# Bringing Tech to Tech Services

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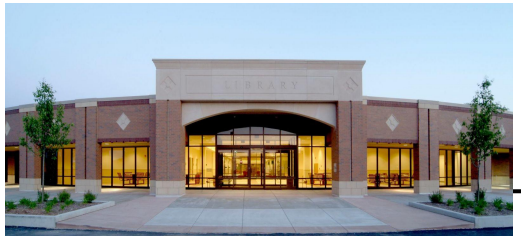
Kenosha Public Library

# 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

# By The Numbers

## Responsibilities

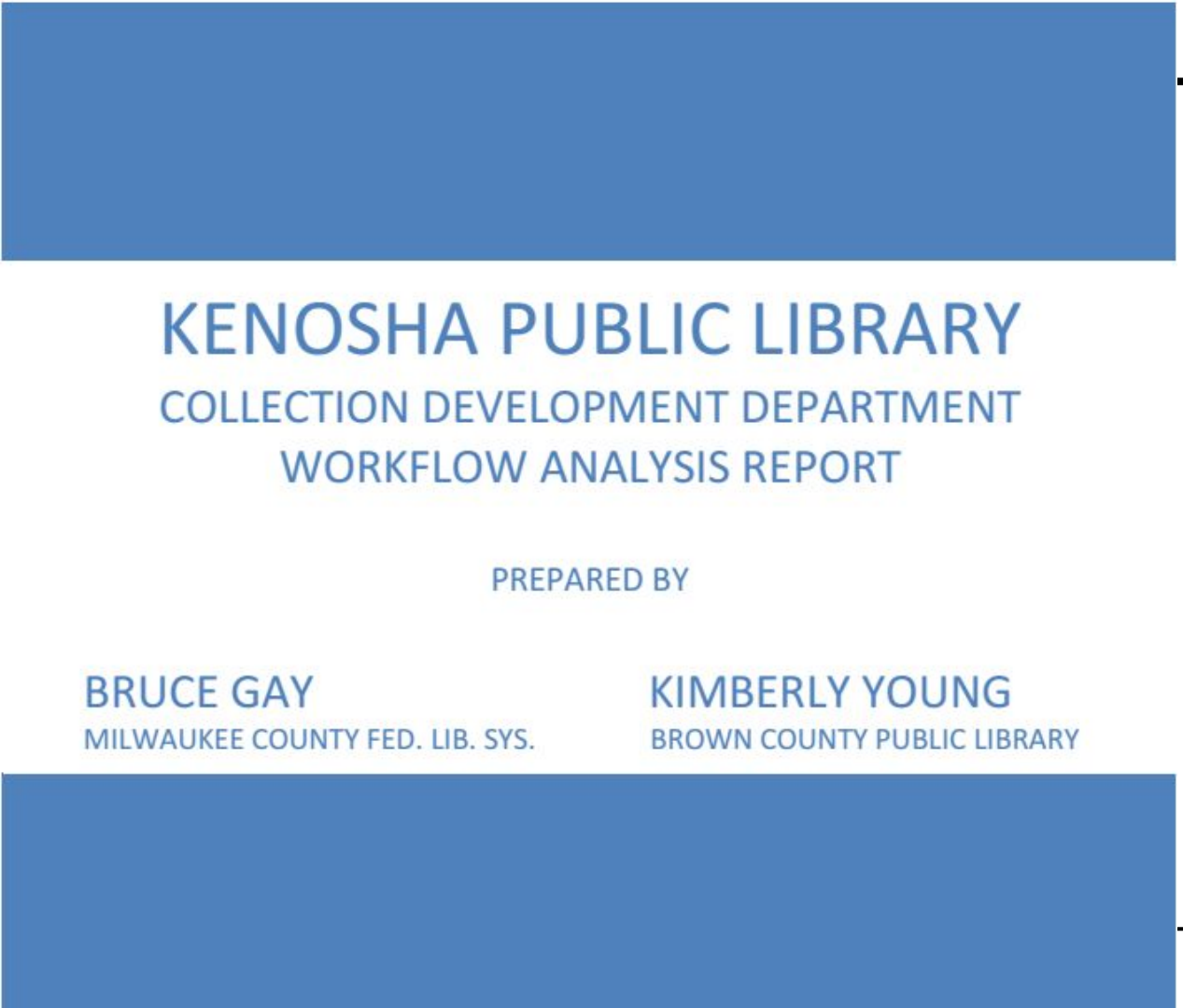
- Acquisitions
- Cataloging
- Processing
- Mending
- Mail
- Supplies Ordering

## 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




# Takeaways

- Low Moral
- Fear of failure
- Not knowing “Why”
- Siloed from rest of org

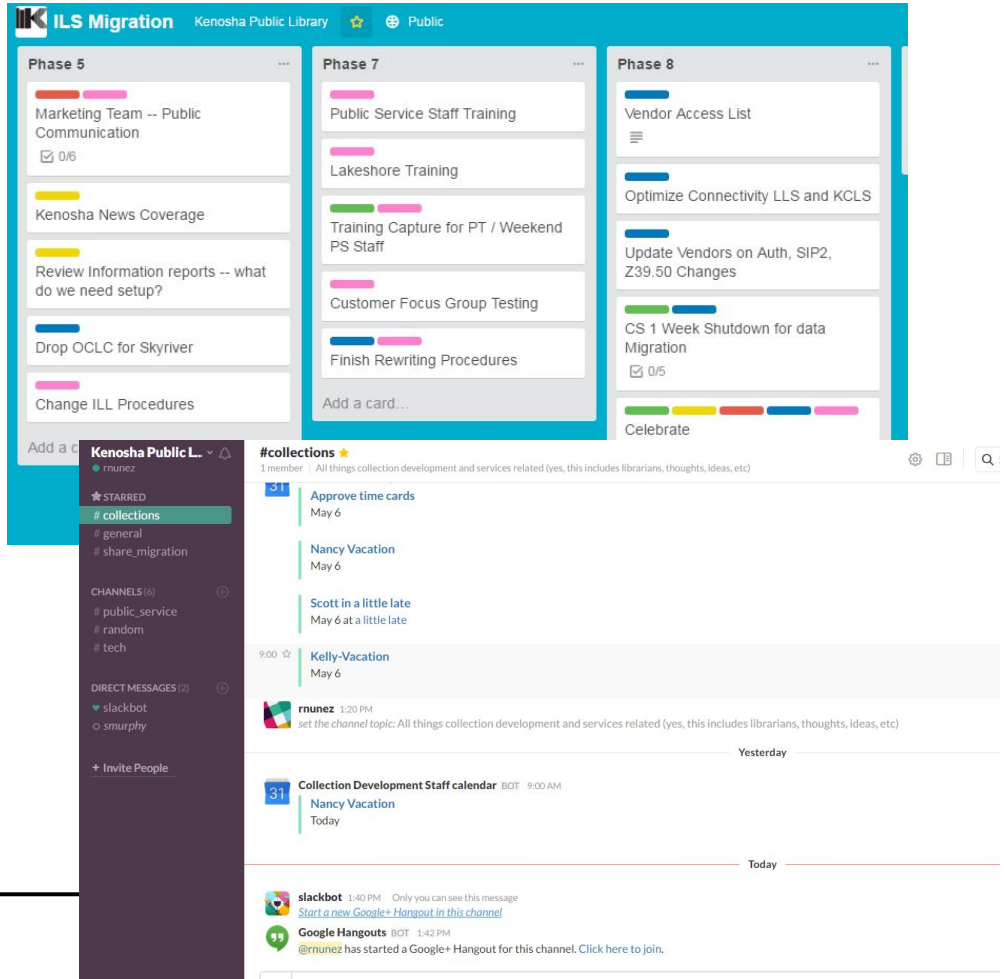
# Interviews & Shadowing

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

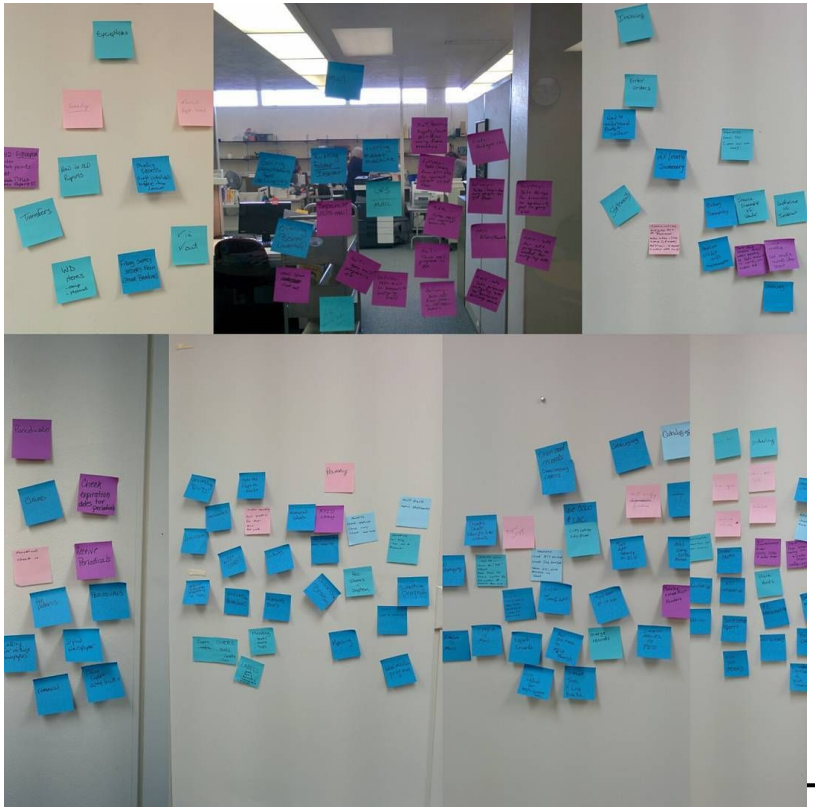
# PM Tools

Kanban (Agile project management)

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



# Training



Current:

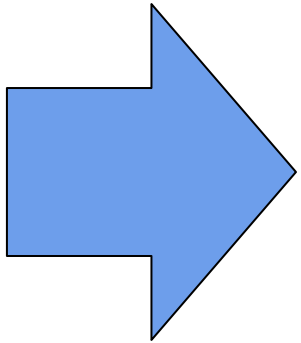
- Sticky note exercise
- Gap Analysis
- Library Tours
- Group Training
- Youtube Videos

Future:

- Open Department Tours
- Department Cross Training

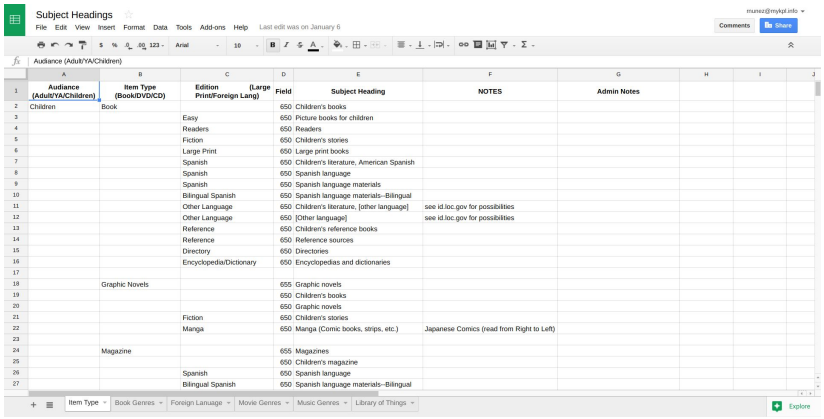
# Processing Change

Specialized
&
Random



First In
First Out

# Automation: Mass Updates



Subject Headings

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

Comments Share

Audiance (Adult/YA/Children)

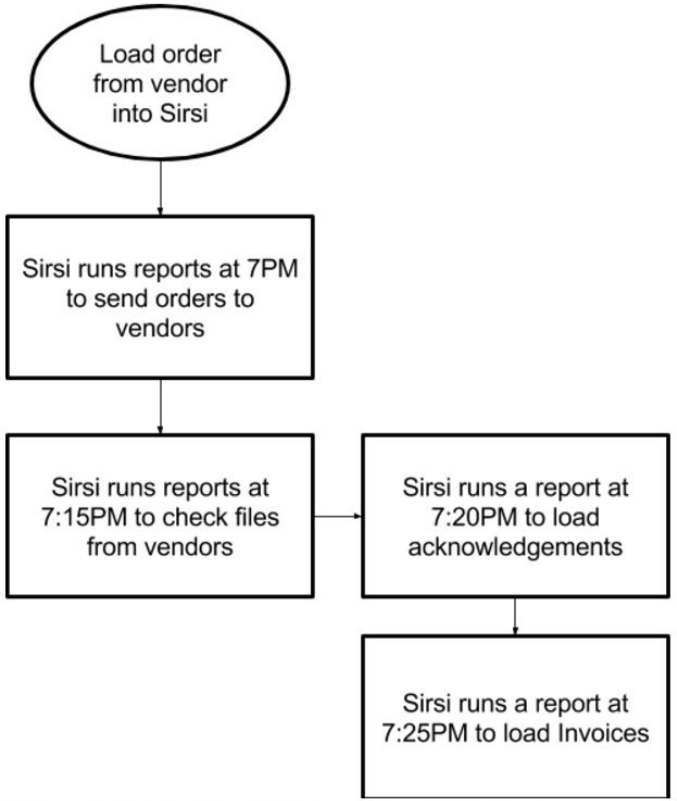
| | A | B | C | D | E | F | G | H | I | J |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Audiance (Adult/YA/Children) | Item Type (Book/DVD/CD) | Edition (Large Print/Foreign Lang) | Field | Subject Heading | NOTES | Admin Notes | | | |
| 2 | Children | Book | | 650 | Children's books | | | | | |
| 3 | | | Easy | 650 | Picture books for children | | | | | |
| 4 | | | Readers | 650 | Readers | | | | | |
| 5 | | | Fiction | 650 | Children's stories | | | | | |
| 6 | | | Large Print | 650 | Large print books | | | | | |
| 7 | | | Spanish | 650 | Children's literature, American Spanish | | | | | |
| 8 | | | Spanish | 650 | Spanish language | | | | | |
| 9 | | | Spanish | 650 | Spanish language materials | | | | | |
| 10 | | | Bilingual Spanish | 650 | Spanish language materials--Bilingual | | | | | |
| 11 | | | Other Language | 650 | Children's literature, [other language] | see id.loc.gov for possibilities | | | | |
| 12 | | | Other Language | 650 | [Other language] | see id.loc.gov for possibilities | | | | |
| 13 | | | Reference | 650 | Children's reference books | | | | | |
| 14 | | | Reference | 650 | Reference sources | | | | | |
| 15 | | | Directory | 650 | Directories | | | | | |
| 16 | | | Encyclopedia/Dictionary | 650 | Encyclopedias and dictionaries | | | | | |
| 17 | | | | | | | | | | |
| 18 | | Graphic Novels | | 655 | Graphic novels | | | | | |
| 19 | | | | 650 | Children's books | | | | | |
| 20 | | | | 650 | Graphic novels | | | | | |
| 21 | | | Fiction | 650 | Children's stories | | | | | |
| 22 | | | Manga | 650 | Manga (Comic books, strips, etc.) | Japanese Comics (read from Right to Left) | | | | |
| 23 | | | | | | | | | | |
| 24 | | Magazine | | 655 | Magazines | | | | | |
| 25 | | | | 650 | Children's magazine | | | | | |
| 26 | | | Spanish | 650 | Spanish language | | | | | |
| 27 | | | Bilingual Spanish | 650 | Spanish language materials--Bilingual | | | | | |

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

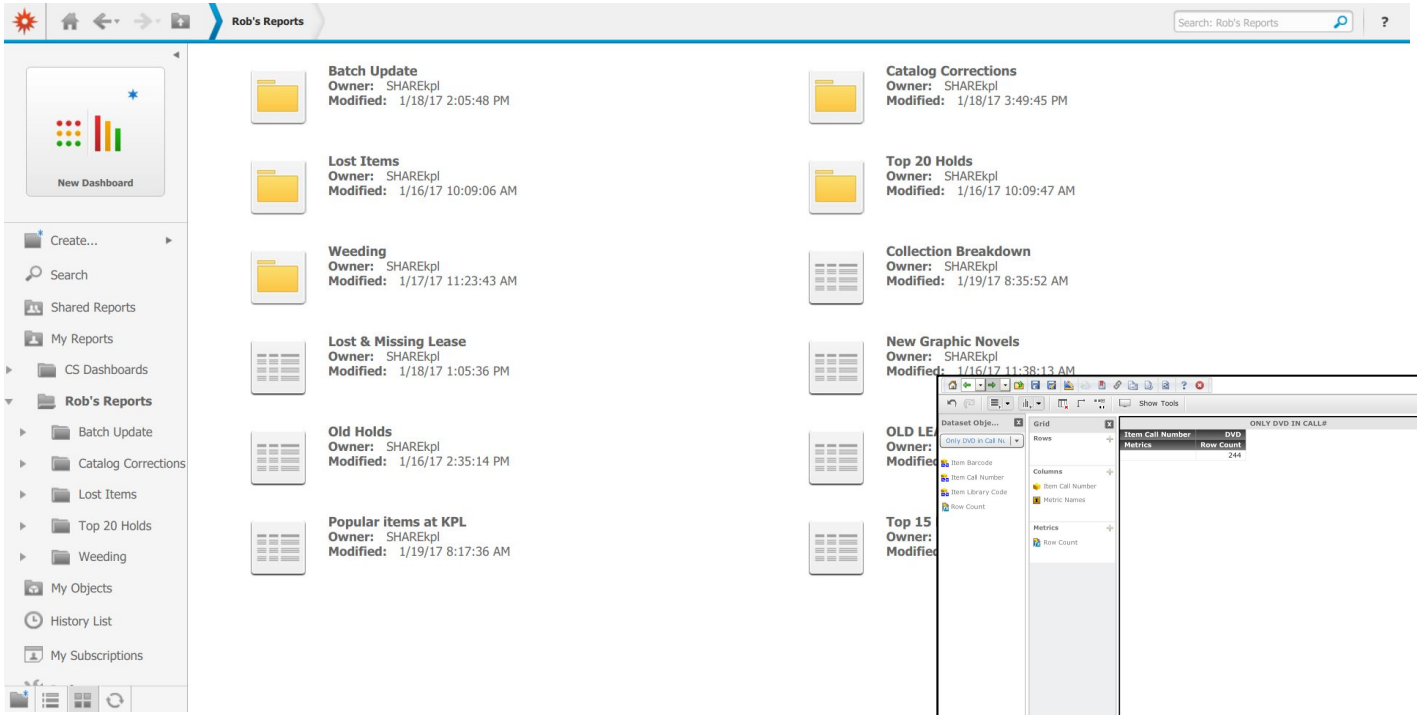
goodreads

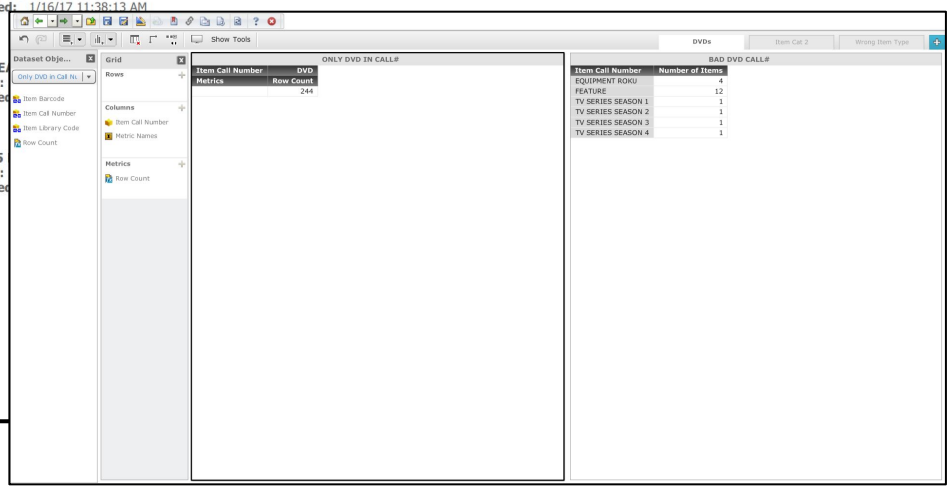
skyriver

# Automation: EDI

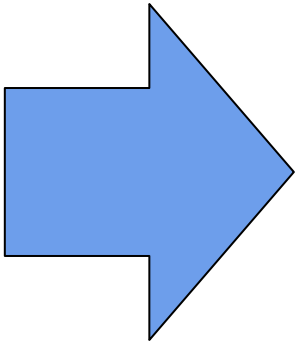


# Using Data: Reports



# Using Data: DDA



# Questions?

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