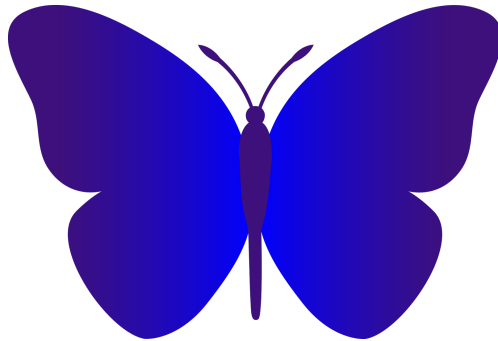


City of New Port Richey Public Library
Inspiring Innovation, Igniting Transformation



2017-2022 Long Range Plan

Library Vision:

The City of New Port Richey stands out in west central Florida as a home where families and businesses thrive. Community collaboration and lifelong education are achieved as the library works with other city departments to contribute to the well-being of citizens of all ages. We cultivate a collaborative community open to the free exchange of ideas, where education, research, creativity, innovation, and entrepreneurship flourish.

Library Mission:

We transform lives with a curriculum that improves literacy, engages community, advances knowledge and sparks creative expression.

Our curriculum includes participatory classes, individualized research assistance, innovative technology, relevant resources, and inspiring experiences that measurably empower our community.

Core Values:

Your NPR Public Library, to ensure best practices for our community, follows the Florida Statutes Chapter 257, which sets forth the operating rules for public libraries in Florida, the Florida Library Association's Outcomes and Standards for Public Libraries, and the policies and statements of the American Library Association. Our librarians adhere to the core values of librarianship: access, confidentiality/privacy, democracy, diversity, education and lifelong learning, intellectual freedom, preservation, The Public Good, professionalism, service, and social responsibility, which are expressed in many documents, including the Library Bill of Rights, the Freedom to Read statement, and the ALA Policy Manual. Four core values illuminate the ethics behind our efforts.

Education

We are committed to increasing literacy, knowledge and information. We recognize the library's role in the education of our community. We value continuing education for personnel and encourage ongoing training in the latest technologies. We acknowledge that we must provide access to information and enable community members to have the tools to evaluate and use the information so that we have an educated electorate.

Equity

We enthusiastically provide the same level of service to all with an accessible facility and a diverse collection representative of various viewpoints. Through Books by Mail, off-site workshops and events, and through our web access, we provide outreach to those who cannot visit. We provide equal access not just to information but also to tools and equipment that give all the chance for a better life.

Intellectual Freedom

We value diversity and the open exchange of information and ideas that represent differing points of view. We also protect our members right to know and to read without monitoring or interference. We do not disclose personal information including what is borrowed and what is queried.

Engagement

We foster an environment that encourages the exploration of new ideas, actively seeking opportunities to engage in dialogue with our community members and organizations, and collaboratively finding innovative solutions to meet the changing needs of our city.

Methodology:

Our 2017-2022 Long Range Plan for Library Service provides a practical and optimistic blueprint for your state of the art library. We've given careful thought to the best direction of our resources to meet our city's needs.

This 2017-2022 Long Range Plan of Service is an undertaking of librarians, paraprofessionals, Library Advisory Board, Friends of the NPR Library, partners and citizens. It illustrates our values, goals, and objectives, while serving as a guide for the future enhancement and expansion of library services, staffing and facility.

In preparation, the library was evaluated using the Florida Public Library Outcomes & Standards criteria and using the EDGE Toolkit, a product funded for the Urban Libraries Council by the Bill & Melinda Gates Foundation. Areas of deficiency are addressed in our required Annual Plan of Service for each year of the plan. Areas covered include: ADA, technology, staffing, hours, collection, and funding.

Organizations and their members:

NPR Public Library Foundation

The Foundation actively seeks major funding for substantial projects.

Chair, Joan Nelson Hook, Esq.

New Port Richey Library Advisory Board

The Library Advisory Board approves and advises on specific policy changes and acts as a liaison to City Council.

Chair, Joan Nelson Hook, Esq.

Vice-Chair, Kelly Maki-Hackman

Dianne Ayers

Rose Mohr

Elizabeth Harth

Catrina M. Hopkins

Alternate, Mark A. Vandenbroek

Friends of NPR Public Library

The Friends independently advocate and fundraise on behalf the library.

President, Carol Casey

Vice-President, Bob Langford

Secretary, Jean leFebvre

Treasurer, Pat Jones

Joan Nelson Hook, Esq.

Library Staff Leadership

Library Director, Andrea Figart

Youth Education Librarian, Jessica Meredith

Education & Research Librarian, Stephanie Jones

Community Education Librarian, Kayla Kuni

Former Library Director, Susan Dillinger

Former Assistant Library Director, Ann Scott

History

As your NPR Public Library approaches its 100th birthday on December 22, 2019, we remain true to our founding role as “The People’s University,” and our long rich history of helping all of our members learn, grow and prepare for the next chapter of their lives, regardless of age, socioeconomic status, race, political affiliation, gender or sexual orientation. This Long Range Plan intertwines our rich legacy with an exciting future, serving four generations of community members.

Present

According to the U.S. Census, as of July 1, 2015, our estimated population was 15,842, an increase of 6.3% from the census of 2010. The city’s poverty rate is 24.7%, nearly twice that of Florida as a whole. While 83.9% of those 25 and older have graduated high school, only 14%, about half the Florida average, have a Bachelor’s degree or higher. In response, your NPR Public Library delivered over 1,000 classes, workshops and events, focused on increasing digital literacy, critical thinking, economic enterprise and community engagement, to almost 15,000 attendees. Library value is demonstrated through the promotion of economic enterprise and education.

Future

By 2020 (midpoint of this plan), five generations may be represented in the workforce, individuals will have had an average of 10-14 jobs before age 38, over two billion people will own smartphones, over 4,000 books a day will be published, and over three billion people will use the internet. How this will affect New Port Richey is yet to be determined. Librarian-based educational initiatives and provisions of the latest in technology vitally support community members and local businesses, especially as the ability to create and manufacture locally increases.

Awards

Your NPR Public Library and its staff have been recognized on the national, state and local levels for its exemplary and innovative (programs, services, resources achievements, accomplishments, curriculum). Here are a few:

- 2006 FLA Library of the Year
- Four Star Ranking, 2013 America's Star Libraries
LJ Index of Public Libraries
- 2014 FLA Librarian of the Year
- 2014 WPCC Public Servant of the Year
- 2014 YALSA Teen Read Week grant recipient- \$1,000
- 2015 YALSA Summer Reading resources grant recipient- \$1,000
- 2015 ASCLA/Keystone Library Automation System/National Org. on Disability Award - \$1,000 programming - Red Apple Adult Training Center
- 2016 Duke Energy grant for 3D printer / Macbook \$2,000
- 2016 Career Online High School Project
- Five Star Ranking, 2016 America's Star Libraries
LJ Index of Public Libraries
- 2016 & 2017, Fresh Access Bucks Grant for Library Market
- 2017 WEDU PBS Phyllis L. Ensign Library Corner recipient
- 2017 Public Libraries Advancing Community Engagement (PLACE) grant- \$1,000
- 2017 WPCC Public Servant of the Year

Goals and Objectives

Collaboration

Goal: Improve the community's quality of life.

Objectives:

- Collaborate with city departments to enhance quality of life.
- Share professional librarians' research skills and resources with city departments and outside agencies.
- Continue establishing partnerships with local businesses and organizations to create classes and workshops in health & wellness, business & entrepreneurship, and safety.

Curriculum/Collection

Goal: Provide instructional classes, resources and services that meet the educational and research needs of all members.

Objectives:

- Update collection development policies with a focus on building a relevant, current curriculum.
- Collaborate with local educators and community experts to acquire a core curriculum with adequate resources in each subject area.
- Evaluate online curriculum resources and make changes based on current needs and usage at least once per year.
- Teach members to become effective users and producers of information by offering a variety of classes and workshops based on community demand.

Technology

Goal: Provide equitable access to and support of innovative technology, including devices and software, for all community members regardless of means.

Objectives:

- Evaluate and implement technology tools and software crucial to the effective delivery of the curriculum.
- Provide internet enabled devices for loan outside the library.
- Increase internet bandwidth at a rate which adequately accommodates growing demand.

Marketing/Outreach

Goal: Create a marketing plan to promote the curriculum and services to the community.

Objectives:

- Continue to attend local events to advertise classes, workshops, and events offered at the library.
- Increase public awareness of available educational opportunities, services, and resources by increased media presence.
- Cross promote classes offered by local community partners so as not to duplicate services already offered.

Physical Space

Goal: Evaluate and expand our physical space to accommodate community needs.

Objectives:

- Plan a new or expanded library designed to meet the needs of the community with the assistance of community members and staff.
- Request City Council to include the expanded library in the next Capital Improvement Plan.
- Apply for grant funding from the State and other foundations.
- Evaluate current space for ADA compliance.

Staff

Goal: Provide outstanding service from well-trained staff.

Objectives:

- Schedule one professional development training each quarter.
- Provide additional training in technology, customer service & ADA.
- Plan to implement additional staffing and extended hours.

Funding

Goal: Acquire adequate funding to efficiently meet the needs of the community.

Objectives:

- Increase the library budget so that expenditures on library materials are between 10 to 15 percent of the total library budget.
- Increase the library budget for additional staffing and increase library hours to meet library standards and community needs.
- Increase the library budget by 5 percent for staff training.

- Investigate additional sources such as the Foundation, the Friends and grants.

Educational Plan

We will continue to offer high quality education to all members of our community. In 2016, we began offering computer classes to adults with special needs in partnerships with the Arc of the Nature Coast. We will continue to research and develop this curriculum as time progresses. We will also continue offering art classes, established in 2014, to special needs adults in partnership with AFIRE of Pasco, Inc., the Arc of the Nature Coast, and Red Apple Adult Training Center. We hope to expand, and develop, art class curriculum for Veterans and those who are suffering from, or caring with someone who has, mental illness in partnership with National Alliance on Mental Illness, Pasco.

We will continue to offer films, panels, and community forums with community partners in order to raise awareness of issues like domestic violence, sexual assault, human trafficking, child abuse, women's rights, LGBTQ rights, and others. We will continue to partner with agencies like Sunrise and BayCare to offer dynamic, instructional workshops to the public.

Community Partners

Organizations like Red Apple Adult Training Center and Arc of the Nature Coast work with us on development of classes for special needs adults. These classes are not commonly offered at all public libraries and our partnership with these organizations has made these classes successful and nationally recognized.

We will continue to develop our relationships with organizations like the Alliance for Substance Abuse Prevention (ASAP) -Pasco and National Alliance on Mental Illness (NAMI), Pasco in order to assure that we have a well developed collection for professionals in the community who are referring clients to the public library for materials. We plan on establishing better community ties with the Coalition for the Homeless of Pasco in the coming years in order to make sure we are aware of any changes that could affect our members who are experiencing homelessness.

Our business community greatly benefits from our library. We will continue to be involved in West Pasco Chamber of Commerce events and stay active in various committees offered through the Chamber.

Facilities Plan

The current library facility was opened in March 1991. It has approximately 15,000 square feet of space; this includes space that is not occupiable. We have reallocated space and remodeled our interior numerous times as our statistics have climbed. The library building is well beyond capacity. When compared to another municipal library such as Boynton Beach City Library, notice the difference. During the 2013/14 fiscal year, Boynton Beach City Library averaged 324,048 library visits a year in a 62,864 square foot building. With 27.50 FTE staff including nine professional librarians, they held 457 classes per year. Your NPR Public Library averaged 471,581 visits a year in a 15,692 square foot facility. With 15.05 FTE staff including five professional librarians, a total of 1,353 classes and events took place. (See addendum for more detailed information.) The library expansion has been in several Capital Improvement Plans and in Long Range Plans, but each time the project was delayed. A survey was conducted late 2016 and early 2017 to ask our community if more space was needed. Out of the 250 respondents, 209 recommended an expansion of the library. The bulk of surveyed community members (83.6%) think it's time for a positive move toward realization of this goal. Upgrades would include:

- Loading dock with larger rear doors to accept deliveries
- A larger communal area for both teens and children to include spaces for larger collections
- Public restrooms with child-friendly sinks and stalls and water filtration on the fountains
- Computer labs for children and teens
- A glassed-in/ walled off computer lab/classroom for adults
- Additional storage space
- Indoor drop box
- More parking
- Additional workspace for staff
- Full kitchen to allow for more culinary education classes
- Large lobby for cafe, bookstore, and seating
- More study rooms
- Larger meeting rooms
- A quiet room for reading and studying
- A community display gallery
- Telecommunications infrastructure
- Electrical infrastructure

Staffing Plan

The current status of library staffing is 5 FTE librarians and 7.93 FTE support staff for a total of 12.93 FTE employees. Library hours were decreased in 2010 when layoffs occurred. To meet the diverse needs of the growing families within our community, the library needs to increase the number of staff to continue to provide the high quality educational experiences to which families in our City have become accustomed. We are exceptionally staffed with volunteers for various functions both at our main library and at our Elfers branch. However, the technology demands, direction toward increased information literacy and fulfillment of equitable collection development and access require refined skillsets and education of a professional librarian.

Florida Public Library Outcomes and Standards link quality assurance standards with outcomes to assess our ability to meet community needs. These standards detail minimum staffing for professional librarians as .6 FTE per 1,000 population served and .8 FTE support staff per 1,000 population served. Current population in New Port Richey is 15,872, which requires 9.5 full time professional librarians and 12.7 full-time support staff. The library currently employs 5 full time professional librarians. Meeting Florida's standard for public libraries would allow us to fully realize our service potential in meeting the additional standards of participation in local civic organizations and community events, providing outreach services to those who cannot travel, offering a curriculum in locations and times that meet the community needs, conducting targeted outreach to the underemployed, and providing services to the business community, classes for early literacy and teen targeted STEAM events.

According to a survey conducted Winter 2016/2017 of both library members (74%) and non-members (26%), 44.4% are happy with our current hours and 38.4% would like to see library hours enhanced to include additional weekend hours. This same percentage supports the addition of staff to achieve this goal. The addition of 4 FT staff (two librarians, two support staff) allows us to inch closer to Florida standards, expanding both our level of community enrichment and library hours of service to Monday through Thursday 10 am to 8 pm and Friday and Saturday 10 am to 5 pm.

Annual Plans of Service

2017-2018

- Negotiate Apple lease renewal. (Technology)
- Assess building to comply with ADA standards. Build into budget for 2018-2019 costs to bring it up to standard. (Physical Space)

- Develop an updated Collection Development policy. (Collection)
- Schedule and hold one annual staff development day where library is closed to the public. (Staff)
- Schedule and hold quarterly staff meetings and staff development sessions after hours. (Staff)
- Develop a Disaster Training Plan to include both natural disasters and man-made situations. (Staff/Collaboration)
- Implement coding instruction workshops for both children and teens. (Curriculum)
- Set up regularly scheduled outreach with additional preschools and public schools. (Marketing/Outreach)
- Continue and enhance educational classes, workshops and cultural opportunities and events. (Curriculum)
- Librarians serve on various community organizations boards or as members. (Collaboration & Marketing/Outreach)
- Develop and conduct surveys with local small businesses and entrepreneurs to determine their educational and research needs. (Collaboration)
- Continue to apply for grants and seek alternative funding sources. (Space/ Staff/ Curriculum)
- Establish committee to review building space needs. (Space)
- Update switches and routers (Technology)

2018-2019

- Renew lease for Apple iMacs for 3 years. (Technology)
- Evaluate Broadband usage (Technology)
- Help plan 100th anniversary celebration. (Collaboration)
- Proceed with activities necessary to comply with ADA standards. (Space)
- Schedule and hold one annual staff development day where library is closed to the public. (Staff)
- Schedule and hold quarterly staff meetings and staff development sessions after hours. (Staff)
- Create classes and events specifically geared towards local homeschool families. (Curriculum)
- Expand curriculum events geared towards “new adults,” ages 18-30. (Curriculum)
- Increase the number of STEM related youth activities available at the library. (Curriculum)
- Develop and implement classes and workshops based on surveys and needs assessments of local businesses and home-businesses owners. (Curriculum and Marketing/Collaboration)

- Partner with local business experts to offer “lunch and learn” workshops. (Collaboration)
- Continue to apply for grants and seek alternative funding sources. (Space/ Staff/ Curriculum)
- Convene long range planning committee. (All)
- Prepare LSTA Construction Grant application and submit to City Council for approval and submission to the state. (Space)
- Work with architect on conceptual plans and renderings. (space)
- Develop parameters for specific areas, i.e. square footage for children’s interactive library, teen area, computer labs, makerspace area, meeting and conference rooms, staff offices, staff work areas, storage areas, loading dock, etc. (Space)

2019-2020

- Schedule and hold one annual staff development day where library is closed to the public. (Staff)
- Schedule and hold quarterly staff meetings and staff development sessions after hours. (Staff)
- Begin research for replacing servers or moving to a cloud-based platform (Technology)
- Continue to expand support available to local businesses and entrepreneurs by hosting networking opportunities and sponsoring business workshops. (Collaboration)
- Provide instructional classes inside the library that can be recorded and uploaded to our website for viewing by those unable to attend in person. (Curriculum and Marketing/Outreach)
- Use youth staffing and resources to provide additional formats for storytimes, including bilingual and sensory storytime for children with special needs, as well as a “safety storytime series” to run annually. (Staff and Curriculum)
- Create a dedicated StoryWalk® at a local park. (Curriculum and Collaboration)
- Implement book clubs for various age groups and demographics. (Staff)
- Develop a collection of topical “kits” available for checkout to better serve local homeschool families. (Curriculum)
- Convene the next Long Range Planning Committee. (Collaboration)
- Create and disseminate entrepreneur startup kits. (Curriculum and Marketing/Outreach)
- Continue to apply for grants and seek alternative funding sources. (Space/ Staff/ Curriculum)
- The Library Director according to state requirements manages the library expansion project and works with the architects on final plans. (Space)

2020-2021

- Negotiate Apple lease for 2021-2022 with updated numbers and types of equipment necessary. (Technology)
- Develop and implement classes and events for prenatal needs, to include early literacy elements for parents. (Curriculum)
- If staffing allows, implement regular offsite storytime classes around the community. (Curriculum)
- Schedule and hold one annual staff development day where library is closed to the public. (Staff)
- Schedule and hold quarterly staff meetings and staff development sessions after hours. (Staff)
- Continue to apply for grants and seek alternative funding sources. (Space/ Staff/ Curriculum)
- Evaluate and replace any existing audio/visual equipment (Technology)
- The City bids and awards the library construction project. (Space)
- Construction begins. (Space)

2021-2022

- Renew lease with Apple for necessary types and numbers of equipment. (Technology)
- Schedule and hold one annual staff development day where library is closed to the public. (Staff)
- Schedule and hold quarterly staff meetings and staff development sessions after hours. (Staff)
- Continue to apply for grants and seek alternative funding sources. (Space/ Staff/ Curriculum)
- Construction continues on the library expansion. (Space)
- Library Director plans the move into the new area and the realignment of space in the old section. (Space)
- New furniture and materials are ordered. (Space)

Current Technology Report for 2017
prepared for New Port Richey Library
by TecHarbor

Executive overview

This report will show the current state of the library IT infrastructure, including recommendations for corrective and proactive action items. These recommendations will address current deficiencies and provide for improved management and scalability of the data network infrastructure.

System purpose

The New Port Richey Library operates an enterprise class data transport systems in support of the needs of its faculty, staff, and patrons. They are operated in a "production" mode, which means they are functional on a 24/7/365 basis. Access is provided to the Encore online system via Internet browser queries. Web site and database services are hosted internally on dedicated Linux servers. Internal security provided by a local Windows file server.

Systems evaluation

The current Internet connection is provided by Bright House Networks. This is a high speed, synchronous coaxial cable connection rated at 30 megabits per second. Data throughput speed was measured after normal business hours with minimal user activity. Speeds shown were 27.91 mbps download and 26.63 mbps upload.

The main ingress network firewall / router is a Cisco Systems ASA-5510 running a Security Plus license. This device has passed Cisco's end of life date, with no available security or operating system updates. It should be replaced with an enterprise level, layer 7 inspection capable firewall / router device to ensure the internal system security, provide responsive Internet connections, and to allow for future VLAN routing requirements.

There are various types of computer nodes in use on the internal network. These run Apple OSX, Windows (various versions), Windows server and Linux server operating systems (various versions), and tablet and cell phones running Android and Apple operating systems.

The internal "backbone" data switch infrastructure consists of a mixture of data switches. They provide either 100 or 1000 mega bit per second connections to the local network nodes. No detailed connection documentation is available. Most switches are of the managed variety, with some "workgroup" non-managed switches in place.

The wireless system is an entry-level managed system that provides both secured private and open public wireless connectivity. It is controlled by a locally hosted, software-based management program. This program only provides a rudimentary level of control and tracking functions for the wireless clients.

The current public SSID is residing on the same subnet that the secured network resides on. This network should be separated by a switch-based Virtual Local Area Network (VLAN) configuration. There are 5 individual Wireless Access Points (WAPs) installed, with 1 additional WAP showing as "Isolated" (offline).

The main file server is a newer file server running the Windows 2012 R2 Standard operating system, running various services including Active Directory, DNS, and DHCP. This server has adequate internal resources for current user and server demands. The Active Directory security system provides for 25 domain user accounts, with various non-user service accounts. DHCP (Dynamic IP address pool) is not adequate for current demands due to usage by the public wireless connections. Network connection is currently using 1 of 2 available network interfaces. The unused interface could be aggregated to the current active connection for increased throughput. Current maximum speed is 1 gigabit per second.

Macintosh computers are joined to an Apple server instance running on a recently procured Mac Mini unit. This server has adequate resources for all current server and user demands. It provides software and security controls for the internal staff and patron Macintosh units. Currently connected via a single 1 gigabit network interface connection.

The library utilizes the Sierra ILS workflow system from Innovative, Inc to provide library staff with a higher level of data integration with existing library systems. This runs on a locally hosted, Linux-based server provided and maintained by Innovative, Inc.

The Sierra server integrates with the Encore Discovery Solution server, a locally hosted, Linux-based web server. This server hosts the Encore library, which provides integration of articles, books, eBooks, digital collections with real-time linkage to the Sierra ILS system. The server is provided and supported by Innovative, Inc.

Server backups are provided by the Built-in Windows Server Backup program provided with the Windows 2012 R2 operating system. This program performs a full nightly backup of the main Windows server only. No system-level backups are performed for the Mac Mini, or either Linux servers.

The main server backups are performing as designed, however, the system should be updated to an enterprise class backup program with capabilities to image Linux and Macintosh servers, in addition to Windows servers. Acronis is the recommended backup platform, with appropriate client licenses for all servers. Current backups are stored on a local USB-attached external hard disk. Restores must be performed within the Windows Backup software (browsing the backup images is not possible).

Data stored on user PC's and / or Macintosh computers are not currently backed up. Critical systems should be added to the backup system when that system is upgraded.

Future Objectives:

The objectives over the next 5 years are the following:

Internet connection:

The existing 30 megabit per second connection is adequate for existing demands. As user and system demand increases, an additional connection can be added. Note: to allow both connections to be utilized, the firewall /router must support WAN connection trunking for fail over and load sharing.

Firewall / Router:

The existing router should be replaced with an enterprise level device capable at least 100 mbps incoming WAN speeds, port trunking, layer 7 packet inspection, and extended logging capabilities. The currently recommended unit for this client would be the Meraki MX65 or MX84. Both units provide all required functionality, with the added advantage of cloud based control and monitoring, and wireless access point integration. The MX84 provides cellular 3G/4G failover in addition to the features provided by the MX65. All units provide layer 7, application specific traffic monitoring and control, and a host of additional features. Trial units are available from Meraki. The cloud subscription can be a 1, 2, or 3-year subscription. This covers device replacement, technical support, and data storage.

Cabling plant:

The existing cabling structure should be evaluated. The individual cable and patch panel connections should be diagrammed and labeled, both at the patch panel in the server room, and at each individual wall plate or cable end (for “home-run” cable connections).

Data switches:

All data switches should be updated to the latest firmware available. Any non-gigabit units should be replaced with gigabit capable devices. Any non-managed workgroup switches should be removed from the network. This may require additional network drops to be installed to provide for all active nodes. Switches should be inter-connected on gigabit ports. VLANs for data, public wireless, and IP phones should be configured on all switches. Switches should be enabled for SSH and HTTPS access from the internal network, using complex passwords.

System backups:

The backup system should be upgraded to the enterprise product from Acronis, with any required agents to allow system images to be generated from all servers, and any critical workstations (pc or Mac). The backup system should be able to perform “bare-metal” image backups of all respective systems, regardless of open files or errors encountered. It should provide for email notification of backup status, and allow the admin user to browse the image files for point in time restores of individual files or folders. This is critical for ease of use and to provide a timely “time to recover” in case of individual file / folder deletion or corruption. Images should be stored on external, USB 3.0 capable hard disks. A set of at least 5 disks should be utilized on a daily rotating basis. There should be at least two disks stored off-site, along with a bootable recovery CD, to allow for disaster recovery in case of physical damage or destruction of the server(s) and / or library structure. Disk size should be adequate to store at least one complete image for each server / personal computer in the backup scheme. Backups should be configured to image each unit nightly, Monday through Friday, with possibly a quarterly “master” backup image.

Wireless system:

The current Ubiquiti wireless system is not adequate to provide for the needs of both the internal secured wireless users, and the public, open wireless network.

It also poses a security issue by placing the public users on the internal (default) VLAN network subnet. This could be rectified by re-configuring the existing configuration (provided VLANs were available), but would not increase stability or management/ reporting capabilities of the WLAN's (Wireless Local Area Networks).

The wireless access points provided by Meraki natively integrate into the same cloud management system as the router / firewall, providing extensive control and monitoring of the wireless system. All configurations are done in the cloud system, then automatically provisioned to the access points and firewall. Various alerting levels are available for all units. Security can be configured down to the wireless node level. Real-time monitoring is standard on all units, which allows for specific user device level troubleshooting. The cloud subscription can be a 1, 2, or 3 year subscription. This covers device replacement, technical support, and data storage.

Servers:

The current servers are adequate for the current and foreseeable future, unless additional systems are implemented that change server resource requirements. Normally, servers are evaluated on a 4 year cycle to determine if replacement or upgrades are required. This may be done more often, depending on server warranties on each individual server. Servers should have a valid warranty or service contract at all times.

The main server that runs the backup system should have USB 3.0 capabilities. If not supported by the server natively, an add-in USB 3.0 interface card can be procured and installed. This ensures efficient backup and recovery speeds. The main 2012 server should have the 2 network interface cards trunked via the Windows "NIC Teaming" function. This will increase the available network connection bandwidth to 2 megabits per second. This will eliminate any bandwidth bottleneck at the server level.

Sierra and Encore servers:

If available, transitioning these servers to a cloud-based system may alleviate maintenance and backup requirements for these systems. It would also reduce the amount of required Internet bandwidth for Internet based searches. Research on the actual utilization would be required to determine feasibility.

Personal computers:

Individual PS / Macintosh computers should be replaced with updated models every 3 years, or as needed. Hardware warranties on these units typically expire 1 year after purchase. Replacement hardware is normally easily acquired locally, so extended warranties or service contracts are not usually needed.

Users should not store production data locally on their computers. Mapped drives to share points on the servers should be the only place this type of data is stored, unless that specific computer is being imaged with the main backup system.

The above recommendations would result in a stable, responsive, and secure network that would provide the base infrastructure to allow New Port Richey Library to continue providing quality services to the public.