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**Working Session of the Library Board, Thursday, Feb. 11, 2021, 5:30pm – Agenda –The public is welcome to join via Zoom.**

[https://us02web.zoom.us/webinar/register/WN\\_Sku0HC59QdCKlgezK0p87g](https://us02web.zoom.us/webinar/register/WN_Sku0HC59QdCKlgezK0p87g)

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CALL TO ORDER  
ROLL CALL  
REVIEW OF AGENDA

AGENDA

- Shared space exploration options
- Developer partnership exploration options
- Existing building exploration options
- Build one large facility exploration option
- Review comparable libraries

ADJOURN

Long Range Planning Committee Meeting, Wed. Feb. 17, 2021, 1 pm.  
Working Session of the Board, Thurs. Feb 18, 2021, 5:30 pm  
Long Range Planning Committee Meeting, Wed. Feb. 24, 2021, 1 pm.  
Next Regular Board Meeting, Thurs. Feb 25, 2021, 5:30 pm.



# Facilities Planning

Board of Trustees | 02.11.21

# Recap & Updates

# Mission

*Cultivate Curiosity. Enlighten the Mind.  
Strengthen the Community.*



# Vision

*We aspire to be a launching point for discovery — creating innovative and adaptive spaces where everyone can explore, imagine, create, and learn on the path of lifelong learning to improve ourselves and our communities.*



# Focus Areas

**Foster Early Literacy** *We believe that literacy is a key component to learning and future success. We work to cultivate a love for lifelong learning in the children of our community through essential aspects of early literacy, such as reading, writing, singing, playing, and talking.*

**Build Connections** *We believe that social connection is critical to growing, learning, and contributing to stronger communities by building bridges across generations, cultures, ideas, and beliefs to support learners of all ages.*

**Inspire Lifelong Learning** *We believe that learning and exploration are essential parts of our shared human experience. These happen in many ways, at different paces, and last a lifetime. We strive to engage individuals of all ages and interests in wondering and discovering what was, what is, and what's to come.*



# What we're working towards

A short- and long-term facilities plan for the district that evaluates six space options, as outlined in the Strategic Plan and requested by our community.



# What one thing would you change or improve?

1

## Space

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Expanding the library, remodeling the current space, and locations for new space.

2

## Materials

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Desire for more physical materials.

3

## Programs

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Additional children's programming and concerns about past programming.





# Needs / Challenges

1. Defined and expanded children's area
2. More programming spaces
3. More space for materials
4. Adequate staff work space
5. More collaboration spaces
6. Expanded quiet spaces
7. Increased storage space

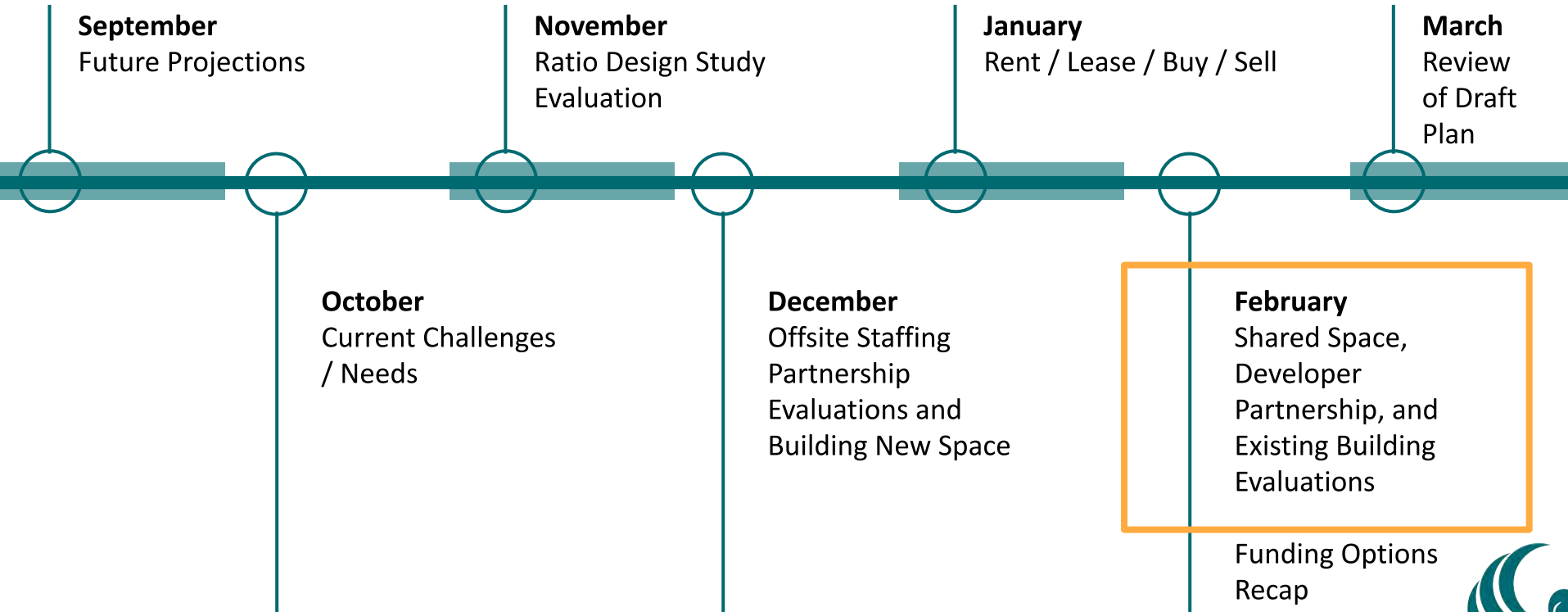


# Space Exploration Options

1. Existing Building
2. Building New Space
3. Rent / Lease / Buy
4. Shared Space
5. Offsite Staffing Partnership
6. Developer Partnership



# Project Timeline - Work Sessions



# Committee Updates

- **1:1 meetings with the Board of Trustees**
- **Final recommendations and development of the draft report**



**Tonight**

# Objectives

- **Discuss and evaluate:**
  - **Shared space**
  - **Developer partnerships**
  - **Existing building evaluations**
  - **Building one large facility**
- **Review comparables**



# Shared Space

## *Scope 4*

# Engaged With

- **Aims Community College**
- **City of Greeley** (Greeley unable to schedule)
- **Severance Chamber of Commerce**
- **Town of Severance** (Elected, Administration)
- **Town of Windsor** (Elected, Administration, PRC)
- **Windsor Chamber of Commerce**
- **Windsor DDA**
- **Windsor Housing Authority**
- **Windsor Severance Fire Rescue**
- **Weld RE-4 School District** (Elected, Administration)





# Results

- **Open lines of communication for the future**
- **Town of Severance:**
  - New Build Proposal (see Dec. 3)
- **Town of Windsor, WSFR:**
  - Diamond Valley Warehouse (see Jan. 14)
  - Open discussions on UC Health building
- **Town of Windsor:**
  - Ongoing, long-term conversations on cultural hub



# Questions & Feedback

# Developer Partnerships

*Scope 6*

# Our Work

- **Request for Expression of Interest - Oct. 30**
  - No response
- **Indirect Outreach Through Brokers**
- **Direct Outreach**
  - Brinkman
  - Chris Ruff\*
  - Demaske
  - Future Legends
  - Jon Turner
  - Hall / Irwin\*
  - Landmark
  - Martin Lind
  - Stan Everett

*\*Held meetings*



# Results

- **Chris Ruff:**
  - East Pointe Proposal (see Jan. 14)
- **Scott Charpentier**
  - The Flame Proposal (see Jan. 14)



# Questions & Feedback

EXISTING BUILDING

# Upward Expansion

*Scope 1*



Wisconsin  
Library  
District

Book Return





# Our Work

- **Opinion of feasibility from RATIO of adding a second floor**
- **Reviewed construction documents and code**
- **Three areas of consideration:**
  - **Structural capacity**
  - **Zoning**
  - **Disruption**



# Our Work

## Summary:

*“It is our professional opinion the option of constructing a second-floor over the existing Windsor Severance Public Library may be physically feasible but likely not financially advantageous nor would it provide the most appropriate solution to enhance the growing need to provide library services to the citizens of the Clearview Library District.” — RATIO*



# Costs

- **Construction - unknown given structural needs**
- **Land acquisition - unknown**
- **Staffing for second floor**





RATIO

Architecture Preservation Interior Design Landscape Architecture Urban Design + Planning Graphic Design

26 October 2020

Ms. Ann Kling, Director  
Clearview Library District  
720 Third Street  
Windsor, CO 80550

sent via email to: [director@clearviewlibrary.org](mailto:director@clearviewlibrary.org)

RE: Letter of Opinion  
Potential Addition of a Second Floor to the Windsor Severance Public Library

Dear Ms. Kling:

We have been requested to provide an opinion on the feasibility of adding a second floor to the existing Windsor Severance Public Library located at 720 3<sup>rd</sup> Street, Windsor, CO 80550. To that end we have reviewed the construction documents for the original building prepared by Gifford Spurck Architects dated 1 August 1996 and the subsequent addition/renovation to the library prepared by Thorp & Associates dated 5 February 2008. We have also reviewed the Town of Windsor Municipal Code which includes application zoning information. The following summarizes our findings:

**Existing Conditions:** based upon the construction documents reviewed:

Basement Area:	1,303 SF
First Floor:	17,680 SF
Total	18,983 SF

Parking Spaces: 48 spaces on-site.

Allowable Building Height: 24'-0" - two stories.

Zoning: SF-1.

Construction Type: V-N.

Allowable Area per Code: 12,000 SF with an increase to 24,000 SF.

**Opinions:** We believe there are three primary criteria to consider in this opinion—structural capacity; zoning (including parking); and disruption.

*Structural:* Our review of the construction documents referenced above suggests the building was never considered to accommodate a second-floor addition. Given the configuration of the existing pitched roof structure it is assumed the roof trusses would be required to be removed with an independent second floor structure constructed supported by independent columns and foundations. This would also require the insertion of new structural columns and footings be located within the center of the library in areas that do not currently have columns. The exterior walls of the second floor would also need to be independently structurally supported with columns and footings as the exterior walls of the existing building could not accommodate this new loading.

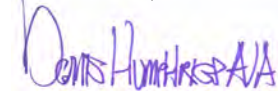
*Zoning:* The current zoning of SF-1 (single family) provides for the use of a library structure as a public facility. The maximum height of a structure in the residential zone districts is 35'-0" which would allow for the second-floor addition. The 2008 construction documents include an approval from the Town of Windsor stating: "In accordance with section 16-10-30 (7) of the code on January 16, 2008, Windsor Planning Commission determined that 48 off street parking spaces, as shown, meet the District's off-street parking requirements." The current Windsor Municipal Code states that 2 new parking spaces must be added for every 1,000 sf of addition. If a new second floor of approximately 15,000 sf were to be added this would require 30 additional parking spaces be located on-site. This requirement could only be met with the acquisition of additional property from the School District as the current site does not have this capacity. It should be noted the Zoning Code is generally the minimum in terms of determining the number of required parking spaces. The existing library has a parking ratio of

approximately less than 3 spaces per 1,000 SF. Our library planning experience suggests that generally libraries should be planned at a ration of 4 spaces per 1,000 sf to accommodate the public's needs for the planning of simultaneous programs. We understand the current library reports complaints from patrons in their inability to park conveniently which reinforces our experience. If a 15,000 SF second-floor addition were to be constructed using the Town's requirement for additional parking, the resulting parking ratio would be approximately 2 spaces per 1,000 SF. Finally, it appears the second-floor addition would require at least a 1-hour fire separation from the first floor by code to increase the allowable area of a Type V-N building to increase over 24,000 SF. This might also be accommodated with the installation of a fire suppression system (wet sprinklers). Further conversations with the Building Official would be required.

*Disruption:* The existing library would need to be closed for an extended period to construct the second-floor addition. Once the second-floor shell structure has been completed it is possible to occupy the first floor, however, there would be on-going disruption during the build out of the second floor from noise and dust. In addition, the first floor would need to be vacated of all furniture and collections during the build out of the second-floor shell structure. We previously referenced the need to insert new structural columns in areas on the first floor that do not currently exist. In addition, there would be the need to accommodate a minimum of two fire egress stairs and an elevator to facilitate access to the upper level. This would reduce the square footage of library service area on the first floor. Finally, a two-story library of this size, approximately 32,000 SF with a second-floor addition, would typically require additional staff from that of a single floor of similar size. We are of the opinion this will have long term cost implications in the operations of the library.

**Summary:** It is our professional opinion the option of constructing a second-floor over the existing Windsor Severance Public Library may be physically feasible but likely not financially advantageous nor would it provide the most appropriate solution to enhance the growing need to provide library services to the citizens of the Clearview Library District. Please do not hesitate to contact me directly with any questions.

Sincerely,  
RATIO Architects, Inc.



Dennis R. Humphries, AIA  
Principal

# Worksheet Review

<b>OPTION 1B: EXPAND EXISTING BUILDING - SECOND FLOOR ADDITION</b>	
<b>Scope</b>	
Expand the existing Third Street location to include a second floor. RATIO Architects examined the original construction documents and Town of Windsor Municipal Code to provide an opinion on the feasibility of this option. <a href="#">RATIO's findings can be found here.</a>	
<b>Costs - Short Term:</b>	<b>Costs - Long Term:</b>
<ul style="list-style-type: none"> <li>• Construction costs — unknown given the structural components</li> <li>• Land acquisition for parking — unknown</li> </ul>	<ul style="list-style-type: none"> <li>• Additional staffing of second floor</li> </ul>
<b>Service Impacts</b>	
<ul style="list-style-type: none"> <li>• During construction, the library would need to be closed for an extended period of time while the structural components of the expansion are developed. As this is the only library location, this has serious negative implications for the continuity of library services in the district.</li> <li>• Once the library was reopened after the structural components were in place, there would be continued disruption as a result of ongoing construction.</li> </ul>	
<b>Staffing Impacts</b>	
<ul style="list-style-type: none"> <li>• A second floor would require additional staff to monitor and serve the public in the additional space.</li> <li>• While the library is shut down for construction, it is highly likely that staff may have to be temporarily furloughed.</li> <li>• Potential for increased space for staff workspaces.</li> </ul>	
<b>Pros</b>	<b>Cons</b>
<ul style="list-style-type: none"> <li>• Allows the existing building to expand by an additional 12,000-15,000 square feet.</li> </ul>	<ul style="list-style-type: none"> <li>• Would require a closure(s) during construction.</li> <li>• The existing building was not designed to accommodate a second floor and additional structural elements would need to be incorporated.</li> <li>• To meet the Town of Windsor's parking requirements, the district would need to acquire additional land to accommodate two new parking spaces for every 1,000 square feet of expansion. RATIO Architects recommends four spaces per 1,000 square feet for public libraries.</li> <li>• It is highly likely that additional fire</li> </ul>

	<p>suppression systems would need installed.</p> <ul style="list-style-type: none"> <li>• With a second floor, egress stairwells and an elevator would be required. This would reduce the usable square footage on the first floor.</li> <li>• It is the expert opinion of RATIO Architects that this option is “likely not financially advantageous nor would it provide the most appropriate solution to enhance the growing need to provide library services to the citizens of the Clearview Library District.”</li> </ul>
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**Scalability**

- Current zoning is restricted to 35’ and/or two stories in the Town of Windsor. Adding a second floor would be the maximum amount of expandable space allowable under town code.

**How does this solution meet our mission and vision?**

- This solution would allow us to serve more residents, fulfilling our vision and mission at a larger scale.

**How does this solution meet our needs and/or address challenges?**

- This solution would add additional space at the Windsor-Severance Library, providing more room for programming and materials for our growing community.

**What questions need addressed?**

- Would the Weld RE-4 School District be interested in selling land for additional parking?
- Is there enough adjacent land to accommodate the additional parking requirements?



# Questions & Feedback

# Ranking

*Rank the following from 1 - 5, 1 being least and 5 being best.*

- See form



EXISTING BUILDING

# Outward Expansion

*Scope 1*



Windsor  
Healthcare Center

ROAD HOGGS MC  
MEMORABILIA...

Mountain View  
Elementary School

720 3rd St,  
Windsor, CO 80550  
20 min drive - home



# Our Work

- **Revisit conversations with the Weld RE-4 School District**
- **High-level conceptual sketches from RATIO for outward expansion**
- **Preliminary estimates of modulars from Saunders Heath**



# Modulars

- House staff in modular facilities near Third Street location
- Would need to obtain permission / purchase land for placement
- 48' x 60' (2,880 sq. ft.) modular: \$765,000

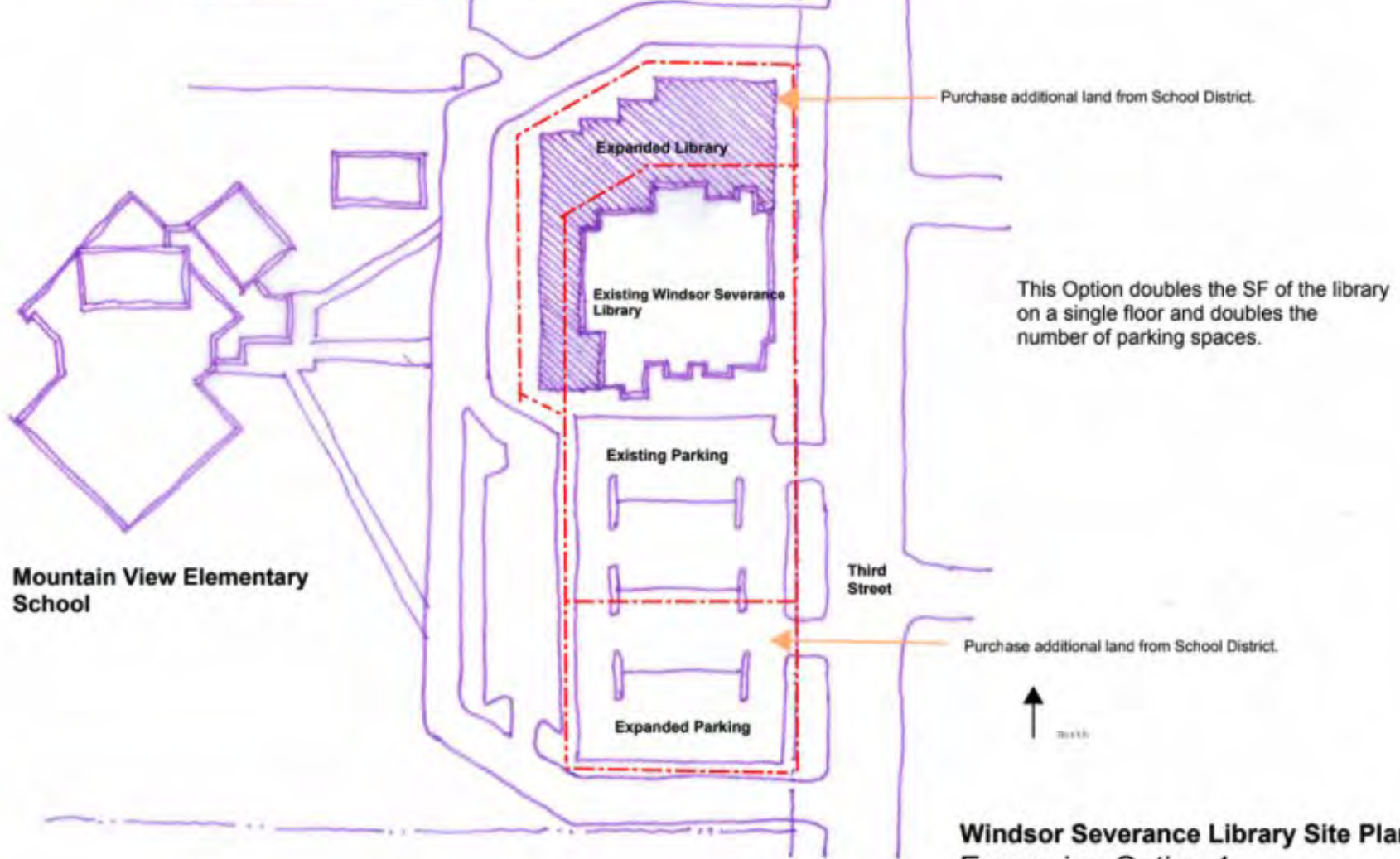


# Outward Expansion

- High-level conceptual sketches from RATIO for conversations with school district
- Option 1: Single-level expansion
- Option 2: Two-story addition







Purchase additional land from School District.

This Option doubles the SF of the library on a single floor and doubles the number of parking spaces.

Mountain View Elementary School

Expanded Library

Existing Windsor Severance Library

Existing Parking

Third Street

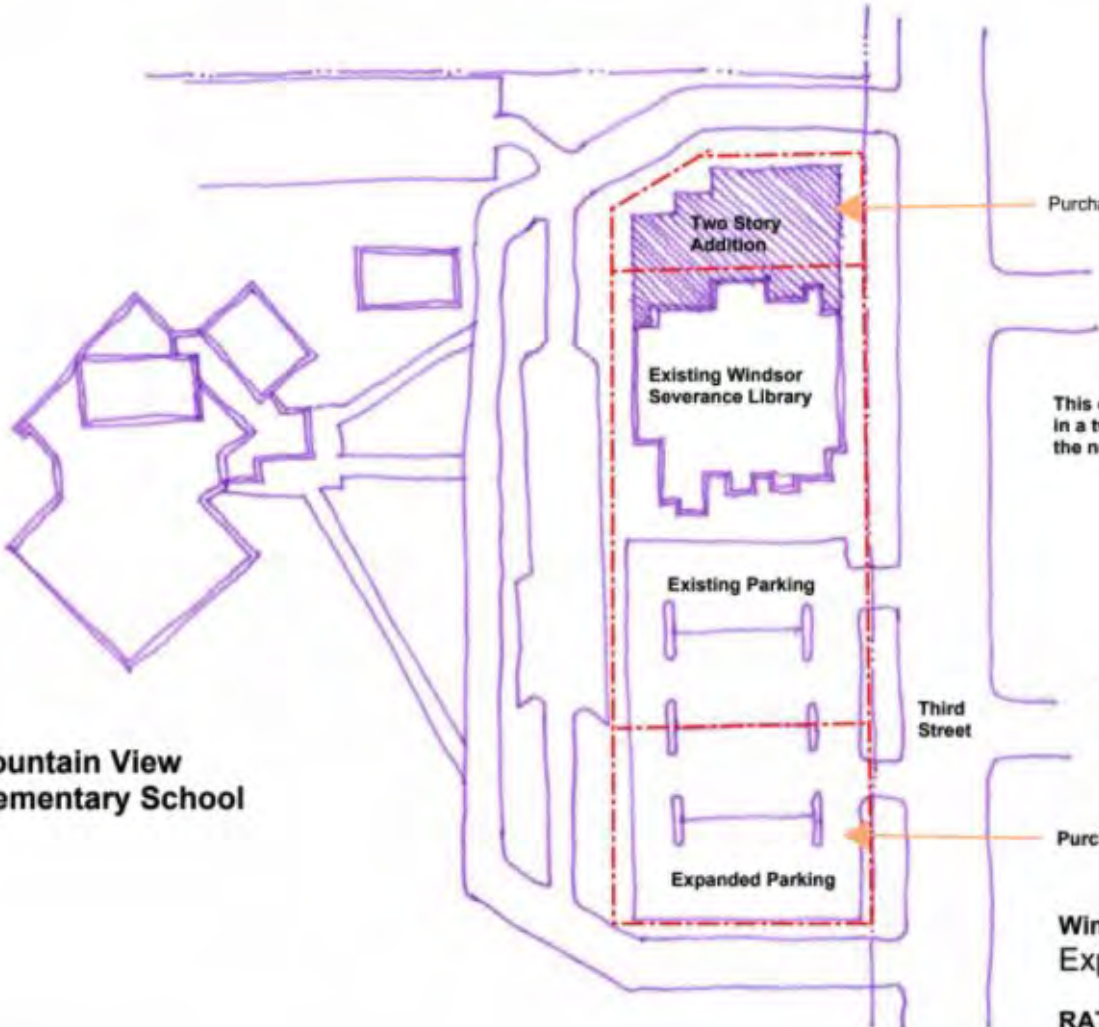
Purchase additional land from School District.

Expanded Parking



Windsor Severance Library Site Plan  
Expansion Option 1





**Mountain View  
Elementary School**

Purchase Additional Land from School District.

This option doubles the SF of the Library in a two story addition and doubles the number of parking spaces.

Purchase Additional Land from School District

**Windsor Severance Library Site Plan  
Expansion Option 2**

**RATIO Architects**



# Worksheet Review

<b>OPTION 1B: EXPAND EXISTING BUILDING - OUTWARD ADDITION</b>	
<b>Scope</b>	
Expand the existing Third Street location with an outward addition. RATIO Architects completed high-level conceptual sketches, which included two options — 1) single-level expansion; 2) two-story addition.	
<b>Costs - Short Term:</b> <ul style="list-style-type: none"> <li>• Construction costs — \$388 / sq. ft. = \$6.6M (building only; no FFE); likely two-story addition would be more per square foot</li> <li>• Reroute of school entrance — unknown</li> <li>• Land acquisition for parking — unknown</li> </ul>	<b>Costs - Long Term:</b> <ul style="list-style-type: none"> <li>• Additional staffing of second floor / larger facility</li> </ul>
<b>Service Impacts</b>	
<ul style="list-style-type: none"> <li>• There would be continued disruption as a result of ongoing construction, and, potentially, intermittent partial or full closures depending on the final scope of the addition.</li> </ul>	
<b>Staffing Impacts</b>	
<ul style="list-style-type: none"> <li>• Potential for increased space for staff workspaces.</li> <li>• A second floor and larger service floor would require additional staff to monitor and serve the public in the additional space.</li> <li>• While the library is shut down for construction, it is highly likely that staff may need alternate work sites.</li> </ul>	
<b>Pros</b>	<b>Cons</b>
<ul style="list-style-type: none"> <li>• Allows the existing building to expand by an additional 17,000 square feet.</li> <li>• Doubles the amount of parking spaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Both options require purchasing additional land from the Weld RE-4 School District and re-routing the school drive.</li> <li>• Would likely require a closure(s) during construction.</li> <li>• It is highly likely that additional fire suppression systems would need installed.</li> <li>• With the second floor option, egress stairwells and an elevator would be required. This may reduce the usable</li> </ul>

	square footage on the first floor.
<b>Scalability</b>	
<ul style="list-style-type: none"> <li>● Current zoning is restricted to 35' and/or two stories in the Town of Windsor. Adding a second floor would be the maximum amount of expandable space allowable under town code.</li> <li>● Given the surrounding property, this solution would maximize the area capacity.</li> </ul>	
<b>How does this solution meet our mission and vision?</b>	
<ul style="list-style-type: none"> <li>● This solution would allow us to serve more residents, fulfilling our vision and mission at a larger scale.</li> </ul>	
<b>How does this solution meet our needs and/or address challenges?</b>	
<ul style="list-style-type: none"> <li>● Renovations to the Windsor-Severance Library would result in improvements to services that have been suggested via the Strategic Plan — specifically addition to: <ul style="list-style-type: none"> <li>○ Space for materials</li> <li>○ Space for quiet reading</li> <li>○ Space for children's services isolated from other services</li> <li>○ Space for staff work areas and storage</li> </ul> </li> </ul>	
<b>What questions need to be addressed?</b>	
<ul style="list-style-type: none"> <li>● Would the Weld RE-4 School District be interested in selling land for the addition and additional parking? If so, at what price?</li> <li>● Would the Weld RE-4 School District be open to re-routing the school entrance?</li> <li>● Would it be possible to stage the expansion over a period of years?</li> </ul>	

# Questions & Feedback

# Ranking

*Rank the following from 1 - 5, 1 being least and 5 being best.*

- See form



BUILDING NEW SPACE

# One Large Facility

*Scope 2*





CLEAR  
LIBRARY  
DISTRICT





N Chimney

127

125

115

105

107

104

21

22

18

14

10

6

2

130

Chimney Park Dr

5

21

17

13

9

5

1

23

101

113

AT WEST

Lakeview



# Scope

- **One, large 38,000 sq. ft. library**
- **Geographic center of district**
- **5.76 acres (already own)**
  - Selected from 2016 Feasibility Study in partnership with the DDA and Town of Windsor



# Costs

- **Construction, FFE, Site Development:  
\$23M**
- **Staffing**



# Worksheet Review

<b>OPTION 2A: BUILD NEW SPACE - ONE FACILITY</b>	
<b>Scope</b>	
Build one, large 38,000-square-foot library in the geographic center of the district. <a href="#">See 2018 information sheet.</a>	
<b>Costs - Short Term:</b> <ul style="list-style-type: none"> <li>• Construction Costs, FFE, Site Development - \$23M</li> </ul>	<b>Costs - Long Term:</b> <ul style="list-style-type: none"> <li>• Staffing</li> </ul>
<b>Service Impacts</b>	
<ul style="list-style-type: none"> <li>• Potential to create a larger facility that serves the needs of the growing community, as well as a centralized administration hub, for a potential multi-branch system.</li> <li>• Provides additional space — indoors and outdoors — for programming, collections, meeting rooms, quiet spaces, staff workstations, and storage.</li> </ul>	
<b>Staffing Impacts</b>	
<ul style="list-style-type: none"> <li>• Would require additional staff members to serve the public in a larger space.</li> <li>• Provides more staff work and collaboration spaces.</li> </ul>	
<b>Pros</b>	<b>Cons</b>
<ul style="list-style-type: none"> <li>• Located in the center of the district.</li> <li>• The district already owns 5.76 acres of land.</li> <li>• A feasibility and site study has already been completed.</li> <li>• Sets the district up for success as a multi-branch system.</li> <li>• Provides increased space to meet the service demands of a growing population.</li> <li>• Includes outdoor spaces for all ages and a plaza for outdoor events.</li> <li>• Connected to the trail system around Windsor Lake.</li> <li>• Potential to add an additional asset to the library's financials.</li> <li>• Increased collection space allows more time before materials are deaccessioned.</li> </ul>	<ul style="list-style-type: none"> <li>• May potentially require a mill levy increase, both for construction and staffing.</li> <li>• This facility proposal has gone before voters twice and failed.</li> <li>• <a href="#">The community has voiced concerns about the cost of the project, tax increases, and the location.</a></li> </ul>

## Scalability

- At full buildout, there would be limited space on the site for future expansion.

## How does this solution meet our mission and vision?

- This facility would provide the infrastructure support to meet the vision and mission at a larger scale by providing:
  - Foster Early Literacy
    - A dedicated children's area with story time and craft rooms.
  - Build Connections
    - A teen area for young people to read, use a computer, and connect.
    - Small meeting rooms for groups to study or work together.
    - Small conference rooms for larger groups to meet.
    - A community room for library programming and events.
    - Large, divisible community meeting spaces for conferences, meetings, and larger events.
  - Inspire Lifelong Learning
    - A computer lab for individual use and technology classes.
    - A makerspace for people of all ages to design, work, and experiment.
    - Dedicated quiet spaces to work, read, or just enjoy the quiet.

## How does this solution meet our needs and/or address challenges?

This solution would address all identified needs:

- Defined and expanded children's area
- More programming spaces
- 30% more space for collections
- Adequate staff work space
- More collaboration spaces
- Expanded quiet spaces
- Increased storage

## What questions need addressed?

- Would a scaled down version of this plan be feasible?
- Would the Town of Windsor be willing to waive fees?

# Questions & Feedback



# Ranking

*Rank the following from 1 - 5, 1 being least and 5 being best.*

- See form



# Discussion & Feedback

# Discussion Questions

- Overall thoughts?
- Which proposal do you like the best?
- Any areas of concern?



# Discussion Questions

- Which proposal(s) will solve the library's most pressing or current needs?
- Which proposal(s) do you believe will resonate with the public the best?



# Discussion Questions

- Which of these proposals works to address the needs of a growing community best?
- Any changes to the worksheets?



PERSPECTIVE

# Comparables

# Our Population

- **2019 Legal Service Area: 26,772**
- **2025: 92,500**
- **2030: 122,290**
- **2045: 211,662**



# State's Definitions

- **Central Library:** A Central Library is the location that is the center of operations and processing and houses the principal collection for a multiple-outlet library.
- **Number of Branches:** A Branch Library is part of a larger system but has its own location, collection, paid staff, and regular hours.
- **Square Footage:** Total indoor square footage of all outlets for the library jurisdiction.





# Loveland Public Library

- 2019 Legal Service Area: 77,273
- One central library: 57,300 sq. ft.

Loveland  
Public Library

Source: [Colorado Public Library Statistics](#)



# Longmont Public Library

- 2019 Legal Service Area: 96,343
- One central library: 51,000 sq. ft.



Source: [Colorado Public Library Statistics](#)



# Boulder Public Library

- 2019 Legal Service Area: 106,456
- One central library
- Four branches
- 114,184 sq. ft. total

Source: [Colorado Public Library Statistics](#)



# Westminster Public Library

- 2019 Legal Service Area: 113,537
- One central library
- One branch
- 87,000 sq. ft. total

Source: [Colorado Public Library Statistics](#)



# Mesa County Libraries

- 2019 Legal Service Area: 153,629
- One central library
- Seven branches
- 69,057 sq. ft. total

Source: [Colorado Public Library Statistics](#)



# Pueblo City-County Library District

- 2019 Legal Service Area: 167,117
- One central library
- Seven branches
- 179,343 sq. ft. total

Source: [Colorado Public Library Statistics](#)



# Poudre River Public Library District

- 2019 Legal Service Area: 204,299
- Three branches
- 86,600 total sq. ft.

Source: [Colorado Public Library Statistics](#)



# Next Steps



# Next Up

- **February 18 Work Session:**
  - Financial projections and options (Stifel)
  - Recap and discussion
- **February 25 Meeting: Update**





## Clearview Library District

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**Katie Messerli**

*Communications Specialist*

[katiem@clearviewlibrary.org](mailto:katiem@clearviewlibrary.org)

[clearviewlibrary.org](http://clearviewlibrary.org)