



Director's Report
March 2026

Porzio Update: No significant progress to mention – it likely will be discussed on their April docket. I've been working with the other 3 consortia to create a one-pager listing the value provided by consortia to member libraries and the need for this legislation which we hope will answer many preliminary questions.

Polaris now at v8.0: We've completed the upgrade of our production server to Polaris 8.0. New features include automatic patron aging which updates the patron codes by the age of the patron for those libraries using birthdates, new display shelf location processing that lets libraries place items in a temporary display location but be automatically assigned to their previous shelf location when returned, and dated patron notes where notes automatically receive a timestamp in addition to which username added the note.

2026 Committee Year: I worked with Megan to select volunteers for the committees, and we've sent the initial kickoff/welcome emails to each group. Working with their STELLA liaisons, we'll get their first meetings scheduled soon!

IRS Form 5500 Filed: The auditor was provided with the TIAA reports necessary to complete our form 5500. I've signed it and it has been submitted.

Director Orientation Manual: Elisa has pulled together information for a packet to provide to new Directors (those new to the position, new to STELLA, or new joining libraries). We're working on finalizing it and will provide it to Kathleen from Asbury Park during her orientation.

Firewall Upgrades: Firmware updates were available to fix a vulnerability, and were applied to Cranbury, Dunellen, Metuchen, Middlesex, Milltown, New Brunswick, Roselle Park and Spotswood. Whenever we spot an update is available we apply it after hours to the libraries that are impacted to ensure a high level of security.

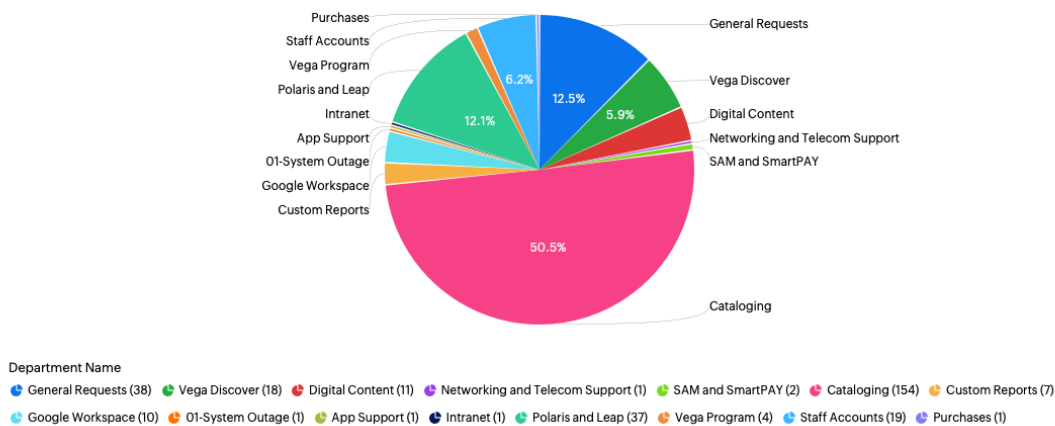
On-premise Fileserver to Cloud: We're testing Microsoft OneDrive for file server storage as a potential replacement for our on-premise server. This may reduce the cost of replacing this equipment later this year while also giving more flexibility for our staffer's hybrid work and access to files.

QZ Tray: The direct to printer functionality that lets Leap bypass the browser print dialog and send the job directly to the defined receipt printer is working well at Matawan – they implemented this immediately following our Polaris 8.0 upgrade. We'll set up any other libraries that are interested and will reach out to offer our assistance as well. This is the functionality that allows the web browser to be configured to print regular printouts to a 8.5x11 capable printer while directing receipts to a receipt printer and labels to a designated label printer without having to change settings between prints. It also speeds up the circulation process by removing a secondary dialog box and clicking of "OK" to print receipts.

Asbury Park: We've met with Ann Lorish from Innovative for the Asbury Park implementation. They've contracted with Wendy from Phoenix10 to do the data extraction from SirsiDynix Symphony and we have Jerry working on the data migration and mapping with Joe Phelps as the System Engineer. We're in the process of obtaining the data extraction which will be loaded on to our test server mid April. In May you will begin to see Asbury Park appear within the ILS, but we'll keep it hidden from Patron view until they are live. Training will be done throughout May, and their go-live is planned for June 18th. There will be a few days when the server will have to be offline for them loading the data, and specifically merging/deduping data. This is currently scheduled from June 15th through 17th. Instructions on offline circulation will be provided to the membership along with a refresher training on how to use offline circulation. For your reference, the implementation schedule is attached.

February Help Desk Statistics – 305 tickets:

Monthly Ticket Report (305)



Statistical Summary Data:

	February	January	Change
Total Bib Records	1,065,126	1,062,924	0.21%
Total Items	3,380,898	3,385,916	-0.15%
Check Outs	305,557	327,818	-6.79%
Unique Borrowers	41,147	40,974	0.42%
Holds Placed	41,145	48,959	-15.96%
New Bibs Added	9,886	5,717	72.92%
New Items Added	17,312	15,094	14.69%
New Patrons Added	3,436	3,871	-11.24%

Respectfully Submitted,

Eric P. Lozauskas
Executive Director



STELLA Add of Asbury Park to Polaris, and Vega (Discover, Interact IPA and SMS, LX Starter, Mobile, and Program) Schedule

Date	Event	Responsible Party
January 22, 2026	Contract signed	Library
February 19, 2026	Initial phone call to discuss project and profiles	PM
TBD	Internal Kick-off Meeting at Polaris	PM
	Work on profile	PM / Library
	Profile due to Project Manager	
	Profile Entry on Production Server	PM
	Asbury Park Library/branch Profile review	PM / Library
March 18	Test Load data extraction	Data / Library
March 16-27	Test data analysis	Data
March 30-April 10	Data Mapping for Test Load	Data / Library
April 9	Move copy of Production to Training Server	
April 13-24	Test Load of Data on Training Server	Data
April 24	Polaris review and test of data on server	PM
April 27-June 5	Data review and feedback to Polaris	Library
May	Vega – Add New Library/Branch to Discover Interact IPA and SMS LX Starter Mobile Program	Library/PM
May	Library Internal Staff Training	Library
May	3 rd Party Testing	Library
May 29	Asbury Park Data Mapping sign-off	Library
By June 5	Workstation prep and testing for Polaris Offline	Library
June 5	Last day for Polaris setting changes	Library
June 14	Final Asbury Park Data extraction after library is closed.	Data / Library
June 14	After data extraction, Asbury Park should set their system in a Read-Only mode so that patrons do not place holds or make changes to their accounts in the PAC, and staff don't make changes in their current Symphony client.	Library
June 15-18	All STELLA Libraries are offline with Polaris. Asbury Park: NO MORE WORK IN LEGACY SYSTEM. In Leap Offline, Staff will be able to check materials in and out only. Staff cannot register new patrons, collect fines, place or fill holds or do any other circulation activities during the offline time.	Library
June 15-17	Final Data load of Asbury data into STELLA database	Data
June 17	Final Data load review and handoff to STELLA to approve Asbury Park data load.	PM
June 17	Asbury Park data review and acceptance of data load	Library
June 17	Vega Ingestion Process for Asbury Park data	SE
June 18	Live on Polaris	PM / Library
June	Transition to Customer Support Site Manager	PM / SM / Library



STELLA Add of Asbury Park to Polaris, and Vega (Discover, Interact IPA and SMS, LX Starter, Mobile, and Program) Schedule

Project Manager: Ann Lorish
Data: Jerry Waddy
System Engineer: Joe Phelps