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STAFF REPORT

DATE: February 8, 2024
TO: Library Joint Powers Authority Board
FROM: Eric Howard, Interim Library Director
RE: LAC Commission Appointment Process/Procedures

STAFF RECOMMENDATION

For each jurisdiction to appoint someone within their jurisdiction to be responsible for updating LAC information on their jurisdiction's webpage to include how potential members can apply for a vacancy and the process for filing the vacancy.

DISCUSSION

In an effort to make the process of LAC appointments more transparent for both the public and the staff, the following procedures need to be established for effective communication and coordination between the Library and the jurisdictions appointing future LAC members.

SCPL's LAC webpage lists commissions by name as part of the Roster of Current Members. This list also includes their end of term dates.

The LAC Clerk will be responsible for posting upcoming vacancies on this SCPL webpage 3-months prior to the commissioner's end of service date.

The jurisdiction will need to provide and update their weblink with information on the LAC appointment, application procedures, and details on how the seat will be filled.

These procedures ensure that future interested candidates will be alerted of vacancies via the SCPL LAC webpage with links to the jurisdictions' webpage. This will help applicants navigate the appointment procedures for that particular jurisdiction.

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