rural geography. KDLA will strengthen and support Kentucky’s libraries through a renewed focus on advisory support, information resources and continuing education programs to help libraries achieve sustainable progress and strength to meet the contemporary demands of their unique communities.

### LSTA Purposes

The following LSTA legislative purposes are served by this goal area:

Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services
Enhance efforts to recruit future professionals to the field of library and information services

### Targeted Populations

- Public library employees
- Future librarians
- Public library users
- Public library trustees

### Programs/Activities

No.	Activity	IMLS Focal Area
	<i>Continuing Education</i>	
2.1	Build out general continuing education program for Kentucky’s public library staff and trustees.	Library Capacity Building
2.2	Support scholarships that enable Kentucky’s library staff members to attend state, regional and national educational opportunities as funding allows.	Library Capacity Building
2.3	Support and provide training, professional development and continuing education opportunities for KDLA staff.	Library Capacity Building
2.4	Provide training to public library staff that helps libraries meet Kentucky’s Public Library Standards.	Library Capacity Building
	<i>Public Library Staff and Trustees Certification</i>	

No.	Activity	IMLS Focal Area
2.5	Provide training and support for the public library staff certification program.	Library Capacity Building
2.6	Provide training and support for the public library trustee certification program.	Library Capacity Building
	<i>Future Librarians</i>	
2.7	Provide continuing education subgrants to libraries to financially support students pursuing a Master's Degree in Library Science from an ALA-accredited program.	Library Capacity Building

## Target Partners

KDLA will focus attention on collaboration with the following organization(s):

- Kentucky State Board for the Certification of Libraries
- Kentucky Public Library Association
- Northern Kentucky University
- University of Wisconsin

## Evaluation Priorities

To monitor and evaluate the effectiveness of programs and activities, KDLA use the following data:

- New programs and services established in public libraries as a result of advisory services and continuing education programs
- Targeted user populations served by KDLA programs
- Progression in public library standards

## Evaluation Targets

- At least 50% of public libraries will demonstrate improvement in at least one area of the public library standards as a result of KDLA advisory services and programs.
- 90% of library staff that participate in continuing education indicate increased confidence in their specific library roles
- 90% of library staff that participate in continuing education provide better service to their libraries
- 75% of library staff that participate in continuing education make improvements to existing programs and services
- 20% of library staff that participate in continuing education start new programs or services
- At least a 10% increase in the number of library directors with a MLS in Library Science
- At least a 5% increase in the number of libraries with directors who have a MLS in Libraries Science

### 3. Strengthen Support for Targeted Library Programs and Services

This goal area addresses the need for access to information and educational resources to improve educational attainment and lifelong learning for all Kentuckians as well as the social and economic disparities related to poverty and rural geography. KDLA will strengthen and support Kentucky’s libraries through a renewed focus on advisory support, information resources and continuing education programs that bring focus to special populations with unique needs.

#### LSTA Purposes

The following LSTA legislative purposes are served by this goal area:

Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services
Develop public and private partnerships with other agencies and community-based organizations
Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills
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

#### Targeted Populations

- Public library employees
- Public library users
- Parents and caregivers
- Pre-school youth
- K12 students
- Adults
- Seniors
- Public library staff and users in underserved rural and economically-disadvantaged communities
- People with visual, physical or reading disabilities

#### Programs/Activities

No.	Activity	IMLS Focal Area
	<i>General Programs and Services</i>	

No.	Activity	IMLS Focal Area
3.1	Provide general advisory services that help library leaders to make informed decisions.	Library Capacity Building
3.2	Provide continuing education programs that result in improved services and programs in Kentucky's libraries.	Library Capacity Building; Lifelong Learning; Human Services
3.3	Provide advisory and continuing education services that help public libraries to meet the Kentucky Public Library Standards.	Library Capacity Building
3.4	Develop interagency partnerships that expand the reach of KDLA programs and services.	Library Capacity Building
3.5	Connect public libraries to local partners.	Library Capacity Building
3.6	Build and share professional tools and resources.	Library Capacity Building
<b>Target: Adults</b>		
3.7	This is a new focus area for KDLA. In this new program area, the library advisor will provide advisory services, information resources and continuing education programs to support the development of library programs to meet the needs of adults and seniors with a focus on the IMLS' 21 <sup>st</sup> Century Skills.	Lifelong Learning; Human Services
3.8	Provide support to expand participation in the statewide adult summer reading program.	Lifelong Learning
3.9	Provide direct financial assistance to libraries to support programming activities focused on meeting the needs of adults and seniors in the library and through outreach activities.	Lifelong Learning; Human Services
<b>Target: Children, Youth and Families</b>		
3.10	Provide advisory services, information resources and continuing education programs on early childhood literacy.	Lifelong Learning
3.11	Provide advisory services, information resources and continuing education programs on library programming for children and youth.	Lifelong Learning
3.12	Provide overall support for the statewide summer reading program.	Lifelong Learning
3.13	Provide direct financial assistance to libraries for participation in the "Read & Feed" program to engage underserved children in summer reading.	Human Services
3.14	Provide direct financial assistance to libraries for participation in the Primetime for Family Literacy program.	Human Services
<b>The Talking Book Program</b>		
3.15	Provide collections, training and support for the Talking Books Program.	Human Services

No.	Activity	IMLS Focal Area
3.16	Provide narration for Kentucky related titles for inclusion in the Talking Books Program.	Human Services
3.17	Migrate talking books from legacy formats to modern media and digital formats.	Human Services
3.18	Migrate talking books in digital formats to modern accessible media.	Human Services

## Target Partners

KDLA will focus attention on collaboration with the following organization(s):

- Kentucky Office for the Blind
- National Library Service for the Blind and Physically Handicapped
- Local direct service providers
- Kentucky Department of Education
- Kentucky Humanities Council
- Kentucky Educational Television
- Cooperative Summer Library Program
- Kentucky Public Library Association

## Evaluation Priorities

To monitor and evaluate the effectiveness of programs and activities, KDLA use the following data:

- Use of professional information tools and resources
- New programs and services established in public libraries
- Participation in the summer reading program
- Library standards ratings
- Use of materials migrated to new formats
- Referrals from local service providers

## Evaluation Targets

- At least 50% of public libraries will demonstrate improvement in at least one area of the public library standards as a result of KDLA advisory services and programs.
- Outreach to direct service providers will result in at least a 10% increase in registered users of the Talking Book Program.
- 90% of library staff that participate in continuing education indicate increased confidence in their specific library roles
- 90% of library staff that participate in continuing education provide better service to their libraries
- 75% of library staff that participate in continuing education make improvements to existing programs and services
- 20% of library staff that participate in continuing education start new programs or services

## Evaluation Plan

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To monitor and evaluate the impacts of this plan, KDLA will engage in a variety of activities that include surveys, formal and informal dialog with stakeholders, and usage log analysis. These data will be used to measure indicators that demonstrate the impact that KDLA and Kentucky’s libraries have on the quality of life of Kentucky’s citizens.

In this plan, KDLA has chosen to focus on two broad challenges facing Kentucky: low educational attainment, high poverty and geographic disparity. To that end, KDLA will focus its evaluation on evidence that KDLA’s LSTA-funded activities result in new and increased capacity for and occurrence of public library programs and services that have been shown to contribute positively to educational attainment, to reduce the negative impacts of poverty and to minimize the disparities often seen in rural and small communities. The Kentucky Public Library Standards will be used to develop objective indicators of improved user service in public libraries.

As each program or activity is planned, its evaluation will be planned accordingly by the program monitor in collaboration with the LSTA Coordinator. The LSTA Coordinator will, in turn, ensure more broadly that the plan and its individual activities is meeting working toward its intended outcomes. At the conclusion of each grant year, KDLA will evaluate the impact of each individual program as well as the plan’s goals. Care will be taken to ensure that multiyear activities use consistent measures so that data may be used to clearly identify trends.

An evaluation consultant will be selected through the state procurement process to complete an independent evaluation of the Five-Year Plan. The consultant will prepare an overall evaluation of the progress made toward achieving the plan goals.

IMLS is actively working with the SLAAs to develop and refine evaluation criteria and outcomes to most effectively measure and report on the impacts of LSTA funding on libraries and citizens. To that end, KDLA expects to further refine this plan to align with nationwide evaluation guidelines as information becomes available.

## Stakeholder Involvement

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An LSTA planning committee was established to develop the Kentucky 2013-2017 LSTA Five-Year Plan with assistance from library staff and users. Their roles, responsibilities and the timeframe of their involvement are illustrated in the following table.

<b>Stakeholder</b>	<b>Roles and Responsibilities</b>	<b>Timeframe for Involvement</b>
State Advisory Council on Libraries (Representatives from all different types of libraries and library users)	<ul style="list-style-type: none"><li>Advise the Chief Officer on the LSTA priorities, needs, plans, policies and evaluation</li></ul>	Committee will meet quarterly throughout the five-year period

KDLA Management (Chief Officer, division directors, and management team)	<ul style="list-style-type: none"> <li>• Provide leadership in planning and evaluation activities for the LSTA program</li> </ul>	As appropriate
LSTA Coordinator and project monitors	<ul style="list-style-type: none"> <li>• Advise management on LSTA program</li> <li>• Plan, monitor and evaluate project activities</li> </ul>	Ongoing basis, plus two formal meetings annually
Representatives of library and information users and the library community	<ul style="list-style-type: none"> <li>• Provide feedback through surveys and/or focus groups about library services and LSTA activities</li> </ul>	Periodically throughout the five-year period

## Communication and Public Availability

Drafts of the 2013-2017 LSTA Five-Year Plan will be reviewed by the LSTA Planning Committee members for feedback. The final plan will be submitted to IMLS in electronic and hardcopy format. Following IMLS approval, the Five-Year Plan will be available in both electronic and hardcopy format to all interested parties. The electronic version will be posted on the KDLA website.

KDLA will communicate with stakeholders through the website, appropriate listservs and regular meetings on an on-going basis during the five-year period to relay information on the progress made toward meeting the goals outlined in the Plan. The LSTA Coordinator will provide updates at the quarterly meetings of the Advisory Council. Annual programs and reports will be posted on the KDLA website and distributed electronically to all project monitors and KDLA management.

Application forms and guidelines for subgrants will be posted on the KDLA website and announced via the website, e-mail notification and appropriate listservs in order to allow any interested parties to apply.

## Monitoring

KDLA staff will monitor, track and report on each program and specific projects undertaken during the five-year period. Individual projects will be continually monitored for adherence to all applicable state and federal guidelines, assurances and appropriateness to the goals of the Plan.

Regular reports will be required of all libraries receiving subgrants and of all monitors of statewide projects, as necessary. These may include quarterly or mid-year status reports. Final reports, including program and financial information, will be required for all projects. Reports will be reviewed by project monitors, division directors, the LSTA Coordinator and the department's financial staff to determine compliance and progress.



# Certifications and Assurances Checklist

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## Assurances

<input type="checkbox"/>	Program Assurances for 2013 Grant Award
<input type="checkbox"/>	Trafficking in Persons

## Certifications

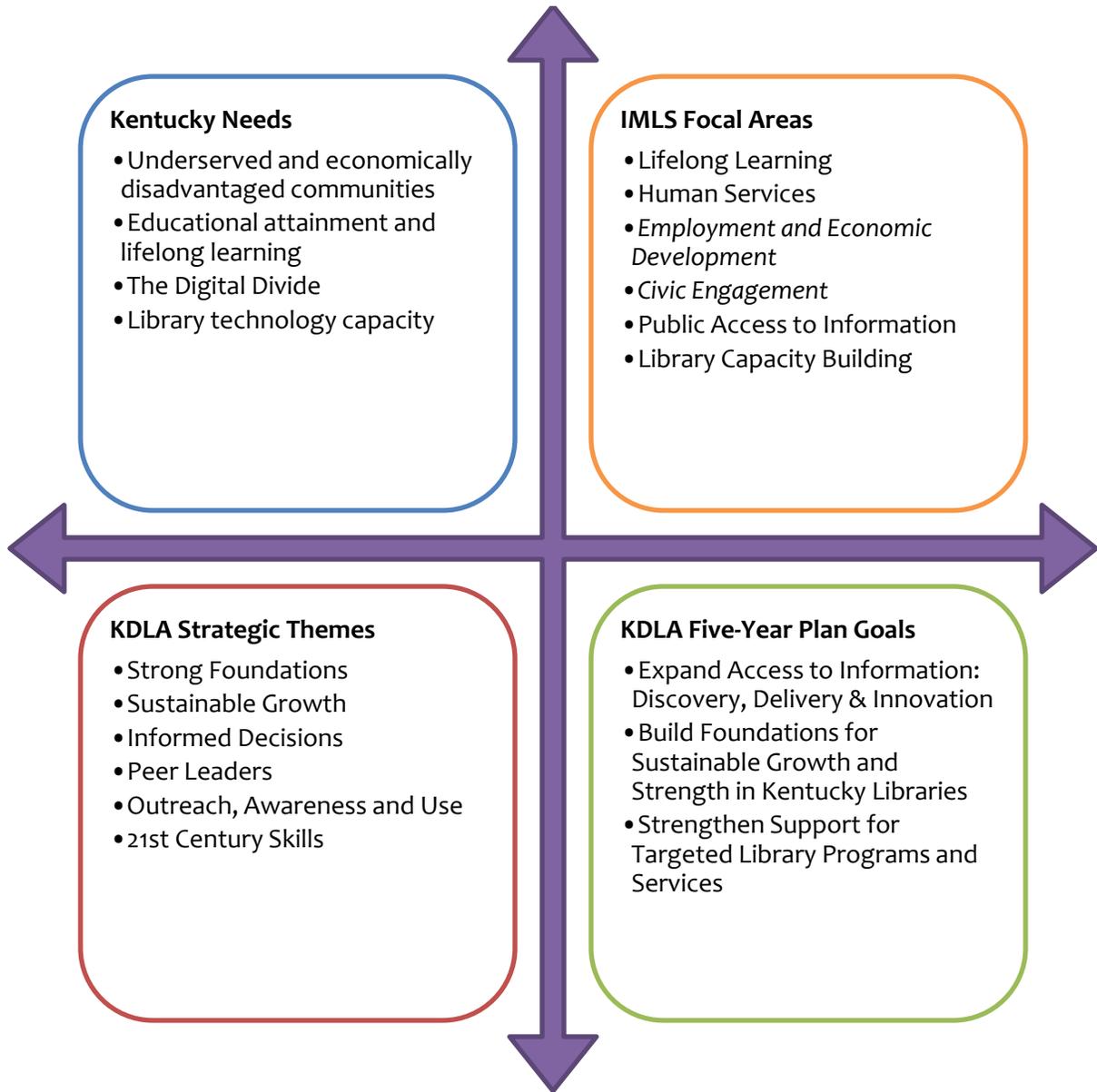
<input type="checkbox"/>	Nondiscrimination
<input type="checkbox"/>	Debarment and Suspension
<input type="checkbox"/>	Drug-Free Workplace
<input type="checkbox"/>	Federal Debt Status
<input type="checkbox"/>	Lobbying

## Additional

<input type="checkbox"/>	Assurances of Non-Construction Programs
<input type="checkbox"/>	State Legal Officer's Certification of Authorized Certifying Official
<input type="checkbox"/>	Reporting Sub-awards and Executive Compensation
<input type="checkbox"/>	Internet Safety Certifications for Public and Public School Subgrant Applicants

# Plan Matrix

This plan matrix provides a high-level view of the priorities and intent behind KDLA's 2013 – 2017 LSTA Plan.



# Crosswalk to LSTA Purposes

LSTA Purpose	KDLA LSTA Plan
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	Goal 1. Expand Access to Information: Discovery, Delivery & Innovation
Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services	Goal 1. Expand Access to Information: Discovery, Delivery & Innovation
Develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks	Goal 1. Expand Access to Information: Discovery, Delivery & Innovation
Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services	Goal 2. Build Foundations for Sustainable Growth and Strength in Kentucky Libraries Goal 3. Strengthen Support for Targeted Library Programs and Services
Enhance efforts to recruit future professionals to the field of library and information services	Goal 2. Build Foundations for Sustainable Growth and Strength in Kentucky Libraries
Develop public and private partnerships with other agencies and community-based organizations	Goal 3. Strengthen Support for Targeted Library Programs and Services
Target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills	Goal 3. Strengthen Support for Targeted Library Programs and Services
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	Goal 3. Strengthen Support for Targeted Library Programs and Services

## Crosswalk to IMLS Focal Areas

IMLS Focal Area	KDLA LSTA Plan
Lifelong Learning	<p><b>Goal 3.</b> Strengthen Support for Targeted Library Programs and Services</p> <ul style="list-style-type: none"> <li>• Adult programs</li> <li>• Children, Youth and Families programs</li> </ul>
Human Services	<p><b>Goal 3.</b> Strengthen Support for Targeted Library Programs and Services</p> <ul style="list-style-type: none"> <li>• Adult programs</li> <li>• Read and Feed program</li> <li>• Primetime Family Literacy program</li> <li>• The Talking Books Program</li> </ul>
<i>Employment and Economic Development</i>	<p><i>KDLA has not targeted this IMLS Focal Area. However, it is anticipated that the adult programs in <b>Goal 3</b> will address this area in part.</i></p>
<i>Civic Engagement</i>	<p><i>KDLA has not targeted this IMLS Focal Area. However, it is anticipated that the adult programs in <b>Goal 3</b> will address this area in part.</i></p>
Public Access to Information	<p><b>Goal 1.</b> Expand Access to Information: Discovery, Delivery &amp; Innovation</p>
Library Capacity Building	<p><b>Goal 2.</b> Build Foundations for Sustainable Growth and Strength in Kentucky Libraries</p> <p><b>Goal 3.</b> Strengthen Support for Targeted Library Programs and Services</p>