

# Assistant Director Report June 2026

## Polaris

### 3 Day Staff Training

From June 2<sup>nd</sup> to June 4<sup>th</sup> Ashley, Bethany, Spencer, and I attended a three-day Polaris training hosted here at the library. We learned two functions of Polaris that are brand new to us: acquisitions and cataloging. Acquisitions allows us to better track our material expenditures by encumbering funds for every item we purchase. Currently, we use a spreadsheet and manually enter the amount purchased. This is cumbersome and hard to keep current because we purchase from many different vendors including Ingram, Amazon, Midwest Tapes, Independent Presses, and various adult and children's vendors. By using the Acquisitions module, we will order all materials through Polaris itself, which will have the budget lines for each of our collections entered at the beginning of each year and will easily let us keep track of which items we have received. This will enable us to tell how much is left in each line in real time, which will enable us to spend our funds equally through the year.

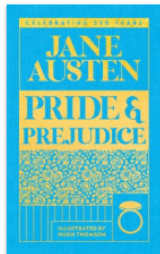
The second benefit of using the acquisitions module is that materials will simply need to be scanned, stickered, and barcoded when they arrive in the mail, significantly reducing the amount of time staff have to handle an item before it can be circulated. Currently, when an item arrives, we must first find the item's record in our database and tell the system that the item belongs to that record. If the item isn't in our database, we must wait overnight to import it from a service called OCLC. If the record isn't in OCLC, we must wait about three weeks for OWLS to create a custom record for the item and then it can be stickered and barcoded. The acquisitions module supports EDI ordering, which enables an item to already be associated with the correct record when it arrives, and all the details of the item, such as collection, price, etc. are already included. This requires more work up front when purchasing the item, but it is still less work overall and allows for items to be circulated significantly faster once they arrive at the library.

The second function, cataloging, has always been done by OWLS. This occurs when an item's record isn't in our database or OCLC's database. We currently must wait about three weeks for the record to be created before it can be circulated. Now that we have attended this training, OWLS is allowing us to create our own records for the first time. This will allow us to get items out the same day instead of waiting three weeks. OWLS will review the records after we create them instead of our patrons waiting three weeks for the records to be created by OWLS. This is a most welcome change, and one that our patrons will notice, as it allows a greater number of our new items to be available on their street date.

## Additional Training

In addition to the 3-day training we attended, Jenny and I also attended shorter training on the web during the third week of June. These training courses taught us how to navigate our new version of Infosoup that we will be getting alongside the Polaris ILS. The biggest change our patrons can expect is what the company calls a “roll up” feature. This feature allows patrons to click a single button to place an item on hold, regardless of the item’s edition or year published. For example, we have a significant number of editions of Jane Austen’s *Pride and Prejudice* between all the OWLS libraries. The list pictured below includes far more than the three pictured. Instead of a patron scrolling through the list to choose one, they can now simply click the blue Place Hold button at the top of the screen place a hold on an item that is available and will fill the hold the soonest. Of course, there is still the option of requesting the specific edition of an item by clicking the blue Request Edition button next to the item. Polaris has found that many patrons don’t particularly care about the edition of an item they would like to read, so this saves them unnecessary decision fatigue and time when placing holds. We also learned that we can customize our homepage of Infosoup with lists and branding that will only appear on Kaukauna’s Infosoup homepage, which we plan to make use of.

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### Pride and prejudice

Austen, Jane, 1775-1817

Published : 1945-2025 | English

For Later Options

"When headstrong Elizabeth Bennet and the aristocratic Fitzwilliam Darcy first meet, they really don't get on; she finds him arrogant and aloof and he shows little interest in her. As their relationship plays out against the backdrop of Regency society, they begin to realize that first impressions can be very wrong."... [more >](#)

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Kaukauna Public Library

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Hold Specific Edition

0 holds 43 copies

Edition information Search editions

Image	Publication Date	Edition	Publisher	Physical Description	Request Edition
	2025	—	[US] : MacMillan Collector's Library, [2025].	481 pages : 16 cm	Request Edition Details
	2022	2022 edition.	New York : Union Square & Co., 2022.	xix, 376 pages ; 21 cm	Request Edition Details
	2020	—	Kansas City, Missouri : Andrews McMeel Publishing, [2020].	284 pages : 25 cm	Request Edition Details

## Staffing

### New Hire Training

In June Kristin, Laura, Heather, and returning library staff member Yenny started employment at the library. I have begun training them keeping in mind our imminent switch to Polaris in August. I am keeping CARL training to an absolute minimum, teaching them enough to work at the service desk checking in, renewing, and creating library cards for patrons. Once they learn these functions, they will begin learning Polaris so they will be comfortable using it when we go live on August 19<sup>th</sup>.

## Strategic Plan

### Surveys and Focus Groups

Physical and digital surveys in English and Spanish were created and distributed on June 16<sup>th</sup>. Patrons have a chance to win \$25 Amazon gift cards if they participate in the survey. The physical surveys are always available near the front desk, and we will make them available after library programs and at library outreach locations as well.

The first focus group occurred during our Daytime Book Discussion in June. Library staff Jenny facilitated it and took notes.