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# Bringing Tech to Tech Services

Rob Nunez, MLIS  
Kenosha Public Library

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# About Kenosha Public Library

- Branch of City Government, Oversight by Appointed Citizen Trustees
- Consortial relationships with regional, state, and national library organizations
- Founded in 1872
- 4 Branches and a bookmobile
- 39 FTE, 131 total employees
- Annual Budget of 6.5M





# Department Makeup

- Department Head
  - 1 Cataloger
  - 1 Team Lead
    - 6 Clerks

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# By The Numbers

## Responsibilities

- Acquisitions
- Cataloging
- Processing
- Mending
- Mail
- Supplies Ordering

## Stats

New Items 2016: 36,000

New Items 2015: 40,000

New Items 2014: 32,000

Vendors 2017: 7

Vendors 2014: ~40

Turn around time 2015: ~2 week

Turn around time 2014: 6+ weeks

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# KENOSHA PUBLIC LIBRARY

## COLLECTION DEVELOPMENT DEPARTMENT

### WORKFLOW ANALYSIS REPORT

PREPARED BY

BRUCE GAY

MILWAUKEE COUNTY FED. LIB. SYS.

KIMBERLY YOUNG

BROWN COUNTY PUBLIC LIBRARY

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## Takeaways

- Low Moral
  - Fear of failure
  - Not knowing “Why”
  - Siloed from rest of org
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# Interviews & Shadowing

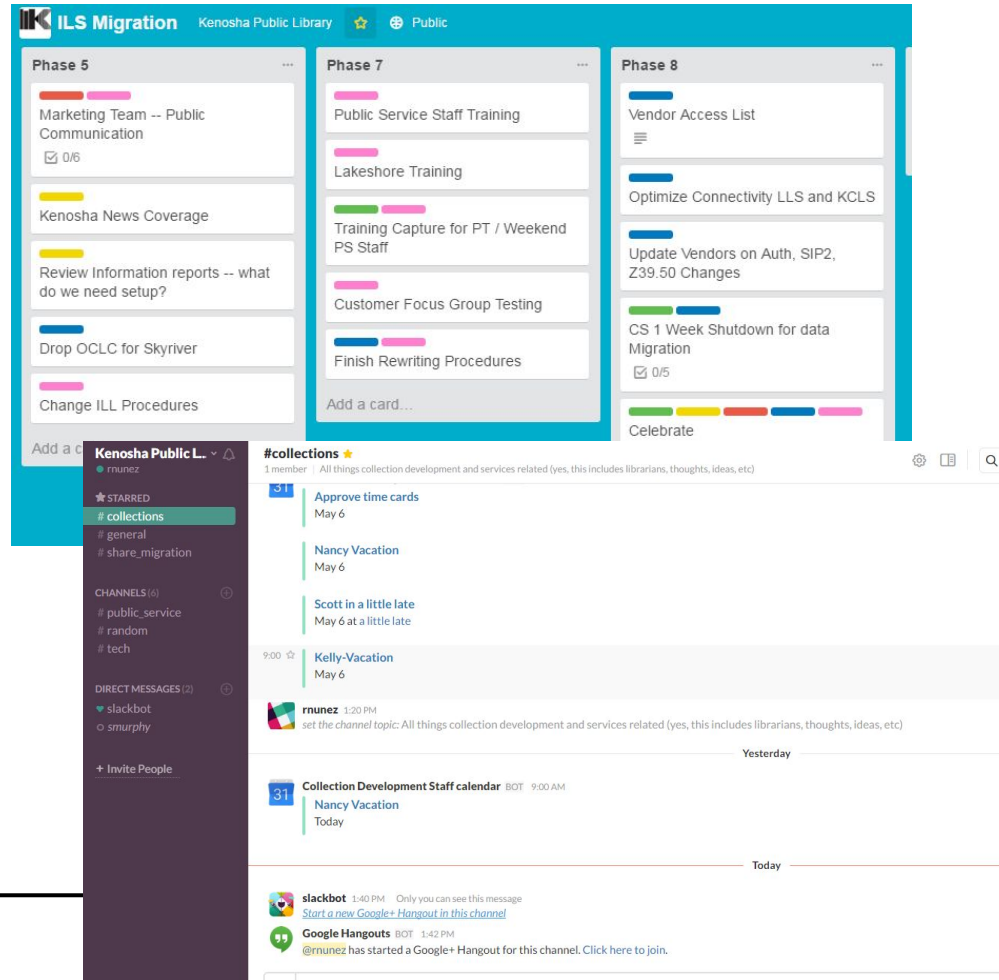


- 1-on-1 interviews with every staff member
  - Spent 2 weeks hands-on
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# PM Tools

## Kanban (Agile project management)

- Trello
- Sticky Note Exercises
- 10 Minute Standing Meeting
- Leveraging Email over Face to Face
- Google Apps
- Slack (experimenting)





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# Training



## Current:

- Sticky note exercise
- Gap Analysis
- Library Tours
- Group Training
- Youtube Videos

## Future:

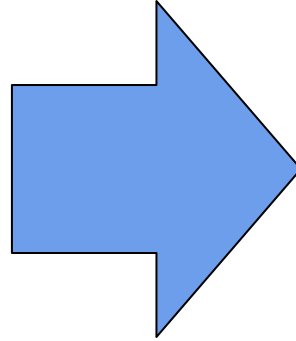
- Open Department Tours
  - Department Cross Training
-



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# Processing Change

Specialized  
&  
Random



First In  
First Out

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# Automation: Mass Updates

Subject Headings

File Edit View Insert Format Data Tools Add-ons Help Last edit was on January 6

Comments [Share](#)

100 123 Arial

100 123 Arial

A	B	C	D	E	F	G	H	I	J
Audience (Adult/YA/Children)	Item Type (Book/DVD/CD)	Edition (Print/Foreign Lang)	Field	Subject Heading	NOTES	Admin Notes			
Children	Book		650 Children's books						
		Easy	650 Picture books for children						
		Readers	650 Readers						
		Fiction	650 Children's stories						
		Large Print	650 Large print books						
		Spanish	650 Children's literature, American Spanish						
		Spanish	650 Spanish language						
		Spanish	650 Spanish language materials						
		Bilingual Spanish	650 Spanish language materials-Bilingual						
		Other Language	650 Children's literature, [other language]	see id.toc.gov for possibilities					
		Other Language	650 [Other language]	see id.toc.gov for possibilities					
		Reference	650 Children's reference books						
		Reference	650 Reference sources						
		Directory	650 Directories						
		Encyclopedia/Dictionary	650 Encyclopedias and dictionaries						
	Graphic Novels		655 Graphic novels						
			650 Children's books						
			650 Graphic novels						
		Fiction	650 Children's stories						
		Manga	650 Manga (Comic books, strips, etc.)	Japanese Comics (read from Right to Left)					
	Magazine		655 Magazines						
			650 Children's magazine						
		Spanish	650 Spanish language						
		Bilingual Spanish	650 Spanish language materials-Bilingual						

Item Type Book Genres Foreign Language Movie Genres Music Genres Library of Things

Explore

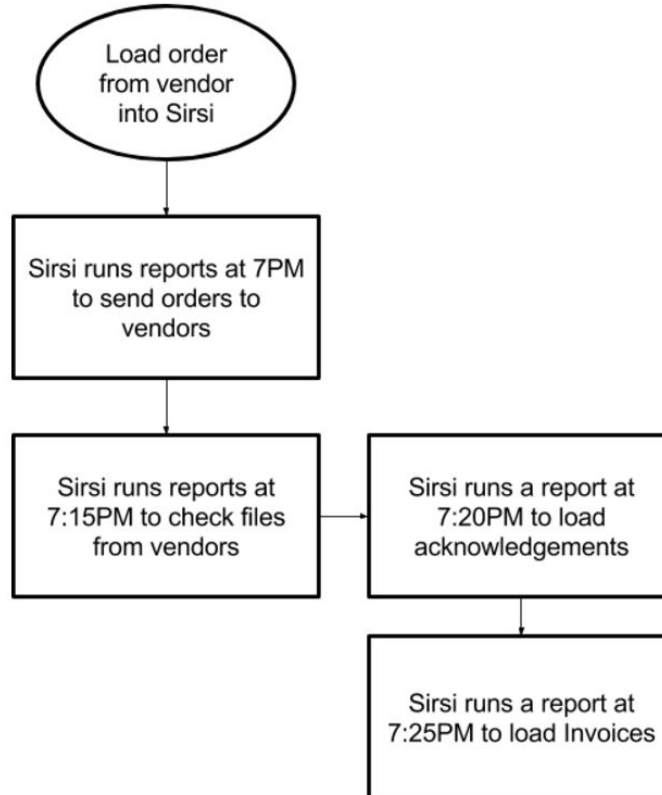


goodreads



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# Automation: EDI



# Using Data: Reports

The screenshot shows a web application interface for 'Rob's Reports'. The top navigation bar includes a search box with the text 'Search: Rob's Reports' and a help icon. The left sidebar contains a 'New Dashboard' button and a 'Create...' menu with options: Search, Shared Reports, My Reports, CS Dashboards, Rob's Reports (selected), Batch Update, Catalog Corrections, Lost Items, Top 20 Holds, Weeding, My Objects, History List, and My Subscriptions. The main content area displays a grid of report thumbnails, each with a folder icon and text indicating the report name, owner, and modification date.

**Rob's Reports**

Search: Rob's Reports

**Batch Update**  
Owner: SHAREkpl  
Modified: 1/18/17 2:05:48 PM

**Lost Items**  
Owner: SHAREkpl  
Modified: 1/16/17 10:09:06 AM

**Weeding**  
Owner: SHAREkpl  
Modified: 1/17/17 11:23:43 AM

**Lost & Missing Lease**  
Owner: SHAREkpl  
Modified: 1/18/17 1:05:36 PM

**Old Holds**  
Owner: SHAREkpl  
Modified: 1/16/17 2:35:14 PM

**Popular items at KPL**  
Owner: SHAREkpl  
Modified: 1/19/17 8:17:36 AM

**Catalog Corrections**  
Owner: SHAREkpl  
Modified: 1/18/17 3:49:45 PM

**Top 20 Holds**  
Owner: SHAREkpl  
Modified: 1/16/17 10:09:47 AM

**Collection Breakdown**  
Owner: SHAREkpl  
Modified: 1/19/17 8:35:52 AM

**New Graphic Novels**  
Owner: SHAREkpl  
Modified: 1/16/17 11:38:13 AM

**OLD LE**  
Owner: SHAREkpl  
Modified: 1/16/17 11:38:13 AM

**Top 15**  
Owner: SHAREkpl  
Modified: 1/16/17 11:38:13 AM

The screenshot shows a report viewer interface with a table of DVD data. The table has two columns: 'Item Call Number' and 'DVD'. The 'DVD' column is further divided into 'Row Count' and 'DVD'. The table is titled 'ONLY DVD IN CALLS'. The data is as follows:

Item Call Number	DVD	Row Count
EQUIPMENT ROKU		4
FEATURE		12
TV SERIES SEASON 1		1
TV SERIES SEASON 2		1
TV SERIES SEASON 3		1
TV SERIES SEASON 4		1

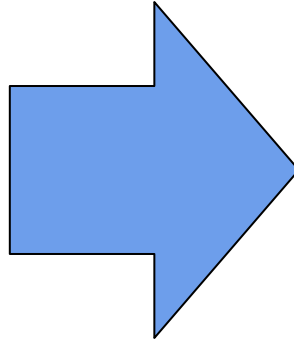
The interface also includes a 'Dataset Object' dropdown menu, a 'Grid' view, and a 'Show Tools' button. The table is titled 'ONLY DVD IN CALLS'.

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# Using Data: DDA



The New York Times  
BESTSELLER



SirsiDynix®

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# Questions?

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