



**TO:** Mayor  
Members of the City Council

**FROM:** Janet Anderson, Library Director

**DATE:** June 20, 2022

**SUBJECT: Recommendation of Architect Firm - Library**

**I. RECOMMENDED ACTION**

Recommend that Council approve the selection of Ackerman-Estvold as the architect firm for the Library's Children's Library remodel.

**II. DEPARTMENT CONTACT PERSONS**

Janet Anderson (701) 420-4540 [janet.anderson@minotnd.org](mailto:janet.anderson@minotnd.org)

**III. DESCRIPTION**

**A. Background**

The Minot Public Library Board included a remodel to the Children's Library as part of the space needs analysis and ongoing building and grounds timelines. This remodel was originally slated to begin in 2023, but will begin in 2022 due to the recommended delay to the parking lot repairs. Though the total cost of the remodel will exceed what's available in 2022, an early start will allow staff to begin working with an architect firm to create plans and drawings for this project.

**B. Proposed Project**

The project will consist of updates to the Library's west side, specifically the Children's Library. The work will generally include a space needs analysis, conceptual building layout plans, Library Board presentations, architectural, mechanical, electrical, plumbing, and civil site plan drawings (as applicable) and specifications, cost estimating, project bidding and bid analysis, construction administration and inspection, building commissioning, and as-built drawings. Work includes preparation of biddable plans and specifications for the update and remodel of the Children's Library at the Minot Public Library.

The aim of this project is to provide a welcoming and safe enclosed play area for young children with a separate reading area that is inviting and fun for users while maintaining a reduced level of noise to other patrons. Included in this project is the creation of an enclosed children's play area, additional shelving, reading nooks, a play structure, flooring, and a redesigned entrance to the Children's Library among other updates. The architect firm will be required to execute a master services agreement with the City.

C. Consultant Selection

Advertisements for Request for Qualifications for Architect firms to work on the Children’s Library remodel were advertised on 5/9/2022 and 5/14/2022. Submittals were due by the end of the day on 6/6/2022 and the Library received one submittal. A committee then reviewed and scored the applicant. The review committee included Anderson and the MPL Children’s Librarian, Randi Monley, and Library Board members Carrie Evans and Mark Lyman. The committee forwarded the recommendation to select Ackerman-Estvold at the 6/9/2022 Library Board meeting and the recommendation was approved unanimously.

**IV. IMPACT:**

A. Strategic Impact:

The mission of the Minot Public Library is to be the center of information and exploration for the community. The Children’s Library is integral to this mission and one of the most visited areas of the building. This area was last re-imagined and updated in 2000, and in the last 21+ years the needs of Minot families has changed. While encouraging the love of reading and books remains a core principle of MPL, library services have moved beyond “just books” as the core values of MPL are to connect, enrich, and inspire. Essential to these values is making the library’s youngest users and their families feel welcome to explore and play in the Library. Children best learn to discover and understand their world through play and MPL wants to encourage this by providing a safe, free space for families to spend time all year. Libraries have the unique opportunity to invite people to connect without the added pressure of buying anything, which is especially important for low-income and at-risk families.

B. Service/Delivery Impact:

The proposed play area at MPL will allow families to spend quality time together while discovering what the Library has to offer. The enclosed play area is just part of the planned remodel as it will also include an inviting reading area with cozy nooks to allow children to find their next favorite books. In order to make the Children’s Library a more welcoming and inviting space, staff will be reorganizing the layout of the area and purchasing more child-friendly shelving and furniture.

C. Fiscal Impact:

Funding for this project will come from both the Library’s budget as well as donations.

Project Costs

Originally, the Children’s Library Remodel (including carpeting and furniture) was estimated to be \$320,000. This estimate was created prior to 2020 and is likely to change.

Project Funding

2022 Available: \$155,000  
Various Grants/Donations: approx. \$60,000  
2023 Budget: \$83,013

**V. CITY COUNCIL ASPIRATIONS**

This remodel to the Children’s Library will meet several of the City Council’s Aspirations. Primarily, Library staff want this space to be **Safe and Welcoming**, but this also allows the Library to be **Dynamic** by helping meet the needs of the community through offering a free place for families to gather and explore. As the community changes and grows, MPL plans to expand its Children’s Library in order to be **Resilient and Prepared** to continue providing a high quality of life, especially for young families. Finally, this remodel will continue to allow the Library to be **Excellent and Connected** – the Library will use input from MPL patrons in order to ensure the space connects the community to one another as well as Library services. Following the challenging years of 2020 and 2021, Library staff are ready to welcome families to the library and provide the services and space they need.

**VI. ALTERNATIVES**

Council could deny the request and Library staff will again advertise for architect firms.

**VII. TIME CONSTRAINTS**

The objective is to have construction documents prepared by the end of 2022 so that bids can be advertised. This will allow contractors to begin work early in 2023 with the anticipation that the remodel can have a grand opening event for the 2023 Summer Learning Program.

**VIII. LIST OF ATTACHMENTS**

- A. Committee Score Sheets