Monthly Report- October 2026

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Department: Technology
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Summary of Progress

Project Highlights in October

Normal routine maintenence and firmware updates on equipment and website, update Event Calendar on website, Tech Help, staff tech support, and Open MakerLab/Tinker Tuesday. Create network anyalitics for October. Equipment maitenance in the MakerLab. Administrated the Contact Us email account. Adminstrated the tech for the Zoom meeting for the Library Board of Trustees monthly meeting. Printed Fall glowforge project for the Scrapbook Anonymous group. Ordered three laptops and docking stations for staff. Gave a tour of the MakerLab to the Light of Hope organization. Configured computer for the Telehealth booth on 1st floor.

Meetings Attended/Held

Impromptu meetings with staff, leadership meeting, attended the October meeting of the Library Board of Trustees. Attended monthly staff meeting. Attended Digization Hub meetings as part of the MI Digization Hub grant.

Issues Discussed & Decisions Made

Had an intial conversation with Tina about replacing computers in both public labs in 2027. They are past the replacement cycle deadline. It was also decided, based on age and performance issues, that the server for the public computer lab would be replaced in 2026, rather than 2027.

Anticipated Tasks/Projects for November

Normal routine maintenence and firmware updates on equipment and website, update Event Calendar on website, Tech Help, staff tech support, and Open MakerLab/Tinker Tuesday. Create network anyalitics for November. Equipment maitenance in the MakerLab. Administrate the Contact Us email account. Adminstrate the tech for the Zoom meeting for the Library Board of Trustees. Attend monthly staff and leadership meetings. Configure and install laptops for staff. Begin planning programming for 1st quarter of 2027. Purchase a new server for the computer lab.

Problems that Need Resolution

None at this time.