EXHIBIT 5

CLEVELAND PUBLIC LIBRARY

Human Resources Committee Report
March 19, 2009

PROPOSED ADDITION TO THE HUMAN RESOURCES MANUAL

In accordance with Section 121.2 of the Human Resources Manual which reads, "No changes may be made in the provisions of this Manual without the approval of the Board of Trustees," the following recommendations are submitted for approval:

Section 500 – Staff Development
    Add New Sub-Section: Succession Planning – 515

515.1 - It is the policy of Cleveland Public Library to help employees develop to the full extent of their potential and, to the extent possible for the library, to help them achieve realistic career goals that satisfy both individual and library requirements. The library also recognizes that each individual is responsible for making a personal investment in their own career development.

515.2 - The purpose of the succession planning program at Cleveland Public Library is to ensure a candidate pool of internal talent for administrative and managerial positions. Cleveland Public Library is fully committed to equal employment opportunity for all employees, regardless of age, disability, race, religion, sex, sexual orientation, creed, color, or national origin.

Be it resolved that the proposed addition to the Human Resources Manual be approved by the Library Board of Trustees, to become effective immediately.

Cleveland Public Library

Succession Planning Objectives 2009-2010

Library Administration's objectives are ...

- Implement a Human Resources Information System (HRIS) to integrate all relevant employee information in an online environment.

- Implement the "Library Manager" training program designed by a management task force to better equip managers with needed skills and competencies

- Provide training for managers on how to do effective performance evaluations, ("Library Manager" training module)

- Provide training for managers on how to do effective "individual development plans" ("Library Manager" training module)

- Refine the process used to nominate managers to attend internal and external management and leadership development programs

- Put the revised job descriptions in place and make them readily available to all staff

2010

- Investigate piloting a management cross-training and job shadowing program at CPL

- Communicate career development opportunities/ideas on a regular basis

- Investigate the use of management assessment tools that can be used to identify management competencies and areas of development

- Establish a team to begin discussion of a Library diversity plan

The succession planning objectives are subject to budget and time constraints.