

Annual Report Fiscal Year 2008-2009



**Kentucky Department for
Libraries and Archives**



**Serving Kentucky's
Need to Know**

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Development Cabinet

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The State Library is a congressionally designated depository for
U.S. Government Documents



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Message from the Secretary

Challenging may be the best word to describe the 2008-2009 fiscal year for the Kentucky Department for Libraries and Archives (KDLA) and its sister state agencies. While services were more in demand at Kentucky's public libraries because of economic conditions, resources to meet those needs were being strained. In this annual report, you will see that instead of contracting, the department reached out to more Kentuckians with free, valuable resources.

With its remarkable range of services, KDLA is a vital agency in the Kentucky Education and Workforce Development Cabinet. The department supports local public libraries across the state as they promote life-long learning and access to information for all citizens.

Last year, about 19 million Kentuckians visited their local public libraries to look for a job, gather for meetings, attend self-help sessions, get homework help, attend free workshops on filing taxes and writing resumes, participate in summer reading programs and checkout books and DVDs. In addition, trained professionals at libraries helped people find information and pursue education and further literacy efforts.

Just a few years ago, many thought the computer age meant libraries would become obsolete relics. Instead, computers have made public libraries even more attractive as a hub of the community. Over the last few years, more citizens than ever have gone to libraries to use computers and the Internet to assist in finding employment.

Equally as important, KDLA is fulfilling its mandate as it works with communities to protect local records and ensures that the state's valuable archives are professionally preserved for future generations. KDLA is using modern digital methods to help public agencies preserve documentation of government programs and historical information, and to make records accessible to all Kentuckians.

Last year, nearly 3,000 people visited the archives research room in Frankfort to research genealogy, state history, court records and other valuable resources. The archives center and the archives research room together responded to nearly 10,500 requests for information from other agencies and the general public. Without KDLA services and support, Kentucky's rich history and the legacy of its people would be lost.

In all of these important areas, KDLA continues serving Kentucky's need to know. Congratulations to KDLA on another successful year.

Regards,

Joseph U. Meyer
Acting Secretary
Education and Workforce Development Cabinet



Message from the Commissioner

It has been an important and productive year for the Kentucky Department for Libraries and Archives (KDLA.) This report presents specifics of the wide ranging activities by the agency's dedicated staff.

The context in which this work occurred makes it even more impressive. Never before has the need for libraries been greater. And never before has the necessity of documenting activities of state and local government been more important.

During times of economic crisis, access to information and technology is essential. In communities across Kentucky, KDLA is assisting libraries as they serve as instruments of recovery. At the same time, KDLA staff is taking a leadership role in preparing libraries, archives and government agencies for the digital age.

We thank our many partners and we appreciate our many customers. We hope you enjoy reading this report of our activities as we strive to make the Commonwealth a better place to live, work and raise families.

Regards,

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



Literacy and Lifelong Learning

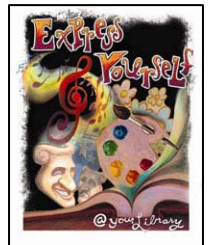
Reading is critical to academic and economic success, and is a foundation for lifelong learning. KDLA supports literacy and learning opportunities for Kentuckians of all ages.

Be Creative @ Your Library – Summer Reading Program

Research has shown that children who continue to read during summer vacation become better readers, and therefore better students. The 2009 Summer Reading Program explored the arts – painting, music, drama, dance, poetry, and more. The children's theme, *Be Creative @ Your Library*, and the teen theme, *Express Yourself @ Your Library*, featured the visual arts, performing arts, games, art activities, and much more to help students maintain their reading skills over the summer. Best of all, it encouraged voluntary reading and provided plenty of fun for the 141,449 youth who participated.



KDLA helped prepare Kentucky's public librarians by presenting a Summer Reading Workshop February 18-20 at the Speed Art Museum in Louisville. Each of the 221 librarians who attended the training sessions received a programming manual, poster, bookmarks, and other materials to help them develop a successful summer reading program.



Children's and Young Adult Services for Public Librarians

KDLA supports public librarians who serve the state's youngest community members by providing training, consultation and coordination of statewide programs. In addition to the Summer Reading Program, KDLA arranged for libraries to participate in the following programs:

- **Prime Time Family Reading Time®** -- A reading and discussion program designed for at-risk children ages 6-10 and their parents. Developed and sponsored by the Louisiana Endowment for the Humanities, the program features award-winning picture books that stimulate discussion about themes and problems to which children can relate. Public libraries host the discussions, which are led by a storyteller and a humanities scholar. KDLA partnered with the Kentucky Humanities Council to bring Prime Time projects to libraries in the following 17 counties: Adair, Barren, Boone, Boyd, Breckinridge, Daviess, Gallatin, Grant, Grayson, Green, Kenton, Mason, Nelson, Nicholas, Pulaski, Scott, and Trigg. Approximately 340 families participated in the program statewide.



- **Widening Circles IX: Librarian 2.0** – KDLA held its biennial conference for public librarians serving children and youth September 23-26, 2008 at the Holiday Inn in Bowling Green. It featured in-depth sessions on early literacy, brain development, social networking, Web 2.0, and gaming services in public libraries. Optional pre-conferences covered the Abraham Lincoln Bicentennial and services to Spanish-speaking populations. The conference was attended by 160 librarians.
- **Programming Grants** – KDLA administered grants to support libraries in providing age-appropriate programming for adults, children and teens. A total of \$43,761 in grants was distributed to 10 libraries.



Serving Kentucky's Diverse Population

KDLA is dedicated to serving the literacy, information and lifelong learning needs of the Commonwealth's diverse population. The agency offers something for every Kentuckian through the following programs and services:



- **New Thematic Kits Available** – In response to requests made by Kentucky public library staff through focus groups and surveys in 2008, the State Library began creating thematic kits to support library programming, and to help promote a love of reading and a love for libraries. These multimedia kits include a variety of developmentally appropriate items for preschoolers, teens and adults. This makes a total of 12 adult thematic kits and 35 preschool/teen thematic kits that are available to public libraries. A total of 19 counties used 24 adult thematic kits, and 49 counties checked out 109 preschool/teen thematic kits. All thematic kits are located in the [KDLA Catalog](#) and can be found by using the phrase "thematic kit" (quotes included) as a search term. The following kits have been developed this year (click on the title link to get a complete listing of kit contents):



For Preschoolers	For Teens	For Adults
<u>Favorite Kentucky Authors</u>	<u>Comic Manga Mania</u>	<u>Financial Help</u>
<u>Tiny Tunes: Adventures in Music</u>	<u>Dance Fever</u>	<u>Flower Gardening</u>
<u>Wild West</u>	<u>Get Crafty</u>	<u>Job Hunting (and Job Hunting II)</u>
	<u>It's Prom Night</u>	<u>Off to the Races</u>
		<u>Paper Arts</u>
		<u>Vegetable Gardening</u>

- The Kentucky Bookmobile Program** brings the library to the community. KDLA provides bookmobile and outreach assistance to help public librarians furnish services and resources to everyone, especially those unable to travel to the library due to age, disability, financial constraints or lack of transportation. Bookmobiles are the most efficient and inexpensive way to supply library services to those who otherwise would not have an opportunity to access them. Residents of all ages are served in urban, suburban, and rural communities, with scheduled stops at day care centers, schools, after-school programs, senior citizens centers and nursing homes. Kentucky has the largest bookmobile program in the country, with a fleet of 87 vehicles ranging from small hatchbacks to “cybermobiles” equipped with Internet access. Performance data include:



- * Bookmobile service hours statewide: 116,899
 - * Items circulated: 1,983,419, accounting for 7.04% of total circulation in the state
 - * Bookmobile costs statewide: \$586,372

- The Kentucky Talking Book Library (KTBL)** provides reading material to those who cannot read regular print because of visual, physical or reading disabilities. KTBL is part of a nationwide network administered by the National Library Service for the Blind and Physically Handicapped (NLS), a branch of the Library of Congress. Over 65,000 titles are available in Braille or audio, and are sent directly to users by mail. Other materials that are available in accessible formats are magazines, descriptive videos, a newspaper-reading service and instructional music materials. Special playback equipment is provided and all services are free of charge. Performance data include:



- * KTBL introduced new, digital talking books and players in September 2009; 150 military veterans have been the first to receive them.
- * The NLS-compatible machines have been purchased by 135 patrons and used to download digital books directly from the Internet.
- * To produce 46 Talking Books that otherwise would have been unavailable to KTBL customers, 40 volunteers contributed 1,439 hours.
- * A federal grant was awarded to the Kenton County Public Library to serve as a subregional Talking Book library. Its service area was increased from eight to 15 counties.
- * Services were received by 4,530 registered customers of KTBL, ranging in age from 2-103 years old.

Public Librarian Certification – Continuing Education for Librarians

Pursuant to KRS 171.230-300, public librarians in Kentucky must fulfill requirements to earn Public Librarian Certification by attending local, regional or statewide training events. By progressively building skills and knowledge, librarians stay abreast of developments in the Information Age to better serve their communities. KDLA works with the State Certification Board to facilitate this process. Throughout the year, KDLA planned, organized and conducted a variety of continuing education events to assist library staff and trustees in *Serving Kentucky's Need to Know*.



332 library staff members earned or renewed their five-year certificate, bringing the number of active certified professional librarians, paraprofessionals and other staff in Kentucky to 1,136. Approximately 1,000 library staff persons took advantage of 48 LE@D online training course offerings, contracted through the University of North Texas School of Library and Information Sciences. Additionally, KDLA sponsored or cosponsored two conferences, one institute, and four workshops, attended by approximately 300 participants from 92 Kentucky counties. Offerings included:

- Prescription for Success
- Public Library Institute
- Taking on Technology
- Widening Circles Conference
- Kentucky Bookmobile and Outreach Services Conference

Discussion Lists for Public Libraries – Continuous Learning through Colleagues

The field of information sciences is experiencing change at a rapid pace, as new technologies are introduced and incorporated within libraries to better meet customers' information needs. KDLA monitors several discussion lists to aid

public library staff in their duties. Library employees can communicate with peers across the state to ask questions, receive helpful advice, share ideas, voice concerns, make valuable contacts and keep library staff informed about upcoming events. Public library discussion lists are a tool for library employees to engage in lifelong learning as the profession continues to evolve. The agency monitors the following lists:

- KBOS (Kentucky Bookmobile and Outreach Services) is dedicated to the state's bookmobile and outreach services librarians. It has 158 subscribers.
- KYAC (Kentucky's Youth and Children) has 271 subscribers and is tailored to librarians who serve infants through teens.
- KyProgrammers was created for public library employees who plan programming for adults and has 108 subscribers.
- KYLIBFRIENDS is for Friends of the Library groups, which consist mainly of volunteers who promote and support their local public libraries. It has 48 subscribers.
- KDLA-PR is devoted to those who work with public relations and marketing for their library. This list has 146 subscribers.
- KYLIBTRUSTEES is for public library trustees and other interested people.

To subscribe to any of these discussion lists, go to <http://www.kdla.ky.gov/libsupport.htm>.

Support for Efficient Government

KDLA works extensively with government employees in providing personalized assistance, consultation, access to information and training to help improve job performance. Well-informed, well-trained government employees provide the highest level of customer service to the people of Kentucky. Additionally, KDLA provides records management assistance and other services to state and local government agencies that result in more efficient government processes.

KDLA Supports State Government Information Needs and Training Efforts

KDLA supports the work of other state government agencies through meeting the information and training needs of its employees. State Library Services staff made numerous informational presentations on the Library's services to state government employees, including general introductions to the State Library's research databases, and in-depth demonstrations on specific research databases. Among those agencies and events visited were:

- Administrative Office of the Courts
- Department for Environmental Protection
- Kentucky Archives Institute
- Kentucky Archives Month/KDLA Lunch and Learn
- Legislative Research Commission Conference

- International Public Management Association for Human Resources conference

The Library's staff also provided informational displays at the following:

- Cabinet for Health and Family Services Health Fair
- Kentucky Association of Government Communicators conference
- Kentucky Retirement System Health Fair
- Kentucky Society for Certified Public Managers conference
- Transportation Cabinet Health Fair

The reference staff continues to create and update bibliographies identifying employee and management training resources from the library's collection. All bibliographies are available through the KDLA website (<http://kdla.ky.gov/resources.htm>).

Technology Training Opportunities for Public Librarians

KDLA coordinated professional technology training for public library employees and administrators. Forty-two classes were attended by 554 library staff members. All classes were delivered live online, with one delivered as an instructor-led online, anytime class. The content and delivery methods are a direct result of the responses to the KDLA Librarian Training Needs Survey which is conducted annually. All of these classes are free of charge to library staff. They are supported by Gates Grants, state general funds and federal funds provided by the Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by KDLA.

KDLA Provides Information Skills Training

In order to help state government employees make the most effective use of the State Library's collections and services, the State Library offers free information skills training through web conferencing technology. Course topics have included introductory sessions on the library's resources and research databases as well as classes offering an in-depth look at specific databases. These courses are available by remote access to state government employees who have a State Library card. In March 2009, the library introduced a series of "Focus On" sessions which examine information resources available through the State Library, the federal government, and the Internet on selected topics, including criminal justice; education; environmental and natural science; and medical and health resources. Recordings of some live online sessions are provided for those who cannot fit live online training into their work schedules. The pre-recorded sessions can be accessed through the KDLA website (<http://kdla.ky.gov/sgworker/training/recordings.htm>). Since July 1, 2008, 337 employees have attended 47 online classes. The State Library's training calendar is located at



<http://www.kdla.ky.gov/sgworker/sgtrainingcalendar.htm>

Consultation Services – Helping Librarians Serve Their Communities

Kentucky provides public library services in 119 counties. Because resources and staff in library systems vary greatly, KDLA provides a support network of regional library consultants, located in offices throughout the state. When public library employees are confronted with a difficult question or problem, they can turn to their regional consultant for guidance on issues such as personnel, budget, public relations, planning and legislation. Consultants also serve as liaisons between library staff, boards of trustees, local government agencies and KDLA. These seven consultants travel extensively and provide assistance on a variety of issues every day, facilitating efficient service delivery to the public.

Regional library consultants' performance data include:

- 105,370 contacts with library directors, trustees and staff
- Provided 53 educational opportunities for 862 attendees
- Distributed over 100 issues of Kentucky Library News Digest to library managers and trustees
- Traveled 72,917 miles to libraries across Kentucky for site visits, training and to attend meetings and made 567 site visits to public libraries to provide assistance

Trustee Development

The ultimate responsibility of public libraries in Kentucky lies with the library board of trustees. Composed of citizens of the county, many with little experience in library management, KDLA realizes the importance of providing information and training to board members in providing public library services to the citizens of the Commonwealth. Regional consultants provide consultation and assistance, answer questions and attend board meetings. *The Kentucky Public Library Trustee Manual*, a training publication that provides information on topics such as general duties and responsibilities, legal issues and funding was revised in 2009. This fiscal year staff at KDLA instituted a column in the KDLA e-newsletter Libraries & Archives Monthly geared toward trustees, called Trustee Tip. The column is written by Paul Poland, President of the Scott County Board of Trustees and chair of the Kentucky Public Library Association's Kentucky Library Trustee Round Table. Additionally, Field Services staff provides a monthly factual trustee tip containing guidance on timely issues, which is disseminated at board meetings through the monthly reports of the Field Services regional consultants.

E-Rate Assistance

The Schools and Libraries Universal Service Support Mechanism's Educational Rate, commonly referred to as E-rate, is a federal program that provides reduced cost telecommunications and Internet services to libraries and schools. The discount received is based upon poverty levels in the library service area – anywhere from 40% to 90%. During the last fiscal year, 43 public libraries sought guidance from KDLA in order to take advantage of the program. They received \$621,642 in discounts at an average rate of 75%. Awards ranged between \$60 and \$188,361.

Tax Rate Calculations

Most county library systems in Kentucky receive funding from local taxing districts. KDLA assists the process by receiving tax assessments from the Kentucky Department of Revenue, then computing the allowable tax rates. The agency furnishes this information to the appropriate libraries so they can set their tax rate for the coming year. KDLA provided tax rate calculation for 105 library systems during the 2008-2009 fiscal year.

Service to State Government Agencies

Effective records management is crucial to efficient government operations, and KDLA's State Records Branch continued to provide records management guidance to state agency personnel. Branch staff initiated or responded to over 17,500 email and telephone contacts, and made 156 visits to state agencies during the year. KDLA helped draft eight new or completely revised records retention schedules for state agencies, and proposed a total of 136 new records series for approval by the State Archives and Records Commission. Assistance in revising their current records retention schedules was received by 38 agencies.

Offsite records storage is an important part of the records management program. The State Records Center is comprised of two facilities that house nearly 196,000 cubic feet of records. Staff responded to 17,894 records requests, and coordinated the destruction of 7,798 cubic feet of records.

Accessioning and destroying records and responding to requests could all be accomplished much more efficiently from one facility. The Records Center supervisor, State Records Branch manager, and Public Records Division director have continued to work with staff from the Department for Facilities and Support Services, Division of Real Properties, to plan for the construction of a single Records Center facility.

State Records Branch staff gave 10 training workshops in 2008-2009 for 372 state agency personnel. These sessions were usually conducted in cooperation with the Technology Analysis and Support Branch. These included workshops on general records management, electronic records management, and email management. The training efforts included five sessions for the Cabinet for Economic Development staff and one session for 130 faculty, staff and administration at Northern Kentucky University. The training was also conducted for agencies such as the State Government Bar Association, the Department of Corrections, and the Kentucky Lottery.

Training for Local Government Agencies

KDLA's Local Records Branch staff presented 15 workshops covering the topics of records management, disaster preparedness and recovery, preservation of paper and electronic records, email management, open records, digital imaging, inactive records storage and archival preservation. There were over 700

participants, including employees of city and county governments, public schools, and fire and emergency management personnel. The agency also partnered with the following statewide organizations to provide training for local government agencies: the Kentucky Association of Counties, the Municipal Clerks Association, Kentucky County Clerks Association, the Kentucky Department of Education, Kentucky Emergency Management, the Kentucky School Boards Association, and Criminal Justice Training (EKU). Continuing education credits were available for workshop participants.

State Archives and Records Commission Activities

The State Archives and Records Commission continued its work of reviewing and approving records retention schedules for state and local government agencies. This year, commission members approved new or completely revised retention schedules for eight state agencies and a new schedule for the Louisville/Jefferson County Metro Government. They also approved over 850 additions, deletions and revisions to existing schedules for 161 units of 38 state agencies and a combined nine additions or revisions to the model schedules for public school districts, local governments, and the Lexington-Fayette Urban County Government. Commission members also approved 23 electronic system descriptions, including lists of the records series contained in those systems.

State Historical Records Advisory Board

The SHRAB continued to implement its revised strategic plan to improve support for historical records repositories in Kentucky. The SHRAB sponsored two continuing education workshops for archivists and manuscripts curators in the Commonwealth. SHRAB hosted “Implementing DACS in Integrated Content Management Systems: Using the Archivists’ Toolkit™” at the University of Kentucky on October 30-31, 2008 and “Grant Proposal Writing” at Western Kentucky University on April 24, 2009. National Historical Publications and Records Commission (NHPRC) grant funds supported the work of the SHRAB and a project at Appalshop to support preserving and providing access to their collection of public television programming.

The Kentucky SHRAB’s documentary, “Finding Our Way Home: Historical Records in Kentucky,” premiered on Kentucky Educational Television on October 6, 2008. This documentary, featuring several archivists, researchers, and historians, highlights the importance of primary source materials.

Kentucky State Government Publications

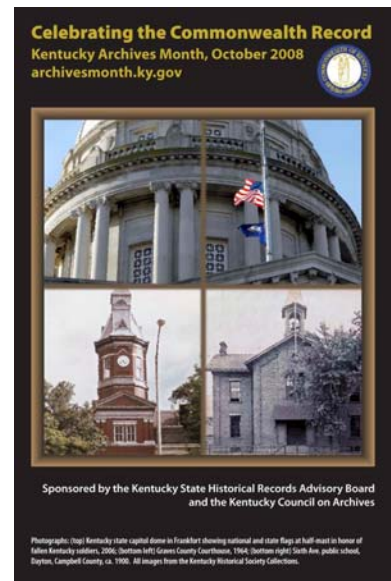
The State Library’s Collection Access and Management staff continues to demonstrate exceptional productivity in Kentucky state publications cataloging, as part of a cooperative effort with the Public Records Division. During this fiscal year, the staff has cataloged large sets of publications from the Legislative Research Commission, the Cabinet for Economic Development and the Transportation Cabinet. Many of the cataloged records include direct links to

electronic versions of the publications. For this reporting period, 1,122 bibliographic records were added to KDLA's catalog, representing 3,971 items.

KDLA's state publications collection has received several significant additions. Over 200 square feet of archival collections in storage at the State Records Center are being incorporated into the state publications collection. As state government agencies move and consolidate, KDLA has collected some of their publications for addition to the state publications collection. In addition, the State Historical Society of Missouri donated some nineteenth and early twentieth century Kentucky state publications no longer needed in their collection.

Kentucky Archives Month

Kentuckians throughout the Commonwealth celebrated their rich archival heritage during Kentucky Archives Month held in October 2008. The theme of Kentucky Archives Month was "Celebrating the Commonwealth Record," which commemorated the 50th anniversary of Kentucky's Public Records Law. For the past six years, Kentucky has observed Archives Week through a week-long celebration in October. There was a successful transition from Kentucky Archives Week to Kentucky Archives Month this year, so plans are to observe Archives Month each October. Kentucky's Archives Month also coincides with a national celebration of American Archives Month. Nearly 300 archival and manuscript repositories in Kentucky hold collections that document the Commonwealth's history and life with papers, photographs, diaries, letters, and government records including deeds and wills. Many of these institutions hosted open houses, exhibits, special programs, and speakers to highlight historical materials available for research in Kentucky.



KDLA featured four "lunch and learn" speakers during Archives Month with KDLA staff members giving talks on their current research topics. Additionally, SHRAB presented four Certificates of Merit to commemorate Kentucky Archives Month. Dr. Eugene H. Conner M.D., retired physician and medical historian, was honored for notable service to and advocacy of archives by a private citizen. William J. Marshall, Curator of Manuscripts at the University of Kentucky; Dr. William J. Morison, Director and University Archivist at the University of Louisville; and Mary Winter, retired Director of Special Collections and Reference Services at the Kentucky Historical Society were honored for Significant Service as an Archivist, each having worked 30 years or more in archival repositories in the Commonwealth of Kentucky.

For more information on Kentucky Archives Month, see <http://archivesmonth.ky.gov>.

Kentucky Guide Program

Nearly 300 archival and manuscript repositories in Kentucky hold archival and manuscript collections. Many materials are cataloged minimally, or not at all. Even if the materials are cataloged, researchers may not know where these unique materials are held. The Kentucky Guide Program surveyed all of these collections repositories during the past 25 years and compiled catalog descriptions of those collections. Over half of these descriptions have been added to the [KDLA Catalog](#). Archival materials in the KDLA Catalog are of two kinds: 1) cataloged records describing the archival holdings of KDLA and 2) cataloged records describing archival and manuscript holdings in other repositories in Kentucky. There is high demand for access to this information, with an average of over 3,500 web searches for archival materials in the KDLA Catalog per month. SHRAB also makes use of the Kentucky Guide catalog when assessing grant proposals and in monitoring its strategic plan. The Kentucky Guide Program is vital to the archival community throughout the state and will continue to offer unique and individualized services related to cataloging primary research material to archival and manuscript repositories throughout the Commonwealth.

The Kentucky Guide Program is also collaborating with the Kentucky Historical Society and the Kentucky Museum and Heritage Alliance on a two-year Institute for Museum and Library Services (IMLS) Connecting to Collections grant. The purpose of this grant is to survey the storage conditions of cultural heritage collections throughout the Commonwealth as well as assist in developing a state-wide disaster response plan for institutions in Kentucky that house cultural heritage collections.

Micrographics and Imaging Services

KDLA continued to assist state and local government agencies in efficient records management by providing quality document reformatting services. This affordable service was utilized by 81 agencies throughout the Commonwealth. KDLA scanned more than 7.4 million documents, converted more than 9.5 million digitized images to security microfilm, and microfilmed nearly one million documents. Services provided include:

- Digitizing microfilm for access purposes
- Converting digitized images to microfilm for permanent storage
- Storing a security copy of microfilm in an environmentally-controlled vault
- Digitizing paper records to reduce voluminous files
- Duplicating microfilm for agencies and library customers
- Providing quality control inspection of microfilmed and scanned images

Local Records Grants

KDLA awarded 38 local records grants to city and county governments this fiscal year. These grants, funded by agency receipts from fees collected by county clerks' offices throughout the state and from the state's general fund, improve records management and ensure the safety and preservation of important permanent records, such as wills, marriages and deeds. The total grant amount of \$686,145 included projects for security microfilming of permanent records, digital imaging systems with indexing, back file conversion, and archival records preservation.

Direct Service by Local Records Administrators

KDLA employs four regional administrators who provide records management services to local government agencies. These employees made 720 visits to county and city government offices, school districts, health departments, public libraries, area development districts, and special districts. Regional administrators provided assistance for the following:

- Destroying obsolete records, according to the records retention schedule
- Conducting records surveys
- Monitoring local records grants
- Providing consultation concerning new technologies
- Preparing records for security microfilming
- Revising records retention schedules

Customer Service

KDLA's customers are, ultimately, the citizens of Kentucky. Our service is primarily to local and state government agencies and organizations, which in turn serve the public. In addition, the agency provides some services directly to Kentuckians. The department is dedicated to meeting the diverse needs of the state, and offers specialized programs and services created for the following customer groups:

- State government agencies
- Local government agencies
- Kentucky public libraries
- Education & Workforce Development Cabinet
- Kentuckians with disabilities
- General public



By providing efficient customer service to all of our customers, the agency continues to ensure a more successful state.

State Library Evaluates Services & Collections

The State Library staff continues to evaluate its services and collections as part of its strategic planning process through the following:

- State Government Employee Cardholders Survey – The State Library deployed this survey in April 2009. Over 1,000 state government employee cardholders responded to questions about their information needs and use of the library’s resources and services. Results indicated high levels of satisfaction with the databases, reference services, information skills training offerings, and customer service. In response to the survey, the State Library revised the opening search screen of the [KDLA Catalog](#) to make it more user-friendly, revised its overdue notice procedures, and examined the databases for possible changes based on usage statistics and customer feedback.
- The State Library Program Assistance for Public Libraries is an ongoing effort to assess and address the programming needs of public libraries throughout the state. Three focus group sessions were held at the Kentucky Public Library Association conference in April 2009. Focus group participants were asked about their satisfaction with the current selection of kits and suggestions for new titles. A follow-up online survey was undertaken to assess how much use the kits are getting, and to determine how satisfied library staff are with the kits. Participants also had the opportunity to vote on future kit themes.
- Collection Assessment and Inventory continues for the State Library’s research databases and periodical subscriptions. The State Library staff is evaluating the available research databases based on usage statistics and pricing as each research database approaches its renewal date. Periodical print subscriptions are being eliminated when the library has electronic access. Collection inventory began in March 2009. Using customized software and a laptop with a barcode reader, library staff sequentially scanned the barcodes from items on the shelves. Afterwards, computer reports were run to determine what items were missing. At the end of September 2009, all books, audiobooks and video recordings have been scanned. With over 48,000 items in the State Library collection, only 549 have been declared “Missing,” representing a loss of only 1.14%.



State Library Offers Support to Kentucky’s Public Libraries

Special efforts have been made by the State Library to maintain contact with public library staff. Presentations and exhibits were held at the Public Library Institute in October 2008, Kentucky Public Library Association/Kentucky Library Trustees Round Table annual conference in April 2009, and the Kentucky Library Association annual conference in September 2009. The State Library’s staff continues to offer training sessions and assistance on reference, interlibrary loan, media collections and federal government documents. Technical services staff from public libraries throughout the state often consult with the library’s Collection

Access and Management Branch for assistance in creating and maintaining bibliographic access to information.

Collections, Kits and Program Resources for Public Libraries

KDLA offers the following specialized programs and services in order to meet the diverse needs of its customer groups:

- The Large Print Circulating Collections are sent directly from KDLA to participating libraries. Each collection consists of 70 books, and the libraries can specify the literary genres they would like in each set through the creation of a profile. In the past year, 334 sets of books were circulated to 57 counties, representing 23,080 individual books.
- The Audiobook Circulating Collections Program was created in response to information obtained through focus group meetings and a follow-up survey. Each collection contains audiobooks, and the libraries can specify the literary genres they would like through the creation of a profile. Thirty-nine counties requested 459 sets of audiobooks, representing 4,590 individual audiobooks.
- A Bi-Folkal Kit is a collection of visual images, music, artifacts, and activities that recreates the sensory impressions of a time or topic in history. Public libraries and their customers use the kits at senior centers, nursing homes, nutrition sites and churches. The kits are also used for intergenerational programs with students, scout troops, and youth groups. Libraries from 29 counties requested 119 Bi-Folkal Kits.
- The State Library continues to offer multi-format book discussion kits with 15 copies of a large or regular print book title, one audiobook, and a discussion guide. The kits are designed to enhance public libraries' support of reading and literature among the adult members of their communities who benefit from lively discussion and socialization. Current title selections include mysteries and suspense, westerns, romance, classics, current fiction, Christian fiction, biography and history. During this period, 49 large print book discussion kits and 54 regular print book discussion kits were added to the State Library's collection. Currently, there are over 258 large print and 170 regular print book discussion kits available. Libraries from 60 counties requested 513 large print book discussion kits, and 59 counties borrowed 200 regular print book discussion kits.
- The State Library continues to develop and circulate Text Express Youth Book discussion kits. Each kit includes 15 copies of a youth title, a discussion guide, and a programming guide. Some kits also have an audiobook. Twenty-four Text Express youth book discussion kits were

added to the State Library's collection during this fiscal year, bringing the total to 98 kits available. Libraries from 38 counties requested 170 Text Express Kits.

- The KET Lending Library is a partnership between Kentucky Educational Television and KDLA. It allows Kentucky early childhood professionals to obtain videotape or DVD series of child care programs through their local libraries. By watching the programs and then completing the corresponding coursework, early childhood professionals can earn credits toward state licensing requirements. During this fiscal year 40 KET Lending Library childcare training kits were added to the State Library's collection, making 157 kits available. Sixty-five counties requested 673 KET Lending Library Kits.
- In order to assist libraries in advocacy, the State Library added the Libraries Complete the Economic Puzzle display kit. It contains 14 posters (mounted on foam core) that can be displayed on easels, as a group. Each poster shows a different way libraries provide economic assistance, from resources (free computers and Internet access to resume and job assistance books), to free programs, to providing free meeting space, among others. The display was created by the Kentucky Public Library Association Legislative Committee, and is a more portable version of the KPLA Legislative Committee display with the same title that was created for Kentucky's 2009 Legislative Day. The original display hung in the tunnel between the Capitol and the Annex to highlight the many ways that libraries assist citizens, especially during economic downturns.



Support for Public Library Staff

The *Statistical Report of Kentucky Public Libraries* provides additional support for busy public library staff. Kentucky librarians annually submit statistical information to KDLA where it is compiled and distributed to every public library. The report details 77 categories within the areas of finance, staff, collections, circulation, attendance and technology. Library staff and their boards use this information to plan programs and policies, review their progress and compare their data to other libraries. Through KDLA, all public libraries in Kentucky subscribe to the online service Informata Connect and can create charts to organize and illustrate information collected by federal, state and American Library Service sources. Statistical comparisons included:

- The cost per person for a year's worth of library material in Kentucky's public libraries was \$3.79 – the same as a single Starbucks'® Grande Caramel Macchiato.
- Kentucky spends \$8,383 per public school student. Per capita expenditures for Kentucky Public Libraries are \$26.79.

- Bookmobiles in Kentucky comprise over 10.25% of those on the road in the entire country.
- Kentucky ranks 14th nationally in public-use Internet terminals per library building.
- Public libraries in 102 of Kentucky's counties provide wireless access (Wi-Fi) for patrons.
- If all the books in Kentucky public libraries (8,654,603) were stacked side by side, they would cover the entire length of Mammoth Cave, the world's largest cave system (365 miles).
- Overall, Kentucky libraries saw improvement in 61 of 77 categories.
- Kentucky rankings rose for 16 of 22 categories when compared to other states.



Public Library Standards

Standards provide a guide to excellence. They define the kind of public library services that should be available to all Kentuckians. The Kentucky Library Association (KLA), in cooperation with KDLA, developed *Kentucky Public Library Standards: Direction and Service for the 21st Century, 3rd ed.*, a manual which sets three levels of standards for the state's public libraries: Essential, Enhanced, and Exemplary. Libraries may voluntarily participate in the standards program by performing a self-assessment using criteria from the manual to evaluate progress and define goals for the future.

As part of its strategic plan, KDLA is committed to encouraging all public libraries to be active participants in standards evaluation. The staff is also dedicated to working with library boards and staff to reach a higher standards level. This includes conducting research, disseminating information, and working as consultants to help public libraries implement policies and programs that strengthen public library services in the Commonwealth.

Support From the Ground Up

Over two million Kentuckians hold public library cards. In many counties, libraries have become community centers where people can meet, learn and utilize needed services. During the current economic downturn, libraries have become even more critical in providing information, entertainment, and access to job and benefits websites. Demands in such areas as literacy, technology, services for pre-schoolers, summer reading programs and programming for seniors have increased dramatically in recent years, yet the Commonwealth's public library buildings need 380,000 additional square feet of space to meet *minimum* standards set by the Kentucky Public Library Association. Additionally, 48 of Kentucky's public library facilities are over 20



years old, posing many difficulties for supporting 21st century needs – particularly for technology, collections and programming.

KDLA helps libraries address these challenges through the Public Library Facilities Construction Fund. The Construction Fund is KDLA's grant program which provides construction debt assistance grants to local public libraries through a competitive application process. These grants are used to help retire debt incurred by the libraries for new construction or renovation of existing library space. In 2002 12 libraries received a construction grant (Bath, Campbell, Elliott, Grant, Greenup, Laurel, Menifee, Metcalfe, Morgan, Pulaski, Robertson and Wolfe); in 2006 seven counties received a grant (Bell, Bullitt, Carroll, Daviess, Fleming, McCreary and Nelson); and in 2007 eight counties received a grant (Boyle, Clark, Fayette, Lawrence, Lincoln, Oldham, Pulaski and Rowan.)

Through a KDLA construction consultant the agency monitors construction activities and progress reports. Consultation assistance covers issues such as site selection, facilities evaluation, architect hiring, design assistance, bidding & purchasing, code compliance, ADA and security. Currently, 27 counties are receiving grant assistance ranging from \$8,000 to \$183,250.

KDLA Website

Because the KDLA website continues to be a critical vehicle for the agency to meet customer's needs and to assist state and local government agencies in conducting the work of the people, the agency initiated a complete redesign of the website. KDLA continues to work with Kentucky Interactive to create the new site, using the results of customer satisfaction surveys conducted in preparation for the redesign.

"Ask a Librarian", the Kentucky Library Job Hotline, and Archival records request forms were the most heavily utilized services. The total number of webpage hits was 13,315,078 with visitors not only from Kentucky but across the nation and many countries outside of the United States.

- The online reference consultation service, "Ask a Librarian" is for use by Kentucky state government employees and staff of Kentucky public libraries needing assistance with in-depth research, quick reference, look-ups, resource lists and information on Kentucky-related topics. Last year there were 10,215 research requests through "Ask a Librarian."
- The Kentucky Library Job Hotline provides an online listing of available professional library, archival and records management positions without charge to the employer or job applicant. The Job Hotline site was viewed 70,790 times during this fiscal year.

Records retention schedules are available for state and local government agency employees, and records request forms are available for the general public.

Forms can be accessed for the following types of records requests:

- Birth and death records for 1852 through 1910 (1852-1862, 1874-1879, and 1891-1910)
- Death certificates for 1911 through 1958
- Marriage records
- Census and Military records
- Judicial records (civil, criminal, and Court of Appeals)
- Wills and Deeds
- State agency records

Archival Services Branch

The Archival Services Branch continued to assist customers of the State Archives. The Archives Center is currently at capacity, with over 100,000 cubic feet of original public records with a permanent retention, and only a few new collections of very limited volume could be accessioned during this fiscal year. Nearly 3,000 researchers visited the Archives



Research Room to use the records of the State Archives for historical, genealogical or legal purposes. The Archives Center and the Archives Research Room responded to a combined 10,488 requests for information from other agencies and the general public. In addition, several collections of photographs, judicial records and other materials were indexed, described and made available to researchers in an ongoing effort to make the resources of the State Archives even more accessible.

Innovation and Technology

KDLA continues to be a leader in utilizing innovation and technology to meet the needs of its customers.

KDLA Catalog Updated

The [KDLA Catalog](#) was upgraded in 2008 and again in 2009. These upgrades provided users with a more contemporary interface, as well as significant enhancements, such as searching filters and improved individual library account management options. The Voyager system is currently being used to facilitate email overdue notices and to notify customers when their library accounts are near expiration. Customers can look forward to more enhancements in the future, including a new design and access to a world-wide collection of library catalogs through a new resource called WorldCat Local.

Support for KYVL

The Kentucky Virtual Library (KYVL) received assistance from KDLA through staff expertise and financial support. State Library staff served on various KYVL committees examining issues related to technology, collections, document delivery, and resource sharing. During this fiscal year, KDLA staff was involved with another upgrade of the online catalog which is managed by the KYVL consortia. The KYVL Collections Work Group created the database reduction plan which was necessitated by the state general fund budget reductions.

KULS Moves to KDLA

In October 2008, the operation of the Kentucky Union List of Serials (KULS) moved to KDLA. KULS was founded in 1971 as a cooperative venture between the Information Referral Center of the University of Louisville and KDLA. For over 30 years, KULS has collected and shared detailed information about Kentucky libraries' holdings of publications in any medium or format issued in successive parts. KDLA pays all costs associated with union listing; there are no participation or maintenance fees charged to participating libraries. The only requirement is that libraries periodically provide the necessary information to update their periodicals holding to KULS. This information informs customers of the specific periodical titles and volumes Kentucky libraries have and is used for resource sharing purposes. During its first year at KDLA, KULS processed 7,218 serials maintenance requests, including editing 2,242 local holdings records, and creating 1,977 new holdings records for 40 Kentucky libraries.

Electronic Records Working Group

The Electronic Records Working Group (ERWG) advises the State Archives and Records Commission and KDLA on policy recommendations involving technology and records management. Staff from KDLA's Public Records Division continued to participate in the ERWG, along with representatives from the Commonwealth Office of Technology (COT), the Office of the Attorney General, the Auditor of Public Accounts, the University of Louisville, the Jefferson County Public Schools District, the Kentucky County Clerk's Association, and the Cabinet for Health and Family Services. Accomplishments for this year include:

- Creating a standard for preserving long-term digital records, including format recommendations
- Creating guidelines and procedures related to email retention, and electronic signatures
- Reviewing proposed legislation

Expanded E-Archives

KDLA created an Electronic Records Archives (E-Archives) in 2003 to manage digital public records and make them available to all Kentuckians. The E-Archives provides KDLA with the capacity to manage digital records of archival value. The E-Archives includes:

- Governor's Office web records, databases containing constituent mail, and video and audio content

- State publications
- Minutes of boards and commissions
- Geographic Information Systems records

Many government records are now created electronically, and Technology Analysis and Support Branch staff continued to test new methods of accessioning these records online. The E-Archives web site received 517,302 visitors this fiscal year.

Research Grant Projects

KDLA continued its long tradition of participation in research grants for electronic records and recordkeeping. At the end of fiscal year 2008, KDLA began an 18 month multi-state grant, funded by the National Historical Publications and Records Commission (NHPRC). This project, Distributed Archival Preservation (DAPE) will automate preservation for electronic records through the development of a rule-oriented batch processing system.

At the end of fiscal year 2007, the Library of Congress' National Digital Information Infrastructure and Preservation Program (NDIIP) identified the state archival agencies and Geographic Information System agencies of Kentucky, Utah, and North Carolina as recipients of a grant for the preservation of geographic information. Working with these states and with the Kentucky Division of Geographic Information, KDLA began work on the NDIIP GIS Grant – GeoMAPP. KDLA staff and other participants in the grant have given presentations on archival best practice at national meetings, and accessioned records to enable researchers to track changes in geospatial data. The project will issue a report at the end of 2009 and is scheduled for renewal in 2010. For more information on the project, visit <http://geomapp.net>.

Public Library Technology – Improving Service for Kentuckians

Technology continues to advance at a rapid pace, and it can be difficult for library staff to know what is available and how to best use it. KDLA provides a technology consultant to assist Kentucky's public library employees, enabling them to stay abreast of the latest trends and use them to their best advantage. Consultation requests last year included assistance with library automation systems and Internet filters which comply with the Children's Internet Protection Act (CIPA). To further support technology in Kentucky's public libraries, KDLA administers subgrants from the Library Services and Technology Act (LSTA). Performance data includes:

- The KDLA technology consultant sent 84 email Technology Alerts to library directors on a variety of topics related to library technology.
- \$96,525 in funds used for equipment and other materials necessary for system automation was shared by eight libraries.
- KDLA awarded five libraries \$20,292 for the purchase of assistive technology to provide aid to underserved community members requiring special assistance in utilizing library resources.

- KDLA awarded two libraries \$25,000 to implement innovative projects.

Financial Support and Grants

The Division of Administrative Services oversees the disbursement of funds and coordinates the Library Services and Technology Act (LSTA). KDLA relies on both state and federal funding to carry out its initiatives. The following provides a summary of key programs supported during the 2008-2009 fiscal year.

State Funding

- Local Records Grants – (\$686,145) – Thirty-eight grants were awarded to local government officials to improve recordkeeping practices and to preserve information as a strategic resource.
- Public Library Facilities Construction Funds – (\$2,075,000) – Twenty-six public libraries received continued assistance with debt retirement incurred for the construction or renovation of local library facilities.
- State Aid – (\$3,538,497) – State aid grants were distributed to county public libraries for promoting, aiding and equalizing public library service in Kentucky.
- Institutional Subgrants – (\$164,261) – Grant money provided by the Kentucky Department of Corrections was administered by KDLA to provide library services to prison populations.
- Bookmobile Repair Grants – (\$2,869) – Grants were awarded to assist in keeping the state's bookmobile fleet operational.

Federal Funding – LSTA

The Institute of Museum and Library Services (IMLS) provides funding to State Library agencies using a population-based formula in accordance with LSTA. State Libraries may use these funds to provide statewide initiatives and services, and for local library activities through the distribution of direct subgrants or cooperative agreements with all types of libraries.

KDLA is responsible for administering LSTA funds in Kentucky. Funded activities promote expanded library services and electronic access to information and educational resources; linkages between and among all types of libraries; partnerships with other agencies and community-based organizations; and programs that make library resources accessible to urban, rural or low-income residents and others who have difficulty using library services. Programs supported with federal LSTA funds include:

- Kentucky Talking Book Library (KTBL) – Funds supported one central and one regional library that provide materials in alternative formats to individuals whose physical disability prevents them from reading print materials.
- Continuing Education for Public Librarians – Funds were used to coordinate and promote continuing education opportunities for public library staff and trustees for the purposes of improving library services

throughout the Commonwealth and assisting librarians in meeting state certification requirements.

- Kentucky Union List of Serials (KULS) – Funds were used to maintain a centralized database that provides accurate and complete information about serial/journal holdings in libraries of all types to library staff and customers.
- Technical Support for Libraries – Funds were used to provide professional technology support and training for library staff across Kentucky to assist in providing and improving local library services.

Technical Support – Library Automation Subgrants

Funds were used for automation equipment, programs, retrospective conversion, system migration and other expenses associated with automation. Grants were awarded to the following libraries:

- Bracken County – \$16,012
- Grayson County – \$1,565
- Hopkins County – \$8,176
- Jessamine County – \$7,554
- Magoffin County – \$17,035
- Northern Kentucky University – \$23,165
- Pike County – \$1,620
- Russell County – \$21,398

Technical Support – Library Innovation Subgrants

Library innovation subgrants promote programs that positively impact services to the community. Innovative and creative solutions to customer service problems encountered in Kentucky's libraries are encouraged. Grants were awarded to the following counties:

- Grant County – After Hours Outreach Unit - (\$20,000): Installed electronic control modular access units (materials drop box) in two locations in the county to provide customers access to library materials. Funds were used to purchase equipment and for promotion.
- Oldham County – Digital Downloads @ Your Library - (\$5,017): Allowed three libraries in the county to install dedicated in-house computer terminals for access to digital audiobooks and videos. The project introduced new and advanced technologies and expanded services to customers who cannot access the library's digital holdings. Funds were used to purchase equipment, software, supplies and publicity.

Technical Support – Library Assistive Technology Subgrants

This subgrant promotes the expansion and availability of library services to patrons with special needs. Grants were awarded to the following counties:

- Barren County (Mary Wood Weldon) – Opening Our Eyes & Ears to Community Needs – (\$3,550): Offered computers with ZoomText Magnifier software with speech support and large print keyboards for adult

and child customers. Funds purchased equipment, software and promotion.

- Gallatin County – CHOICES for Seniors Program – (\$5,000): Offered Choosing Health and Wellness Over 60 with Independent Living Challenges and Expectations Solved (CHOICES) outreach program to seniors and disabled patrons utilizing a mobile computer lab. Funds paid for equipment and consultants.
- McCracken County – Window Eyes Site Program - (\$3,735): Installed Window Eyes software to allow visually impaired patrons access to library resources and information as well as the Internet. Funds were used for software and promotion.
- Perry County – Reading Machines @ Your Library - (\$4,854): Purchased an Excalibur reading machine and eight QuickLink - Pen Elite portable readers for visually impaired, mentally challenged, disabled, and elderly customer use. Funds were used to purchase equipment.
- Pike County – Enhancing Services for the Visually Impaired - (\$3,354): Installed a reading station equipped with an Optelec ClearView Magnifier and Dolphin Cicero text scanner and reader software for visually impaired customer use. Funds purchased equipment and software.

Prime Time Family Reading Time®

KDLA provided a grant to the Kentucky Humanities Council to implement Prime Time Family Reading Time® projects in public libraries for the purpose of helping family groups discover the pleasure of reading together, discussing books, and using libraries as a resource. In federal year 2008-2009, 17 counties participated: Adair, Barren, Boone, Boyd, Breckinridge, Daviess, Gallatin, Grant, Grayson, Green, Kenton, Mason, Nelson, Nicholas, Pulaski, Scott and Trigg.



Virtual Reference Project

KDLA provided a grant to Boone County Public Library to act as the administrative agent in the planning and support of the Virtual Reference Project. The project provided virtual reference services using OCLC QuestionPoint 24 hours per day to customers across the state of Kentucky.

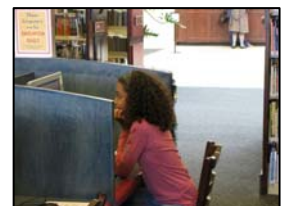
Northern Kentucky Talking Book Library

Through the Kentucky Talking Book Library (KTBL), Kenton County Public Library was provided a grant to operate the Northern Kentucky Talking Book Library to provide library services to visually and physically disabled customers in eight counties in Northern Kentucky.

Library Programming Subgrants

Funds from library programming subgrants support and promote quality programming in Kentucky's public libraries. Grants were awarded to the following counties:

- Adair County – Inspired Prose – (\$7,600): Partnered with local high school teachers and Lindsey Wilson College professors to offer a series of workshops and author forums that introduced and promoted creative writing among teens ages 15-19. Funds provided materials, speaker fees, and authors' travel expenses.
- Barren County (Mary Wood Weldon) – Bridging the Gap: You've Got Mail – (\$4,100): Partnered with the recreation department of the senior citizen center and assisted living and housing authority facilities that serve senior populations to teach individuals ages 55 and older computer basics. Funds provided equipment, software and supplies.
- Carroll County – Home is Where the Art Is - (\$3,565): Partnered with the local school system, the Main Street Program, and the Carroll County Arts Commission to provide a series of 10 events that offered opportunities for art appreciation. Programming focused on creating art and art appreciation for children, teens and adults. Funds provided materials, speaker's fees and supplies.
- Hardin County – Fitness in Today's Teens (F.I.T.T.) - (\$4,463): Provided health and wellness information and educational opportunities for teens through a series of events that will focus on nutrition and exercise. Topics included teen-specific nutritional needs, healthy eating, the importance of exercise, and different forms of exercise. Funds provided materials, speaker's fees and supplies.
- Henry County – Healthy Living @ Henry County Public Library - (\$2,799): Provided a series of classes and informational resources to increase the overall health level and health awareness of library customers. Funds were used to purchase exercise equipment, books, and audiovisual materials to assist customers in developing a healthier lifestyle.
- Letcher County (Harry M. Caudill) – P.A.L. (Puppets and Literacy): (\$3,000): Partnered with the Letcher County Coal Miners Committee and other community agencies to provide programming that will promote early literacy, narrative skills, phonological awareness, and musical consciousness to children and their families. Events were held during the annual Kid's Day Festival and Back to School Bash. Funds purchased materials, equipment and supplies.
- Muhlenberg County – The Do Something Club Comes Together @ Your Public Library - (\$5,939): Provided twenty programming activities for youth, ages 12-18. Topics included music, poetry, theater and dance appreciation, knowing the world, technology, culinary appreciation, community outreach, appropriate dress, disaster prevention, careers and citizenship. Funds provided speaker fees, materials and supplies.



- Trimble County – Creative Art Workshops - (\$1,920): Offered a series of four creative art workshops for elementary through high school children in the areas of music, visual arts, digital photography, and drama. Each workshop culminated in a performance or exhibit of works produced by each participant. Funds provided speakers fees.
- Warren County – Speak Out @ Your Library - (\$3,375): Provided book discussions, writing and art workshops, and a mentoring program targeted toward tweens (older elementary and middle schoolers) and younger male customers. Topics included Speaking Out through Art, Speaking Out through Poetry, and Speaking Out through Connections. Funds provided materials, consultant’s fees, and supplies.
- Woodford County – Finding the Writer Within - (\$7,000): Hosted six workshops for aspiring writers. Noted Kentucky authors led discussions regarding their individual writing process and creative works, followed by an intensive workshop dedicated to a particular discipline or genre. Funds were used to purchase materials, supplies and provide speakers fees.

**KDLA Budget Summary for the
Fiscal Year 2008-2009**

Source of Funds	Amount
General Funds	\$12,020,100.00
Federal Funds	\$2,221,098.45
Agency Funds	\$2,242,890.16
TOTAL	\$16,484,088.61

The Kentucky Department for Libraries and Archives serves Kentucky’s need to know by assuring equitable access to high quality library and information resources and services and by helping public agencies ensure that adequate documentation of government programs is created, efficiently maintained and made readily accessible.

The Department accomplishes its programs through the activities of the Commissioner’s Office and four divisions: Administrative Services, Field Services, Public Records and State Library Services.

