



Working Session of the Library Board, Thursday, Jan. 14, 2021, 5:30pm – Agenda –The public is welcome to join via Zoom.

https://us02web.zoom.us/webinar/register/5315901773729/WN_HIGQf0FbSWuxYCRLu1LA7g

CALL TO ORDER
ROLL CALL
REVIEW OF AGENDA

- Recap and Updates
 - What we're working towards
 - Space exploration options
 - Timeline
 - Updates
- Renting / Leasing / Buying New Space
 - Ash St.
 - Diamond Valley
 - East Pointe
 - The Flame
- Selling Property
 - Main St.
- Discussion
- Next Steps

ADJOURN

Long Range Planning Committee Meeting, Jan. 20, 2021 1pm via Zoom
Next Regular Board Meeting, Jan. 28, 2021, 5:30 pm. via Zoom



Facilities Planning

Board of Trustees | 01.14.21

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.



Space Exploration Options

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



What one thing would you change or improve?

1

Space

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

2

Materials

Desire for more physical materials.

3

Programs

Additional children's programming and concerns about past programming.

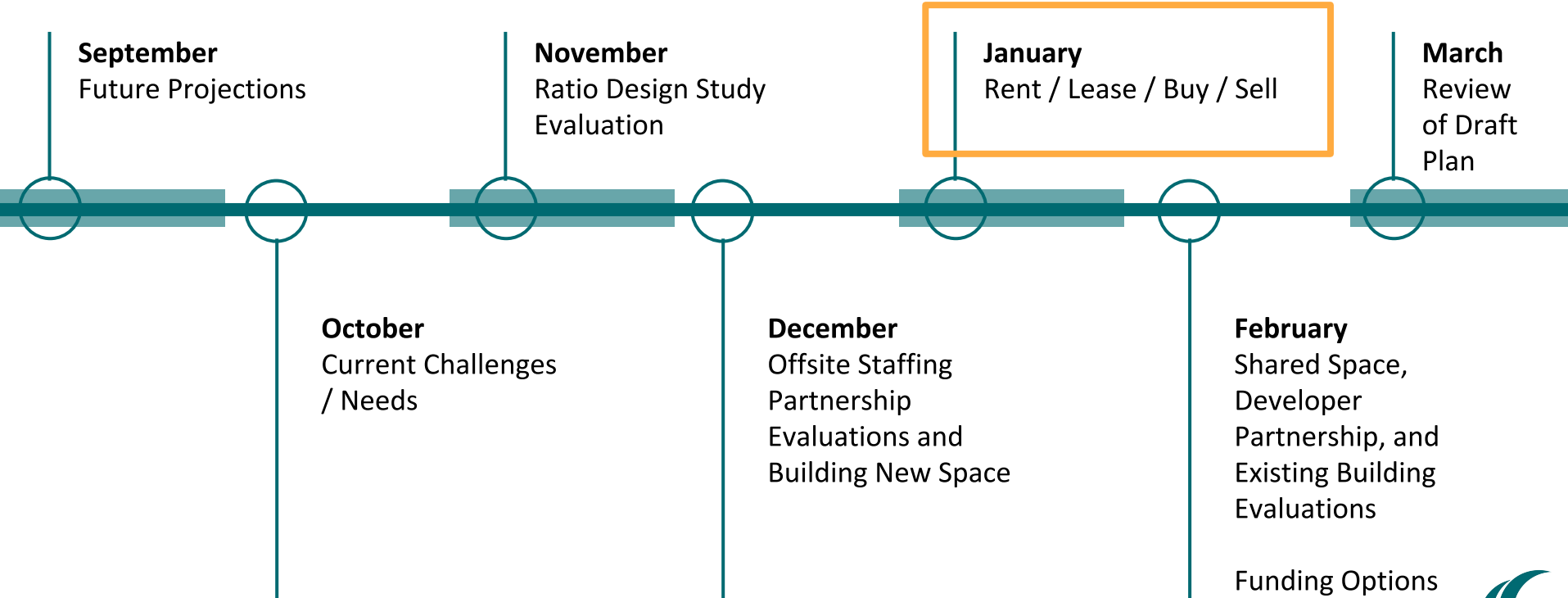


Needs / Challenges

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



Project Timeline - Work Sessions



Committee Updates

- Meetings with other agencies / entities
- Exploration and analysis of options
- Looking at other facility plans and determining the final report structure



Tonight

Objectives

- **Discuss and evaluate:**
 - **Renting / Leasing / Buying New Space**
 - **Selling Property**



New Terms

Triple Net Lease

“In a ‘net lease’ the tenant or lessee is responsible for paying, in addition to base rent, some or all of the recoverable expenses related to real-estate ownership (taxes, maintenance, insurance).”



New Terms

Build to Suit

“Where a commercial property tenant enters into an agreement with a developer or landowner to construct a new, custom-built facility for lease.”



RENTING / LEASING / BUYING

Ash Street

Scope 3

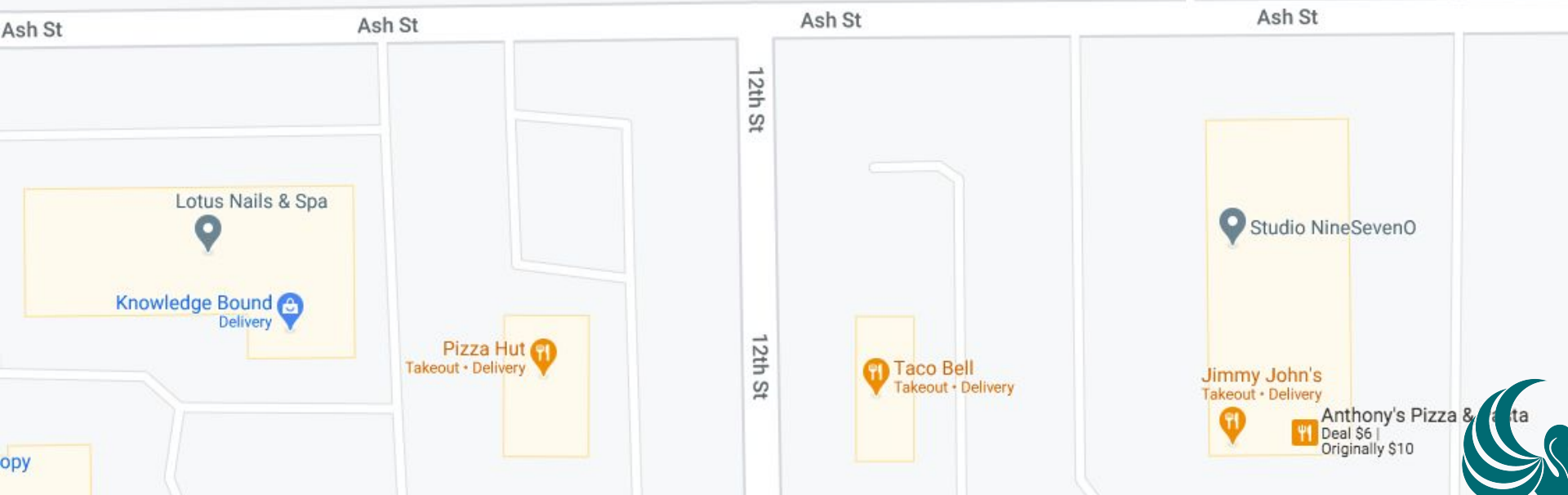
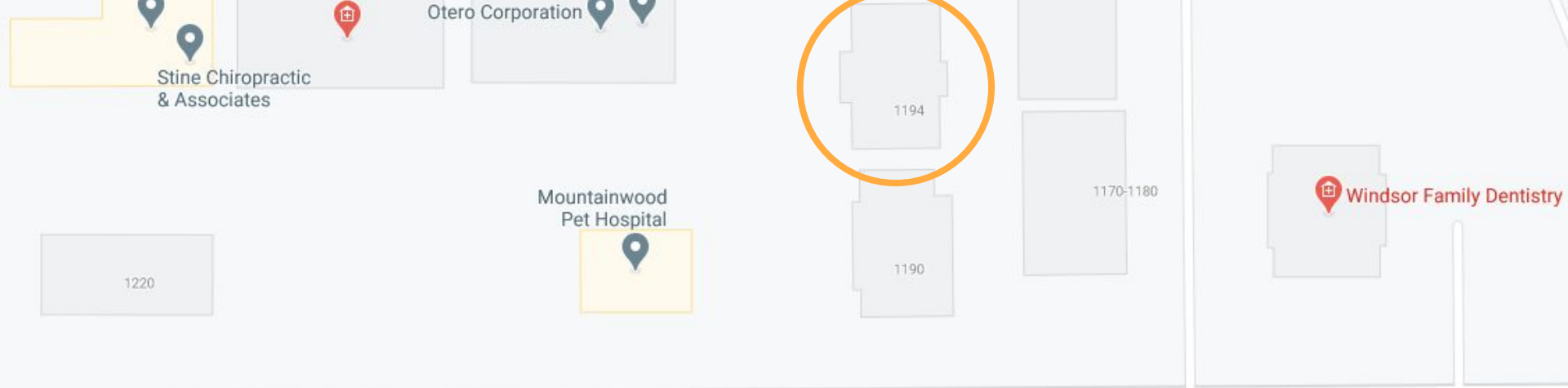


HOSPITAL

Mount Carmel
Pet Hospital
120

119





Listing Data

- 4,369-square-foot commercial office building
- Ideal for an administrative hub (staff offices, board room, materials processing / storage)
- Configurable space with two floors and six bathrooms



Costs

- **\$775K asking price, \$12.50 / sq. ft. lease**
 - **\$10 / sq. ft. tenant improvements**
- **\$TBD renovation costs**
- **Annual maintenance, utilities, etc.**
- **Courier service needed**



Worksheet Review

OPTION 3: LEASING / BUYING / SELLING SPACE

1194 W. Ash Street, Windsor, CO

Scope

Purchase or lease of a 4,369-square-foot commercial office building. The listing spec sheet can be [found here](#).

Costs - Short Term:

- **Building**
 - **\$775,000 (asking/list price)**
 - **\$12.50 / square foot (lease)**
- **Renovation + FFE**
 - **TBD**

Costs - Long Term:

- **Mileage reimbursement**
- **Courier service**
- **Building maintenance**
- **Utilities and insurance**
- **\$3,200 common area maintenance**

Service Impacts

- Room for excess collections.
- Centralized administration hub, including shipping, receiving, and processing, for a potential multi-branch system.
- Frees up space at the Windsor-Severance Library for patron use.
- Provides additional programming options, like a potential recording space for virtual programs and dedicated Board Room.

Staffing Impacts

- Potential to allow for 10+ staff members to move out of the Windsor-Severance Library as outlined in the [Ratio Designs proposal](#).
- Potential to provide quiet space and collaboration space as requested by staff.
- May require additional staff travel between buildings.
- May require a courier service between buildings.

Pros

- Allows more time before materials are deaccessioned from the collection.
- Increased space for staff.
- Sets district up for success as a multi-branch system.
- Potential to add an additional asset to the library's financials.

Cons

- Needs significant renovations to be move-in ready.
- Increases operating costs.
- Use for processing materials only makes sense with a branch system.
- Not ADA accessible on the second floor.

Scalability

- Potential to reconfigure to fit more staff over time, although finite in total usable space.

- Allows the district to scale over time.

How does this solution meet our mission and vision?

- By moving administrative functions out of the Windsor-Severance Library, the district would be able to utilize more space for patrons and expand efforts in all three focus areas.
- By Increasing the capacity for material storage, the district would be able to meet more needs in the areas of Lifelong Learning and Early Literacy.
- This facility would provide the infrastructure support to meet vision and mission at a larger scale.

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

This solution would address a variety of needs, including:

- Increased staff work and collaboration space.
- More storage space for programming items.
- More space for collections.
- Opportunities to convert staff space to programming space in the Windsor-Severance Library.
- Positions the district to be a branch library system

What questions need addressed?

- Would oversized vehicles be permitted to park onsite? Or perhaps nearby?
- Is the common area maintenance fee monthly or annual?
- Would the building have the structural integrity to house materials?

Questions & Feedback

Ranking

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

- See form

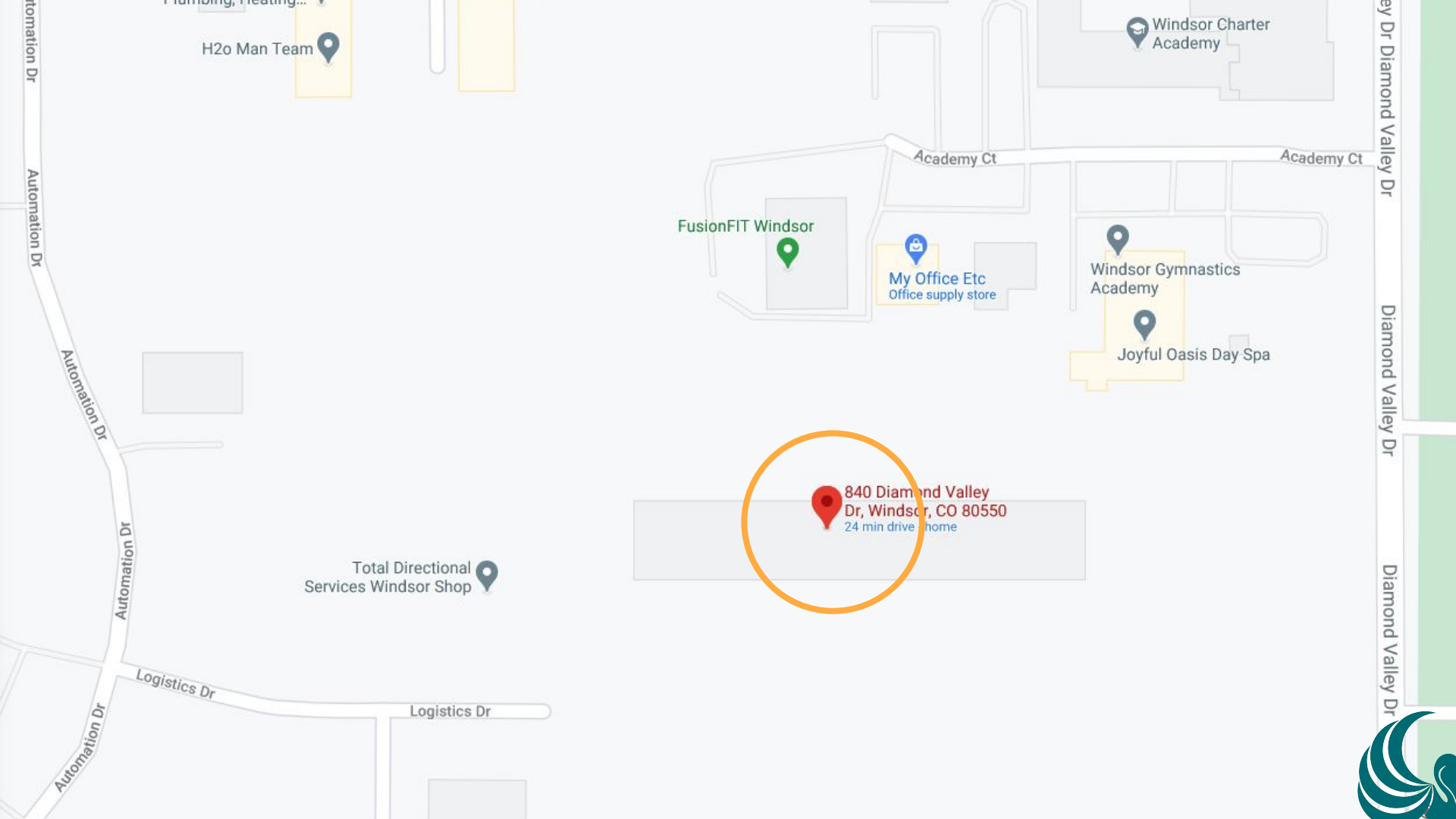


RENTING / LEASING / BUYING

Diamond Valley

Scope 3





H2o Man Team

Windsor Charter Academy

Academy Ct

Academy Ct

FusionFIT Windsor

My Office Etc
Office supply store

Windsor Gymnastics Academy

Joyful Oasis Day Spa

840 Diamond Valley Dr, Windsor, CO 80550
24 min drive home

Total Directional Services Windsor Shop

Logistics Dr

Logistics Dr

Diamond Valley Dr

Diamond Valley Dr

Diamond Valley Dr



Listing Data

- **27,785-square-foot industrial warehouse**
 - **62,280 sq. ft. purchasable space**
- **Ideal for an administrative hub (staff offices, board room, materials processing / storage)**
- **Blank canvas (completely unfinished)**



Costs

- **\$8.1M asking price, \$10 / sq. ft. lease (as is, triple net; more if finished)**
- **\$TBD renovation costs — likely \$75 - 100 / sq. ft.**
- **Annual maintenance, utilities, etc.**
- **Courier service needed**



Worksheet Review

<p>OPTION 3: RENTING / LEASING / BUYING SPACE 840 Diamond Valley Parkway</p>	
<p>Scope</p>	
<p>Lease a 27,785-square-foot (or more — 62,280 purchasable) industrial space for an administrative annex / central processing center. The listing can be found here and the listing brochure can be found here.</p>	
<p>Costs - Short Term:</p> <ul style="list-style-type: none"> ● \$10 / square foot / year triple net lease as “warehouse” (more if finished) ● \$75-\$100 / square foot to build out (estimated) — possible tenant allowance ● \$8.1M purchase of entire building 	<p>Costs - Long Term:</p> <ul style="list-style-type: none"> ● Maintenance ● Utilities ● Rent / lease ● Staff mileage reimbursement
<p>Service Impacts</p>	
<ul style="list-style-type: none"> ● Centralized administration hub, including shipping, receiving, and processing, for a potential multi-branch system. ● Room for excess collections. ● Frees up space at the Windsor-Severance Library for patron use. ● Provides additional programming options, like a <i>potential</i> recording space for virtual programs and dedicated Board Room. 	
<p>Staffing Impacts</p>	
<ul style="list-style-type: none"> ● Potential to allow for 10+ staff members to move out of the Windsor-Severance Library as outlined in the RATIO Architects proposal. ● May require additional staff travel between buildings. ● Would require a courier service between buildings 	
<p>Pros</p>	<p>Cons</p>
<ul style="list-style-type: none"> ● Space could be shared with a variety of partners. ● Large, shell space that could be configured in a variety of ways (blank canvas). ● Three front doors and four dock doors with shipping / receiving access. ● Ample parking. ● Sets district up for success as a multi-branch system. ● The site is located in the center of the 	<ul style="list-style-type: none"> ● With the Future Legends sports complex nearby, this area may become very busy and congested. ● Increases operating costs. ● Use for processing materials only makes sense with a branch system. ● Located within an industrial area. ● Likely too much space for the district initially on its own. ● Potential complexities of leasing with multiple partners and/or purchasing with

<p>district.</p> <ul style="list-style-type: none"> ● Allows more time before materials are deaccessioned from the collection. ● Increased space for staff. ● Potential to add an additional asset to the library's financials. 	<p>existing tenants.</p> <ul style="list-style-type: none"> ● Heat only; no AC. ● Costs associated with build out of the space
<p>Scalability</p>	
<ul style="list-style-type: none"> ● A centralized administrative hub allows the district to scale over time. ● If purchased, tennant space on either side could be utilized in the future, as needed. 	
<p>How does this solution meet our mission and vision?</p>	
<ul style="list-style-type: none"> ● By moving administrative functions out of the Windsor-Severance Library, the district would be able to utilize more space for patrons and expand efforts in all three focus areas. ● By Increasing the capacity for material storage, the district would be able to meet more needs in the areas of Lifelong Learning and Foster Early Literacy. ● This facility would provide the infrastructure support to meet the vision and mission at a larger scale. 	
<p>How does this solution meet our needs and/or address challenges?</p>	
<p>This solution would address a variety of needs, including:</p> <ul style="list-style-type: none"> ● Increased staff work and collaboration space. ● More storage space for programming items. ● More space for collections. ● Opportunities to convert staff space to programming space in the Windsor-Severance Library. ● Positions the district to be a branch library system. 	
<p>What questions need addressed?</p>	
<ul style="list-style-type: none"> ● What (if any) partners are willing / able to commit to the project? ● What are the legal implications of purchasing the space with existing tenants? 	

Questions & Feedback

Ranking

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

- See form



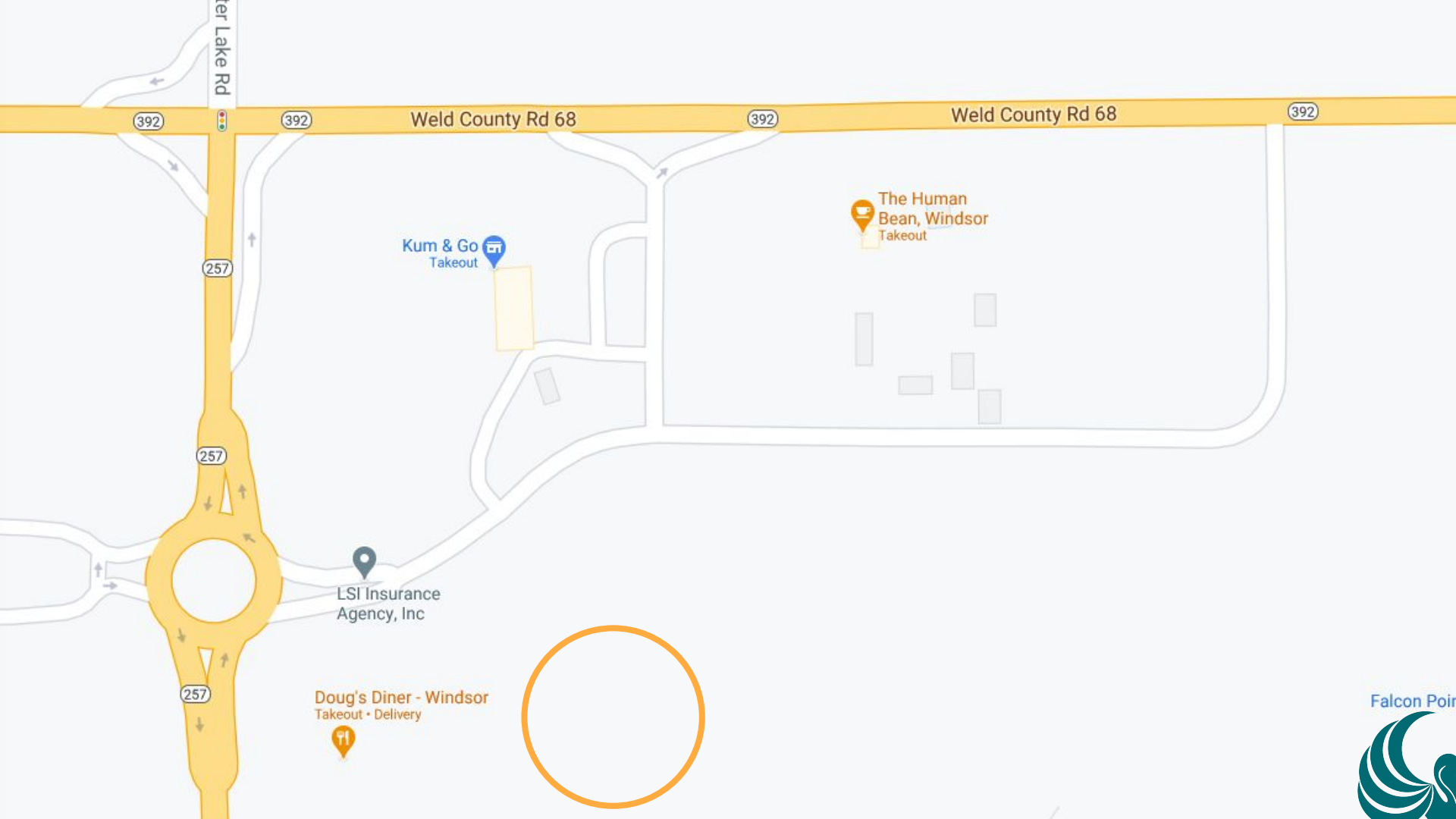
RENTING / LEASING / BUYING

East Pointe

Scope 3

Doug's Diner





er Lake Rd

392

392

Weld County Rd 68

392

Weld County Rd 68

392

257

257

257

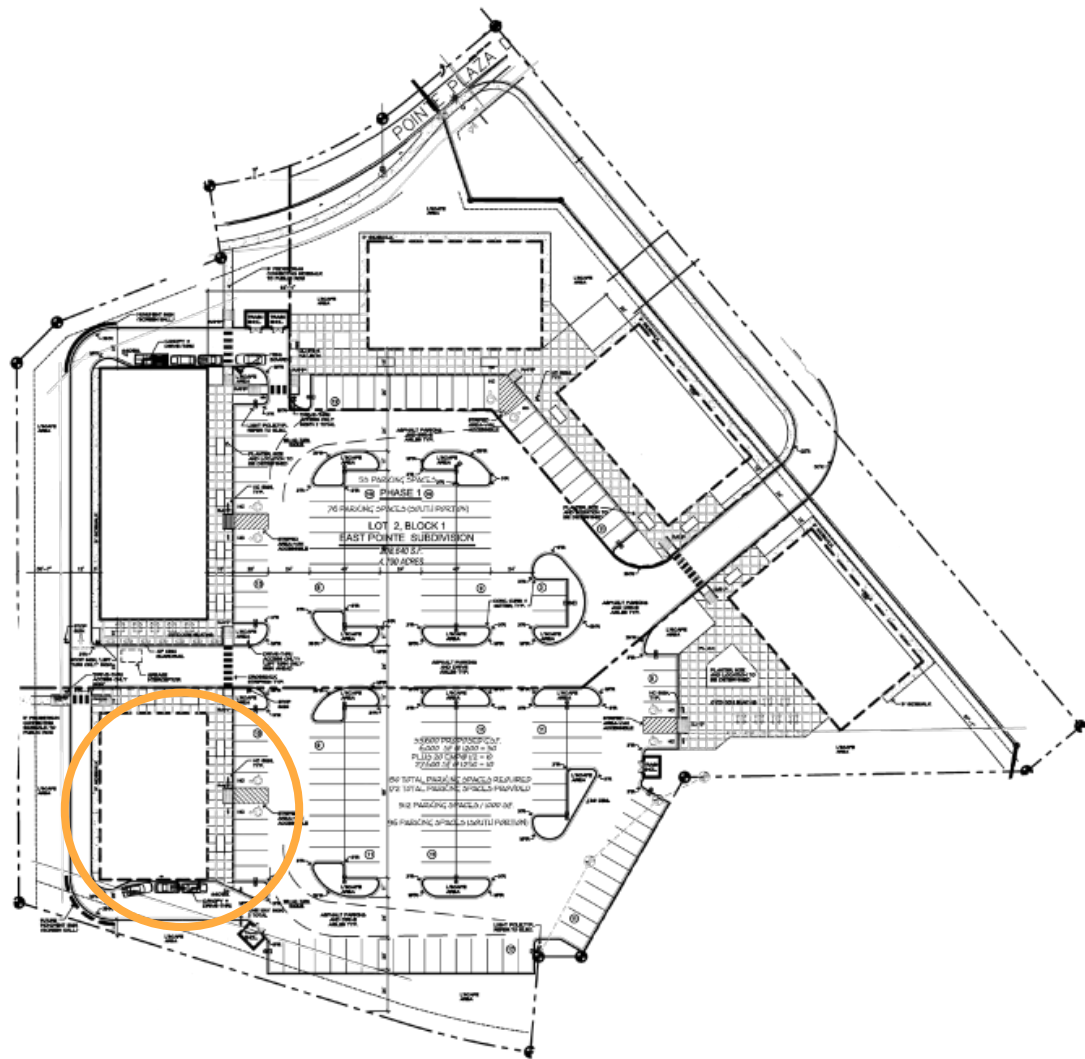
Kum & Go
Takeout

The Human
Bean, Windsor
Takeout

LSI Insurance
Agency, Inc

Doug's Diner - Windsor
Takeout & Delivery





Listing Data

- ~5,000-square-foot retail space
- Ideal for an administrative hub (staff offices, board room, materials processing / storage)
- Build to suit, lease, purchase



Costs

- **Build to Suit: \$80 - 100 / sq. ft. finish**
 - **\$30 / sq. ft. tenant allowance**
- **Lease: \$18 - 24 / sq. ft., triple net**
- **Purchase: \$8 - 14.50 / sq. ft.**
- **Annual maintenance, utilities, etc.**
- **Courier service needed**



Worksheet Review

OPTION 3: RENTING / LEASING / BUYING SPACE

East Pointe, 375 E. Main Street, Windsor

Scope

Lease or purchase a 5,000-square-foot (or more) retail space for an administrative annex / central processing center. The spec sheet can be [found here](#).

Costs - Short Term:

- Build to Suit:
 - \$30 / square foot allowance for interior finishes
 - \$80 - \$100 / square foot for interior finishes total
- Lease: \$18 - 24 / square foot (triple net)
- Purchase: \$8 - 14.50 / square foot depending on size and lot selected

Costs - Long Term:

- Maintenance
- Utilities
- Rent / lease
- Staff mileage reimbursement

Service Impacts

- Centralized administration hub, including shipping, receiving, and processing, for a potential multi-branch system.
- Room for excess collections.
- Frees up space at the Windsor-Severance Library for patron use.
- Provides additional programming options, like a *potential* recording space for virtual programs and dedicated Board Room.

Staffing Impacts

- Potential to allow for 10+ staff members to move out of the Windsor-Severance Library as outlined in the [RATIO Architects proposal](#).
- May require additional staff travel between buildings.
- May require a courier service between buildings

Pros

- The developer has multiple options for acquirement, including sale, lease, and build to suit.
- Sets district up for success as a multi-branch system.
- The site is located in the center of the district.
- Allows more time before materials are

Cons

- With the Future Legends sports complex nearby, this area may become very busy and congested.
- Increases operating costs.
- Use for processing materials only makes sense with a branch system.
- Located within a commercial-retail complex.

<p>deaccessioned from the collection.</p> <ul style="list-style-type: none"> ● Increased space for staff. ● Potential to add an additional asset to the library's financials. 	
Scalability	
<ul style="list-style-type: none"> ● Limited space for future expansion. ● A centralized administrative hub allows the district to scale over time. 	
How does this solution meet our mission and vision?	
<ul style="list-style-type: none"> ● By moving administrative functions out of the Windsor-Severance Library, the district would be able to utilize more space for patrons and expand efforts in all three focus areas. ● By Increasing the capacity for material storage, the district would be able to meet more needs in the areas of Lifelong Learning and Foster Early Literacy. ● This facility would provide the infrastructure support to meet the vision and mission at a larger scale. 	
How does this solution meet our needs and/or address challenges?	
<p>This solution would address a variety of needs, including:</p> <ul style="list-style-type: none"> ● Increased staff work and collaboration space. ● More storage space for programming items. ● More space for collections. ● Opportunities to convert staff space to programming space in the Windsor-Severance Library. ● Positions the district to be a branch library system. 	
What questions need addressed?	
<ul style="list-style-type: none"> ● None at this time. 	

Questions & Feedback

Ranking

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

- See form



RENTING / LEASING / BUYING

The Flame

Scope 3



The Flame
**HARMONY
CENTRE**

**YOUR
LOGO
HERE**

**YOUR
LOGO
HERE**



Dollar General
Dollar store



Tile Kyle &
Company, Inc



74

W 4th Ave

74

W 4th Ave

74

W 4th Ave



Listing Data

- 9,302-square-foot retail space
- Ideal for a Severance branch
- Blank canvas (unbuilt)
 - Plans already approved by the Town of Severance



Costs

- Lease: \$28 - 32 / sq. ft.
- Build to Suit: \$TBD + \$500-600K for lot plus plans
- Annual maintenance, utilities, etc.
- Staffing: \$196,222 - \$294,853
- Courier service needed



Worksheet Review

OPTION 3: RENTING / LEASING / BUYING SPACE <i>The Flame, 9843 WCR 74, Severance</i>	
Scope	
Lease or purchase a 9,302-square-foot retail space for a branch in Severance. The spec sheet can be found here .	
Costs - Short Term: <ul style="list-style-type: none"> ● Lease: \$28 - \$32 / square foot, triple net, pending negotiations. ● Purchase - Build to Suit: \$500,000-\$600,000 (lot plus approved plans) ● Sell Approval (Land + Site Plan, We Finish Interior): Unknown 	Costs - Long Term: <ul style="list-style-type: none"> ● Staffing(\$196,222 - \$294,853 / year) ● Building maintenance ● Courier system ● Utilities
Service Impacts	
<ul style="list-style-type: none"> ● Allows for a physical location in Severance — a fast growing community. ● Development plans have been approved by the Town of Severance, which would allow for an expedited process. ● Patio seating would allow for some outdoor space. 	
Staffing Impacts	
<ul style="list-style-type: none"> ● A second location would mean 9-14 additional staff members employed, ranging from \$196,222 - \$294,853 / year. ● With an additional location, the district would need to consider a central materials processing center and new courier service. 	
Pros	Cons
<ul style="list-style-type: none"> ● Last commercial property between Severance and Highway 257 — a “Gateway” project. ● Set up for a drive through. ● Multiple purchase options. ● Backs up to a residential neighborhood, yet has the visibility of Harmony Road. ● All utilities (including fiber) are on site. 	<ul style="list-style-type: none"> ● The lot (0.83) and square footage (9,300 sq. ft.) are smaller than recommended. ● Limited future expansion. ● Not a pedestrian crossing currently by light. ● Limited space for outdoor programming. ● Would likely need to purchase additional 0.5 acre lot next door for additional parking.

Scalability

- Limited space for future expansion. The current building isn't engineered for a second floor, and currently takes up the entire lot space.
- There is a 0.5 acre lot next door that may be available for purchase.

How does this solution meet our mission and vision?

- Extends additional services into more communities within the district, meeting all three focus areas.

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

- The size of this building would not address staff space and storage constraints at the Windsor-Severance Library.
- May temporarily expand collections, but would not address collections storage.
- Begins to address the long-term growth in the area.

What questions need addressed?

- None at this time.

Questions & Feedback

Ranking

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

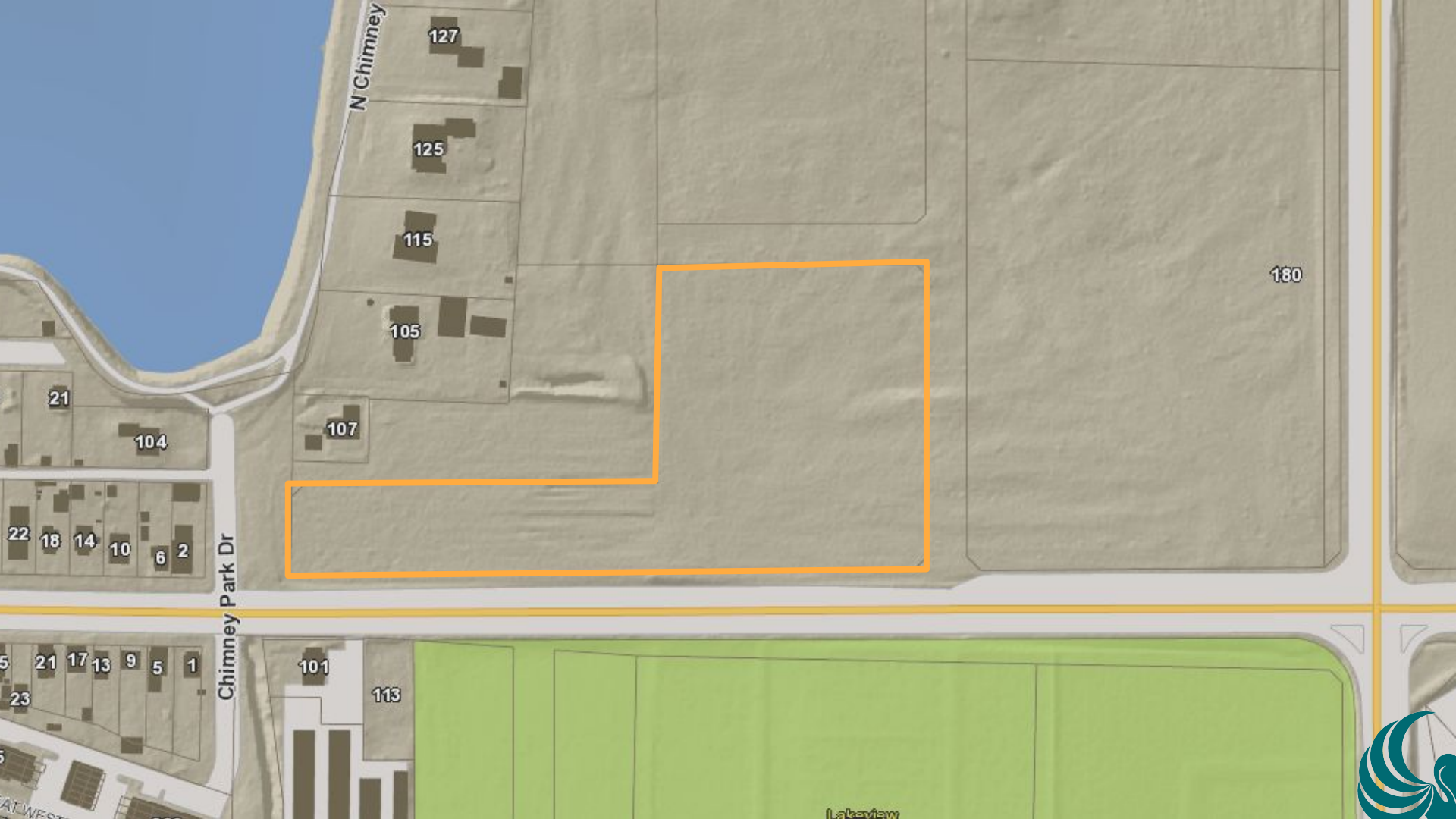
- See form



SELL

Main Street

Scope 3



N Chimney

127

125

115

105

107

130

21

104

22

18

14

10

6

2

Chimney Park Dr

5

21

17

13

9

5

1

23

101

113

Lakeview



Market Analysis

- Completed by two commercial brokers
- 5.76 acres, commercial zoning
- Purchased in 2016: \$925K
- Suggested list price: \$1.2 - 1.6M



Costs

- **Broker's fees - \$TBD**



Worksheet Review

OPTION 3B: SELLING MAIN STREET PROPERTY	
Scope	
Sell the land on Main Street currently held by the library district. The land was originally purchased in 2016 for \$925,000.	
Costs - Short Term:	Costs - Long Term:
<ul style="list-style-type: none"> • Brokers' fees 	<ul style="list-style-type: none"> • None
Service Impacts	
<ul style="list-style-type: none"> • None 	
Staffing Impacts	
<ul style="list-style-type: none"> • None 	
Pros	Cons
<ul style="list-style-type: none"> • Provide liquid assets that may further other capital projects in the district — estimated at \$1.2 - 1.6M. 	<ul style="list-style-type: none"> • Land is a finite resource, and limited in availability in the Windsor community. • Located in the geographic center of the district with high visibility, a large lot size, and expansion capabilities. • Would limit potential expansion in the Windsor area. • With the impact of COVID-19 on the economy, this may not be the ideal time to sell a property in a lucrative location.
Scalability	
<ul style="list-style-type: none"> • N/A 	

How does this solution meet our mission and vision?

- Unless the liquid assets from the sale of this property are used for other capital projects, this solution would not meet our mission and vision.

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

- Unless the liquid assets from the sale of this property are used for other capital projects, this solution would not meet our needs or address our challenges.

What questions need addressed?

- What does/would the current and future market look like at time of decision making?

Questions & Feedback

Ranking

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

- See form



Questions?

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?



Next Steps

Next Up

- **January 28 Meeting: Update**

- **February 11 Work Session:**
 - Existing Building Options
 - One Large Facility
 - Co-located / Shared Facility Options
 - Developer Partnership Options
 - Financial options (Stifel)





Clearview Library District

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clearviewlibrary.org