



Community Taskforce on Sequim Library Expansion

Backgrounder and Scope of Work Statement

Thank you for your interest in the Community Taskforce on Sequim Library Expansion (CTSLE). Please read the following background information for a better understanding of the role of the CTSLE. Follow the “application” link on the Sequim Branch Library webpage for [instructions on how to apply](#) for membership on the CTSLE. Deadline for receipt of applications is August 15, 2015.

Background: Upon completion of a [Sequim Library Feasibility Study](#) in 2014, the NOLS Board of Trustees directed library staff to initiate a schematic design process for a larger Sequim Branch Library building. There are three main activity paths to accomplish during this phase, summarized very briefly as follows.

Activity path 1: CTSLE and community engagement. The Library Board directed staff to develop a citizen input process that would provide for significant community involvement. A citizen taskforce is now being established to work with NOLS staff to:

- expand community awareness and facilitate input to the design process through community meetings and other outreach efforts;
- participate in the schematic design process with staff, Board, and architect; and
- research funding options and timelines.

Activity path 2: Schematic design. In this set of activities Library staff will seek architectural assistance through a Request for Qualifications (RFQ) process, and contract with the successful architect to work with staff, Board, and the CTSLE in development of a building program, project budget, and schematic design for a larger Sequim Library.

Activity path 3: Library Capital Facilities Area (LCFA) formation. In this activity path Library staff will secure the services of an attorney and other professionals to educate and advise the CTSLE, staff and Board regarding Library Capital Facilities Area (LCFA) requirements and timelines. Staff and CTSLE will work together to explore options and formulate recommendations to the Board.

Formation of the CTSLE is an essential next step in the effort to expand the Sequim Branch Library. Additional project activities will build on the work of the CTSLE, and the timelines for the three activity paths will intersect and overlap.

The **Community Taskforce on Sequim Library Expansion (CTSLE)** will play an essential role in facilitating community input to this process. The CTSLE make-up and role is described in more detail below.

Membership in the CTSLE. The breadth and diversity of potential stakeholder interests in a Sequim Library expansion project precludes direct participation of all stakeholders on a citizen committee. For maximum functionality, the CTSLE will be a small and agile working group of approximately 5-7 motivated volunteers. The CTSLE will work with, and receive substantial support from, the Library Director, the Sequim Library Manager, a Library Board liaison, and other library staff as required. Membership of the CTSLE will be selected by application process, with the Chair to be determined by the group.

Applicants for positions on the CTSLE must reside and/or work in the Sequim Dungeness Valley library service area. Additional attributes sought for the CTSLE include:

- An interest in expanding the Sequim Branch Library;
- Some prior knowledge of, and involvement with, public libraries;
- Skills and experience pertinent to the nature of the CTSLE assignments;
- Ability to represent a diversity of community interests and to facilitate connections to a diversity of community stakeholder groups.

Proposed scope of work for the CTSLE. The CTSLE will undertake the following tasks:

- Educate and inform members of the public about the proposed Sequim Library expansion project;
- Facilitate community input to the schematic design process;
- Solicit public comment through community meetings and presentations to key organizations;
- Incorporate community input into the CTSLE's work with staff and architect on development of building program, project budget, and schematic design;
- Research and evaluate a project timeline and outline an LCFA election plan;
- Make recommendations to NOLS Board of Trustees regarding proposed election strategy, project timeline, and public involvement plan.

Timeline for CTSLE activities. The CTSLE will convene in late summer or early fall of 2015. Work of the Taskforce is expected to take approximately 6-9 months to complete; there is likely to be both periods of greater busyness and relative inactivity during that time frame. Taskforce participation will require attendance at periodic meetings, frequent interaction using email, attendance and involvement during community presentations, and some independent "homework." Project timeline and meeting schedule will be developed by the membership in collaboration with Library staff.

Questions? Please contact Library Director Margaret Jakubcin at Director@nols.org or 360.417.8500 x 7714, or Sequim Library Manager Emily Sly at ESly@nols.org or 360.683.1161 x 7765.