

Monthly Report- June 2026

Submitted by: Nancy Mousseau
Department: Technology
Date: 7/7/2026

Summary of Progress

Project Highlights in June

Normal routine maintenance and firmware updates on equipment and website, update Event Calendar on website, Tech Help, staff tech support, and Open MakerLab/Tinker Tuesday. Create network analytics for May. Equipment maintenance in the MakerLab. Administrated the Contact Us email account. Administrated the tech for the Zoom meeting for the Library Board of Trustees monthly meeting. Organized summer series computer classes for seniors and PR for July classes. Met with the Strategic Planning Committee. Finished 3D printing items and glowforge items to use as props for Summer Reading Program. Hosted a scrapbook crop on June 5-6th. Created a small craft on the glowforge for the scrapbook crop participants. Participated in the in-service on June 19. Researched conferencing microphones for the conferencing area. Designed and printed banners for

Meetings Attended/Held

Impromptu meetings with staff, leadership meeting, attended the June meeting of the Library Board of Trustees. Attended monthly staff meeting. Met with Summer Reading Program committee. Met with Strategic Planning committee. Met with Merit regarding internet connectivity issues.

Issues Discussed & Decisions Made

It was decided to purchase upgraded conference microphones for board meetings and various events. Microphones will be setup and installed in July. It was also decided that Merit would need to replace equipment to resolve internet connectivity issues. The installation of the replacement will take place on June 23, 2026.

Anticipated Tasks/Projects for July

Typical hardware and network maintenance, staff tech support, Tech Help, weekly programming, monthly analytics. Attend staff meeting, leadership meeting and strategic planning meeting, and Library Board of Trustees monthly meeting. Teach senior series computer classes. 3D print another prop for our friendly staff reading competition with NOAA staff. Research and create another project for the scrapbook crop in August. Configure and install new microphone system for the conference room.

Problems that Need Resolution

None at this time.