
MEMORANDUM

TO: Library Board of Trustees

FROM: Bruce Gay, Library Director

DATE: August 7, 2025

SUBJECT: Possible Security Service Changes at the Library

The Library would like to make a change to how we provide security services. Currently the library uses an outside vendor to provide security guards in the afternoons, evenings, and weekends. In 2025 we budgeted \$35,000 for security guards through the vendor. The vendor, Elite Protection Services, charges \$28.50 per hour. With our budgeted amount for service, this comes to approximately 1,228 hours per year, the equivalent of a 24-hour per week position.

Over the years the effectiveness of using private security has varied. With the introduction of a revised set of patron expectations, the introduction of the security tracking software, and the addition of the Patron Relations Specialist position, the library believes it now has the capacity to provide a better security environment through hiring library-employed security positions.

We propose adding two security positions, one 20-hour and one 10-hour position. The City already has a Security Guard position at the Transit Center and we would model our job description on this one. The City HR department indicated that those positions have started at \$18.81 per hour—at that rate the two part-time positions would cost the library \$29,350 annually, a savings over our current budget.

Attached is a job description for the new position. After approval, I would go before the City HR committee in September to request a change in the library's position ordinance. Considering the time needed to complete the hiring process, we would like to have staff in place before the end of 2025.