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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)

The image displays two screenshots of project management tools. The top screenshot is a Trello board for 'ILS Migration' at Kenosha Public Library, showing three columns: Phase 5, Phase 7, and Phase 8. Each column contains a list of tasks with progress bars and checkboxes. The bottom screenshot is a Slack channel for '#collections' in the 'Kenosha Public Library' workspace. It shows a list of messages, including vacation notices and a calendar update, along with a sidebar menu containing channels like '#general' and '#share\_migration'.

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# Training



## Current:

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

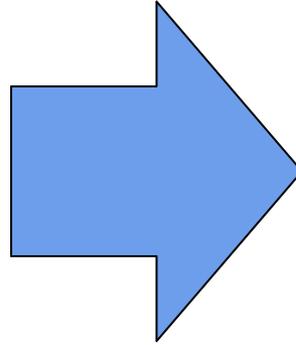
## Future:

- 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  
Last edit was on January 6

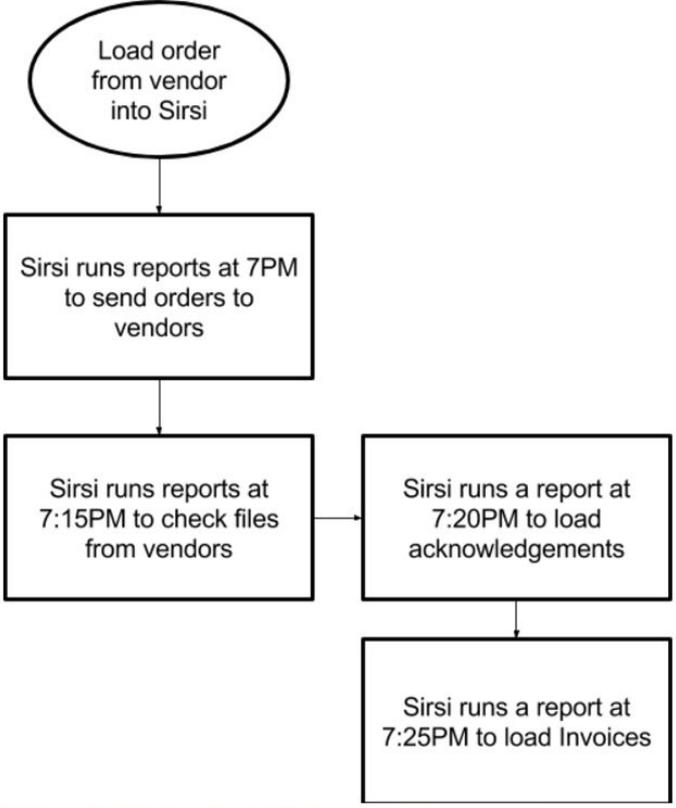
A	B	C	D	E	F	G	H	I	J
Audience (Adult/YA/Children)	Item Type (Book/DVD/CD)	Edition (L*P*) (Print/Foreign Lang)	Field	Subject Heading	NOTES	Admin Notes			
Children	Book	Easy	650	Children's books					
		Readers	650	Picture books for children					
		Fiction	650	Readers					
		Large Print	650	Children's stories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



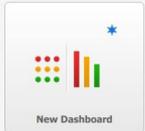
goodreads



# Automation: EDI



# Using Data: Reports

 New Dashboard

Create... Search Shared Reports My Reports CS Dashboards **Rob's Reports** Batch Update Catalog Corrections Lost Items Top 20 Holds Weeding My Objects History List My Subscriptions

-  **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

ONLY DVD IN CALL#

Item Call Number	DVD
244	

BAD DVD CALL#

Item Call Number	Number of Items
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

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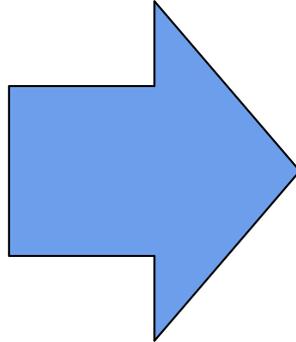
# Using Data: DDA



**IMDb**

The New York Times

BESTSELLER



SirsiDynix®

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# Questions?

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