

Memorandum

REPORT TO: City Commission

FROM: Shane Miller, Facilities Project Coordinator
David Arnado, Facilities Superintendent
Jon Henderson, Assistant City Manager

SUBJECT: Authorize the City Manager to Sign a Professional Service Agreement with MSR Design for Bozeman Public Library Children's Room Renovation Design Services

MEETING DATE: July 22, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign a Professional Service Agreement with MSR Design for Bozeman Public Library Children's Room Renovation design services.

STRATEGIC PLAN: 4.3 Strategic Infrastructure Choices: Prioritize long-term investment and maintenance for existing and new infrastructure.

BACKGROUND: In 2001, taxpayers approved a \$4 million bond referendum for a library new facility; the money was used to purchase the 14.3-acre former Milwaukee Railroad property on East Main Street. After five years of fundraising and planning, a new 53,000 square foot Library opened at 626 East Main Street in November 2006. The new Library achieved a Leadership in Energy and Environmental Design (LEED) silver level certification, the first public building in the state to be certified LEED.

The Library Children's department is the one area of the Library that was left untouched during the recent 2022/23 renovation, due to lack of funds. It's time to refresh and update the entire department due to heavy use for the last 18 years. The original furnishings, carpet, shelving, and equipment are worn out and have been "loved to death" by up to 10,000 children and their parents and caregivers who visit the department each month.

In the last year (6/12/24-6/11/25) the Children's Room had 135,438 visitors. The north and west doors of the library recorded 324,882 visitors during that same period. 42% of the total visitors to the library came to the Children's Room.

This Agreement will focus on the design of the project, with a subsequent construction contract to follow. MSR Design was selected following the City's procurement policy, with an Architectural Services Agreement

approved by the City's Legal Department. The Library Board of Trustees has approved the initial efforts to craft the design.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As directed by the City Commission.

FISCAL EFFECTS: Costs associated with this Agreement (\$62,000) will be paid using funds contributed by Gallatin County as part of annual allocation through an interlocal agreement with the Bozeman Public Library. Future construction costs will be funded by donor gifts through the Library Friends & Foundation.

Attachments:

[Architectural Services Agreement - MSR.pdf](#)

Report compiled on: May 20, 2025