

Assistant Director Report July/August 2026

Polaris

Staff Training Day

During our training day on July 24th staff graciously sat through a 7-hour Polaris training led by myself. I continued adding to the training manual since June and we managed to get through all 272 pages of it. In my opinion, staff took to it quickly, asked relevant questions, and overall have a very positive opinion of our new software. This was the last date before we went live for staff to receive direct training on Polaris. After the 24th all staff were encouraged to work through their manuals, logging into Polaris on any computer, to practice using it in preparation for August 17th.

Manual

Though the manual may seem long enough, I am continuing to create additional documentation for Polaris as well as for other workflows in the library. The Polaris manual I finished creating on July 24th is for all staff to use. I am currently working on another manual for full-time staff that details functions that most of the part-time staff do not need to see, as it would only serve to clutter the main Polaris manual. This will include things like adding items to the collection, creating meeting room bookings, volunteer onboarding instructions, making changes to the website, and much more. While there are various staff members who currently perform each of these functions, it is my goal to document how each function is done so that when the only staff member who knows how to do a given function is on vacation someone else can easily see how it is done and the service won't need to be suspended until their return.

Staffing

Interviews For Library Assistant – Circulation Position

Following Amber's resignation at the end of July, Ashley and I have begun interviewing candidates for the Library Assistant – Circulation position. The position was posted on August 5th, and three candidates have been selected for interviews. As of the writing of this report, we have interviewed one candidate. A decision will be made at the end of this week, and the position should be filled before the next board meeting.

New Hire Training

In June Kristen, Laura, Heather, and returning library staff member Yenny started employment at the library. Training has progressed nicely since then. Kristen is fully trained, both in adding new materials to our catalog, and working

desk alone. Laura, Heather, and Yenny learned Polaris quickly as well. Since they only work a day or so per week, they are just about ready to complete their training and will be ready for solo desk work within the month.

Strategic Plan

Surveys and Focus Groups

The surveys and focus groups have concluded. Special thank you to board members who participated in the focus groups! I am currently working on compiling the survey and focus group answers into a readable format so that library staff can meet and discuss what we would like to include in our upcoming three-year strategic plan. I should have much more to report at September's board meeting.

Library Hardware

Self-Checks, RFID Pads, and Gates

We are expecting to receive our new self-checks, RFID pads, and gates from Bibliotheca on Monday August 24th. Spencer and I have been working on the spreadsheets detailing the technical specifications needed to connect the hardware to our current computers and network and will be ready before the hardware is delivered on the 24th. The timing worked very well, as we will only have one week without self-checks and by nature of receiving them after ceasing to use CARL, we only have to configure them to one ILS, Polaris. We are still expecting the automated material handling system (AMHS) towards the end of this year.