



COUNTY OF HUMBOLDT

For the meeting of: 12/16/2025

File #: 25-1414

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

Vote Requirement: 4/5th

SUBJECT:

Authorize an Increase of 5% Above Base Salary for Corin Balkovek Library Division Manager of Acquisitions and Technical Services While Performing the Principal Duties of Division Manager for Adult & Youth Services (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize an increase of 5% above base salary for Corin Balkovek Library Division Manager for Acquisitions & Technical Services while performing the principal duties of Division Manager for Adult & Youth Services, under the Humboldt County Salary Resolution, Section 7. (4/5 Vote Required)

STRATEGIC PLAN:

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Workforce & Operational Excellence

Strategic Plan Category: 3001 - Support a well-trained workforce

DISCUSSION:

On July 9, 2025, the Library Division Manager for Adult & Youth Services, submitted their resignation. Since Aug. 15, 2025, the Library Division Manager for Acquisitions and Technical Services has been providing essential division manager-level support to the Adult Services team, ensuring operational continuity in a challenging budget year. This additional workload underscores the critical support the Library Division Manager provides. Corin's primary duties as the acting Library Division Manager of Adult and Youth Services, is providing support for the adult services team. This includes developing, facilitating, promoting, evaluating, and presenting adult programs and services. As the Adult Services Division Manager, Corin provides support for adult programs throughout the library system and community. Corin will serve as liaison between the library and community-based organizations that work with adults. She directly supervises staff who are responsible for the Humboldt Room, Library website, social media, zip book and inter-library loan programs, special collections, and reference desk services. Corin provides support for a 4-member team who work directly with the public. Corin is responsible for these duties as Acting Division Manager of Adult Services in addition to her normal role as the Division Manager of Acquisitions and Technical Services. In her Acquisitions and Technical Services role, Corin directs and provides support for the ongoing maintenance activities for the library's collection of books and other materials. Corin provides support for a 6-member team who typically perform their work behind the scenes. This team is responsible for ordering, cataloging, processing, and maintaining materials for library users.

SOURCE OF FUNDING:

Library Fund (1500)

FINANCIAL IMPACT:

Expenditures (Fund, Budget Unit)	FY25-26
Budgeted Expenses	<u>\$3,654</u>
Additional Appropriation Requested	
Total Expenditures	<u>\$3,654</u>

**Projected amounts are estimates and are subject to change.*

Funding Sources (Fund, Budget Unit)	FY25-26
Library Fund	<u>\$3,654</u>
Total Funding Sources	<u>\$3,654</u>

**Projected amounts are estimates and are subject to change.*

Narrative Explanation of Financial Impact:

The total annual salary and benefit cost for the Library Division Manager for Adult & Youth Services at step 1A is \$121,624 in the Library budget, 1500--621, resulting in an overall annual savings of \$117,970. The annual salary associated to the proposed increase is \$3,654. The Library budget for fiscal year 2025-26 has salary savings to fund this increase as a result of freezing the Library Division Manager for Adult & Youth Services position for fiscal year (FY) 2025-26.

STAFFING IMPACT:**Narrative Explanation of Staffing Impact:**

Approving the salary increase for Ms. Balkovek will provide temporary support for the Adult & Youth Services division through the end of FY 2025-26.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your board could deny the salary increase for Ms. Balkovek. However, this would leave the Adult & Youth Services division without the ongoing support of a division manager.

ATTACHMENTS:

ATTACHMENT 1: Job Flyer Bulletin for Library Division Manager: Acquisitions & Technical Services

ATTACHMENT 2: Job Flyer Bulletin for Library Division Manager: Adult & Youth Services

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A