



**GEORGINA PUBLIC LIBRARY
Public Library Board Agenda**

Thursday, February 20, 2025
7:00 PM

Pages

1. CALL TO ORDER

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

2. ROLL CALL

3. INTRODUCTION OF ADDENDUM ITEM(S)

4. APPROVAL OF AGENDA

5. ANNOUNCEMENTS

6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

7. ADOPTION OF MINUTES

January 16, 2025 Meeting Minutes

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8. SPEAKERS

9. DELEGATIONS/ PETITIONS

10. PRESENTATIONS

11. CONSENT AGENDA

1. Branch Report

10

2.	GPL Goals	14
3.	Financial Statement December 2024 updated	17
4.	Media Scan	18
12.	VERBAL COMMUNICATIONS	
1.	CEO Update (J. Moncada)	
2.	Board Chair Update (B. Sabatini)	
3.	Friends of the Library Update (R. Beechey)	
4.	OLA SuperConference Report (A. Braund, K. Coates)	
13.	OLD BUSINESS	
14.	NEW BUSINESS	
1.	Policy Review	
a.	Violence and Harassment-Free Workplace	51
b.	Health and Safety	68
2.	Opening Discovery Branch on Monday of March Break	
	Recommendation:	
	That the Georgina Public Library Board approve opening the Discovery Branch from 10:00am-6:00pm on Monday, March 10, the Monday during March Break, to offer programs and services to residents while students are on break.	
3.	Report: CEO 6-month Review	70
	Recommendation:	
	That the CEO 6-Month Review Report be received.	
15.	CLOSED SESSION	
16.	NEXT MEETING DATE/TIME	
	March 20, 2025	

17. MOTION TO ADJOURN



GEORGINA

GEORGINA PUBLIC LIBRARY

Georgina Public Library Board Minutes

Date: Thursday, January 16, 2025
Time: 7:00 PM

Members of Board Present: Dave Neeson
Bobbi Sabatini
Naomi Davison
Nancy Rodrigues
Leslie Johnstone
Rita Beechey
Alicia Braund
Kathy Coates

Members of Board Absent: Madalyn Calzavara

Staff Present: Serena Hamlyn
Joe Moncada
Anna Delong
Chad Parisien
Nikolina Likarevic

1. CALL TO ORDER

The Meeting was called to order by the Chair at 7:03pm

“Georgina Public Library recognizes and acknowledges that we are on lands originally used and occupied by the First Peoples of the Williams Treaties First Nations and other Indigenous Peoples, and we would like to thank them for sharing this land. We would also like to acknowledge the Chippewas of Georgina Island First Nation as our close neighbour and friend, one with which we strive to build a cooperative and respectful relationship.

We also recognize the unique relationship the Chippewas have with the lands and waters of this territory. They are the water protectors and environmental stewards of these lands and we join them in these responsibilities.”

2. ROLL CALL

As noted above.

3. INTRODUCTION OF ADDENDUM ITEM(S)

No Addendum Items.

4. APPROVAL OF AGENDA

GLB-2025-001

Moved By Nancy Rodrigues

Seconded By Kathy Coates

That the January 16, 2025 Agenda be adopted as presented.

Carried

5. ANNOUNCEMENTS

1. Introduction of new Manager, Library Customer Experience - Nikolina Likarevic

The CEO introduced GPL's newest employee, Nikolina Likarevic, *Manager, Library Customer Experience*, to the Library Board.

6. DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

7. ADOPTION OF MINUTES

December 19, 2024

GLB-2025-002

Moved By Rita Beechey

Seconded By Alicia Braund

That the minutes of December 19, 2024 be adopted as amended.

Carried

8. SPEAKERS

None.

9. DELEGATIONS/ PETITIONS

None.

10. PRESENTATIONS

None.

11. CONSENT AGENDA

1. Branch Report
2. Quarterly Statistics
3. Work Plan Update
4. Financial Statement
December 2024
5. Media Scan

GLB-2025-003

Moved By Dave Neeson

Seconded By Naomi Davison

That items 11.1, 11.2, 11.3, 11.4, and 11.5 - Consent Agenda be accepted as presented.

Carried

12. VERBAL COMMUNICATIONS

1. CEO Update (J. Moncada)

COMMUNITY CONNECTIONS

- On Thursday, December 19, Jennifer attended Jersey Public School's Winter Concert. At this event, she spoke with 75 youth and adults about library programs and services.
- On Saturday, February 1, GPL staff will be representing the library at SnoFest at the ROC. We will also be running a Family Storytime at the event.
- GPL is partnering with the Regional Municipality of York and NewMakelt to host a Repair Cafe at Discovery Branch on Saturday, March 1 from 10:00 a.m. to 2:00 p.m. Starting on Tuesday, January 28 at noon, Georgina residents will be able to register for a timeslot for the event to have an item repaired.

SPACES

- Nothing to report.

PEOPLE & LEADERSHIP

- Nikolina Likarevic's first day with us was on Monday. Nikolina joins us in her role of Manager, Library Customer Experience.
- Joe met with the Principals of Black River and St. Bernadette's schools to discuss the Library-School relationships, the opportunity to build on that, and collaborate on projects in the future.

COLLECTIONS & PROGRAMS

- Weekly children's programs at GPL resumed on Tuesday, January 7.
- Information about our Spring programs, running from March to May, will be available to the public on Tuesday, February 11.
- On Thursday, January 9th we ran a Tech and Tea program at the Sutton Branch. This program was hosted by our two eService Technicians, Ruth and Anna, and provided customers the chance to ask any technology related question in a welcoming group environment. Eight people attended this first session and a number of questions were answered including help with personal devices, cloud storage, and library resources. We look forward to offering this program on a monthly basis, rotating between the four library branches.
- On Saturday, January 25, GPL is hosting it's first ever Family Literacy Day Celebration at 10:30 a.m. at Keswick Branch. Participants will enjoy an interactive music performance from children's musician, Russ Clayton. They will also receive a free book, and pick up some early literacy tips.
- To foster sustainability in the community, GPL is hosting a Jigsaw Puzzle Swap as part of National Puzzle Day on Wednesday, January 29 at 6:30 p.m. at Keswick Branch. Participants will have an opportunity to donate and bring home a new puzzle for free. Community members can start donating puzzles for the swap on January 19.
- As part of the funding we received from the 2024-2025 Seniors Community Grant, seniors will have an opportunity to make their own book nooks, using our Glowforge, at no cost in our Maker Space on January 23 and February 20. Other free Seniors Maker Space programming we have been able to offer with these funds is as follows: two Introduction to 3D printing workshops last fall, and two upcoming leatherworking workshops in March 2025. Additionally, the grant funds have supported the purchase of 5 additional C-Pens (assistive text to speak reading devices) in our branches, and a local author talk with Darryl Cheng. This

talk is taking place at Keswick branch on Tuesday, February 22 at 2:00 p.m. Participants can register for the talk starting at noon on Tuesday, January 28. We are grateful for the opportunity to offer these free programs and have applied for grant funding again for 2025-2026.

2. Board Chair Update (B. Sabatini)

- The Board Chair continues to meet regularly with the CEO
- This Saturday, January 18, there is a Maker Space Pop-in program

3. Friends of the Library Update (R. Beechey)

- The Friends have not had a meeting since the last Board meeting took place
 - their next meeting is scheduled for January 20
- The Friends have provided funding for the Library for a sublimation printer, ink for the printer, and laminator
- At the Friends' next meeting, they will start work on planning for the Earth Hour event and the Spelling Bee.

GLB-2025-004

Moved By Kathy Coates

Seconded By Alicia Braund

That items # 12.1, 12.2. and 12.3 - Verbal Communications be accepted as presented.

Carried

13. OLD BUSINESS

1. GPL Goals Document adoption

GLB-2025-005

Moved By Nancy Rodrigues

Seconded By Rita Beechey

That the GPL Goals Document be adopted as presented.

Carried

14. NEW BUSINESS

1. Policy Review: Board Structure Bylaws

GLB-2025-006

Moved By Leslie Johnstone

Seconded By Alicia Braund

That the Board Structure Bylaw Policy be adopted as presented.

Carried

15. OTHER BUSINESS FOR WHICH NO NOTICE HAS BEEN GIVEN

None.

16. CLOSED SESSION

None.

17. NEXT MEETING DATE/TIME

February 20, 2025

18. MOTION TO ADJOURN

GLB-2025-007

Moved By Kathy Coates

Seconded By Alicia Braund

That the Board meeting of January 16, 2025 adjourn at 7:42pm.

Carried

Bobbi Sabatini, Chair

Serena Hamlyn, Executive Assistant to the Library Director/CEO

JOINT BRANCH REPORT - January 2025

Submitted by: Amy Butcher - Manager, Library Community Engagement
Becky George - Manager, Library eServices
Nikolina Likarevic - Manager, Library Customer Experience
Karolina Roussakis – Manager, Library Collections

COMMUNITY CONNECTIONS

- Amy, Joe, and Rita attended the Chamber of Commerce BreakNet Networking event on the morning of January 28
- In partnership with St. Bernadette's Catholic School, our School Library Technician at the Peter Gzowski Branch participated in the school's Family Literacy Day event on Monday, January 27. School families were invited to visit information booths throughout the school and library to learn more about the value and fun of literacy. We saw over 800 people come through the branch and Sherrey connected directly with at least 200 individuals. Promotional material about library resources and services were distributed as well. All stakeholders were happy with the event and hope to make it an annual occurrence.

SPACES

- Nothing to report.

PEOPLE AND LEADERSHIP

- On January 7, Nicole joined the Children and Youth Services team as a full-time temporary leave replacement for another staff member.
- Nikolina Likarevic joined the GPL team in the role of *Manager, Library Customer Experience* on January 13
- Members of staff, as well as a couple Board members attended various portions of the OLA SuperConference from January 29 - February 1

COLLECTIONS AND PROGRAMS

- On Thursday, January 9th, we ran a Tech and Tea program at Sutton Branch. This program was hosted by our two eService Technicians, Ruth and Anna, and provided customers the chance to ask any technology related question in a welcoming group environment. Eight people attended this first session and a number of questions were answered including help with personal devices, cloud storage, and library resources. We look forward to offering this program on a monthly basis, rotating between the four library branches.

- On Saturday, January 25, we hosted our first ever Family Literacy Day Celebration at Keswick Branch. Participants enjoyed a musical storytime from local children’s musician, Russ Clayton. Afterwards, participants got to leave with a free book. The program was a huge success with 104 people attending. Friends of the Library co-sponsored the program.
- On Wednesday, January 29, Tyler and Sara hosted our Tween Ukulele Circle group in our Maker Space Video Lab. The group learned the basics of video and sound production as they recorded their performance of Joy Vance’s Riptide using our green screen.

Dates	Program Name	Platform/format	Total views/ participants
Various dates	One-on-one technology help (eServices)	Email, chat, phone, in-person	41
January 7, 14, 21, 28	Family Storytime	Sutton	131
January 7, 14, 21, 28	Ready, Set, Kindergarten	Sutton	23
January 7, 14, 21, 28	LEGO Club	Discovery	50
January 7, 14, 21, 28	Reading Buddies	Keswick	64
January 8, 15, 22, 29	Family Storytime	Keswick	86
January 9, 16, 23, 30	Babytime	Keswick	71
January 9, 16, 23, 30	Ready, Set, Kindergarten	Keswick	23
January 11, 18	Saturday Family Storytime	Keswick	67
January 11	Pet Photo Buttons	Discovery-MS	14
January 14	Homeschooling Hangout	Keswick	37
January 17	PA Day: Customize a Coaster	Discovery-MS	28
January 18	Family Maker Space Activities	Discovery-MS	19
January 22	Let’s Make Stuff- Tweens	Keswick	27

January 25	Family Literacy Day Celebration	Keswick	104
January 29	Tween Ukulele Circle in Video Lab	Discovery	18
January 31	Town Camp Maker Space activities	Discovery-MS	35
January 31	PA Day:3Doodler Pens	Discovery-MS	15
All of January	Teens: Get Caught Studying	All branches	154
January 4, 8, 15, 18, 22, 29	Maker Space Pop in	Discovery-MS	42
January 14	Personalize a Mug for Adults	Pefferlaw	6
January 22	Customize a Coaster for Adults	Sutton	8
January 23	Make a Booknook for Seniors	Discovery-MS	5
January 26	Personalize a Photo Frame for Adults	Discovery-MS	4
January 7	Pefferlaw Book Club	Pefferlaw	11
January 7	Sutton Book Club	Sutton	7
January 15	Discovery Book Club	Discovery	6
January 2, 7, 9, 14, 16, 21, 23, 28, 30	Hooks and Needles Corner	Keswick	71
January 8	Pins and Needles	Sutton	18
January 16	Welcome Centre Immigrant Services	Keswick	4
January 14, 21, 28	All Babies Count- Prenatal Nutrition Program	Discovery	21
January 8, 15, 22, 29	English Conversation Circle for Newcomers	Keswick	20

January 8, 15, 22, 29	Stroke Drop in Support Group	Sutton	4
January 9	Tech and Tea	Sutton	9
January 28	Pour Your Own Natural Candle	Sutton	10
January 29	National Puzzle Day: Jigsaw Swap	Keswick	24
All of January	New Years Reading Resolutions Contest	All Branches	38
	All recorded videos, re-watched in January		0
		TOTAL	1315

TECHNOLOGY

- Nothing to report.



Georgina PUBLIC LIBRARY

Goals

Theme #1 - Inclusive & Responsive

1.1 Establish an Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee	Updates	Department	Status	Timeline
Form a committee to develop and oversee IDEA-focused initiatives.	> Started preparing for how this will be formed/run at GPL	Community Engagement	Progressing	Jul-25
Establish a quarterly meeting schedule and regular reporting to GPL leadership.		Community Engagement	Not Started	Sep-25
Conduct a system-wide accessibility audit; prioritize recommendations and implement actions within budget constraints.		Community Engagement	Not Started	Oct-25
Develop a display policy that accommodates festive branch decorations and recognizes religious and cultural occasions, ensuring inclusivity and respect for the diverse traditions within our community.	> Large topic of discussion during the 2024 holiday season between staff and customers. A formal policy is required.	CEO	Progressing	Oct-25
Evaluate collections at GPL to verify that we meet DEI standards that represent and meet the needs of our community.		Collections	Not Started	Dec-25
1.2 Analyze Community Needs and Priorities	Updates	Department	Status	Timeline
Integrate GPL-specific questions into the Town of Georgina's Customer Satisfaction Survey.	> Questions completed; Survey which is being distributed by the town is on hold due to Canada post Strike	CEO	Progressing	Feb-25
Share survey findings with staff and the Board to foster transparency and collaboration.		eServices	Not Started	Jun-25
NEW Work with GPL board, municipality and staff to open 2 selective Monday's (Family Day & March Break) at the DC Branch to better serve the community needs.		CEO	Progressing	Mar-25



Georgina PUBLIC LIBRARY Goals

Theme #2 - Green & Innovative

2.1 Expand Technology Literacy	Updates	Department	Status	Timeline
Complete the 2025 capital project to introduce a set of learning laptops for use by GPL staff and customers.	<ul style="list-style-type: none"> > Consulting with staff around technical and system requirements for the machines have been completed > Starting to work with IT on the procurement of the machines. > IT is currently experiencing a 1-2 month wait times for deliveries which could delay the deployment. 	eServices	Progressing	Mar-25
Pending the purchase of the learning laptops, create a set of technology-focused programs and workshops to help residents effectively utilize library resources.	<ul style="list-style-type: none"> > 1st Tech program planned for Sutton; will leverage as focus group to gain insights to what to offer in H2 	Community Engagement	Progressing	Sep-25
Maximize community engagement with the Maker Space within current resource limits by enhancing targeted programs, educating the public on available equipment, utilizing the space for less technical programming, and gathering data to support future resource needs.	<ul style="list-style-type: none"> > Adding more, non-equipment related programs to utalize the space. > Offering monthly Senior's Maker Space Open Houses starting in Spring 2025 > Applied for a 2025-2026 Seniors Community Grant to expand Maker Space offerings to seniors > Partnering with York Region to host a Repair Café on March 1. 	Community Engagement	Progressing	Aug-25
2.2 Introduce Green Programming	Updates	Department	Status	Timeline
Develop and launch library programs focused on sustainability, environmental stewardship, and green initiatives.	<ul style="list-style-type: none"> >Partnership (York Region) to run a Repair Cafe on March 1 > NewMakelt Partnership (Newmarket group)-- doing a workshop in spring; inclduing build a bird house > Gwynne Dyer - Climate Change Talk (At Stephen Leacock Theatre) > 2 facilitated community swaps in Spring - coats and boots > Scrapbooking Swap Program > Recycling material from Maker Space 	Community Engagement	Progressing	May-25
2.3 Introduce New Staff Technology	Updates	Department	Status	Timeline
Complete the 2024 capital project to install new technology at service desks across all branches.	<ul style="list-style-type: none"> > Running analysis of what is needed and costing it out with IT 	eServices	Progressing	Sep-25



Georgina PUBLIC LIBRARY

Goals

Theme #3 Empower & Connect

3.1 Strengthen Staff Development	Updates	Department	Status	Timeline
Develop and implement a formal onboarding plan and checklist for all new GPL team members.	> Completed the first one with the new Manager position to set framework and expectations moving forward. > Union staff is the priority for this	Customer Experience	Progressing	Jul-25
Allocate and schedule the dedicated 10 hours within the CUPE agreement for onboarding activities.		Customer Experience	Not Started	Jul-25
Collaborate with departments to identify and provide specialized training for Library Assistants (LA) specialist roles.		Collections	Not Started	Oct-25
Begin Collective Bargaining with 905.13	> GPL has been given the notice to bargain. > Working with HR to highlight suggestive changes in the CA.	CEO	Progressing	TBD
3.2 Support Library Board Governance	Updates	Department	Status	Timeline
Create and regularly update the Board on GPL's 2025 goals, ensuring alignment with the Strategic Plan.	> This current form > December board meeting for feedback; January Board Meeting for approval; February Board meeting for routine execution	CEO	Complete	Feb-25
Invite the Clerks department to attend board meetings and provide an assessment of governance structure and recommendations.	> Clerks attended November Board meeting	CEO	Delayed	Feb-25
Coordinate additional governance training and resources for the Board, facilitated by the Clerks department.	> Board Chair and Vice-Chair session held on February 10 > Aiming to schedule remaining training sessions for early 2025	CEO	Progressing	Mar-25
Revise and update the board package based on feedback from the Clerks department and incorporate the new Strategic Plan.	> Updated elements of the Board By-Laws on the agenda for January's Board meeting	CEO	Complete	Feb-25
3.3 Enhance Community Engagement	Updates	Department	Status	Timeline
Develop a 2025 major communications calendar to align messaging across online platforms, branches, and displays.	> Step #1 is complete as Marketing and Communications has a clear home/mandate under the eServices team	eServices	Progressing	May-25
Execute a direct mail campaign as part of the 2024 capital project to drive awareness of library branches and services.		eServices	Not Started	May-25
Complete the Google Ad-Grant application and begin utilizing non-profit benefits from Google.		eServices	Not Started	Aug-25
Conduct a comprehensive review of the library's communication strategy, detailing the purpose and usage of each communication channel moving forward.		eServices	Not Started	May-25



Financial Statement - December 2024

Date: February 12, 2025

	2024 Actuals	2024 Approved Budget	Variance	Percentage To Date	Target to Date	Notes
Revenue						
Town Grant	3,353,540.00	3,353,540	-	100%	100%	Pro-rated
Provincial Grants	62,600	62,600	-	100%	100%	Pro-rated
Misc Grants	-	9,240	9,240	0%	100%	
School Board Revenue	63,830	63,830	-	100%	100%	Pro-rated
Donations	2,201	2,100	(101)	105%	100%	
Fines	3,429	8,400	4,971	41%	100%	
Misc Fees	758	3,100	2,342	24%	100%	Exam Proctoring, etc
Photocopying Fees	8,169	8,700	531	94%	100%	
Program Registrations	2,103	4,200	2,097	50%	100%	
Book Sale	884	2,400	1,516	37%	100%	
Room Rentals	2,865	6,100	3,235	47%	100%	
Provision from Reserve	10,000	10,000	-	100%	100%	Pro-rated
Total Revenues	3,510,381	3,534,210	23,829	99%	100%	
Expenses						
Salaries & Benefits	2,645,183	2,603,870	(41,313)	102%	100%	
Library Board	2,600	4,800	2,200	54%	100%	Projected
Library Operations	305,625	454,090	148,465	67%	100%	Utilities, cleaning, courier, supplies, etc.
Training	6,919	23,300	16,381	30%	100%	
Collections	198,128	234,420	36,292	85%	100%	
Telecommunications	21,411	36,940	15,529	58%	100%	
Covid-19 Expenses	-	-	-	N/A	N/A	No allotted budget
Misc	4,131	5,900	1,769	70%	100%	
Contribution to Reserve	170,890	170,890	-	100%	100%	Pro-rated
Total Expenses	3,354,887	3,534,210	179,323	95%	100%	
Net	155,494	-	(155,494)			

Kids' area set for \$250K expansion at Innisfil's Lakeshore library



[Chris Simon](#)

about 21 hours ago



Innisfil ideaLAB and Library children and youth services manager Amy Eastwood in the children's area, which is slated for a major expansion in the coming months. | Chris Simon/InnisfilToday

[Listen to this article](#)

00:03:49

INNISFIL — Kids could have more space to play, learn and explore at the Lakeshore library soon.

As part of the draft 2025-26 capital budget, the Town of Innisfil is planning to set aside \$250,000 this year for an expansion of the children's area at the Innisfil ideaLAB and Library's Lakeshore facility.

Since the budget won't be ratified until Jan. 29, library staff are waiting for the money to be formally approved before moving ahead with next steps. However, a request for proposals could be developed in February. After that, the children's area would be temporarily relocated into other sections such as the community room, with renovation work starting later in 2025, library chief executive officer Erin Scuccimarri said.

"I'm looking at the work happening this year if we can get all our ducks in a row," she said. "I find it to be a really exciting project. There's been such a change in our community; we have such a growing demographic of children and families and so many more people using the library. Being able to be more relevant to those needs in the community ... is really important."

The Lakeshore branch has outgrown its current children's area, necessitating a redesign, Scuccimarri said.

This renovation will be done without expanding the building footprint. Instead, the walls of an underused, 150-square-foot space adjacent to the children's area, which was purpose-built as a 'secret/exploration room', will be taken down. The kids section would also expand about 400 square feet into the main space of the library.

These changes will increase the size of the children's area by about 44 per cent, Scuccimarri said.

"(The area) has become too small," she said. "We like to do programming for preschool and school-aged children in that space. There isn't enough space for the growing numbers we're seeing."

As well, the current shelving units are considered insufficient for housing an expanded collection, which now includes several new formats such as e-books, and decodable literature included in the school curriculum that helps kids practice phonics skills.

"We're looking at shelving options that would be more playful, soft, or ways kids could explore, like perhaps little tunnels that go through," she said. "It's making the whole space more child friendly. It'll be more intentional, in terms of furniture choices and play elements."

Limited space also results in long wait-lists for many preschool-aged programs.

"There's so much changing, in terms of children's collections," Scuccimarri said. "And there's just not enough space for what we currently have and what we want to expand. We want to introduce

some multilingual children’s collections — some are on the way.”

Among other elements, the renovation would result in better sight lines, the addition of interactive feature walls, more seating for parents and tots, and a possible reorganization of the children’s book collection into themes.

“If this project is not approved, the current Children's space will not be able to meet the needs of our growing population,” the library said in a report contained within the capital budget document. “Fewer children and families will be able to access programs and collections, and the Library will not be able to expand our offerings to this very demographic who are heavily reliant on Library programming and resources.”

Scuccimarri emphasized the expansion will be flexible — meaning new children's area shelving and seating could be moved for special events where more space is needed in the main part of the library.

For more information on the library, visit innisfilidealab.ca.

We welcome your feedback and encourage you to share your thoughts. We ask that you be respectful of others and their points of view, refrain from personal attacks and stay on topic. To learn about our commenting policies and how we moderate, please read our [Community Guidelines](#).

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Trending

3731

Luck strikes again: Barrie couple wins almost \$60K in Lotto 6/49 draw

3670

LETTER: With looming U.S. tariffs, Trudeau wants Alberta's oil

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Innovative Barrie entrepreneur's hot idea building momentum

2365

'No reason for this': Barrie police nab driver for filming crash scene

2050

Two area restaurants cited for multiple health violations

Have a story idea?

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https://www.durhamregion.com/news/amazingly-popular-clarington-library-adds-rom-to-community-pass-program/article_2ae7979e-d2c1-5997-afad-54d29cb843ff.html

NEWS

'Amazingly popular': Clarington library adds ROM to community pass program

Admission passes part of Library of Things program

Visit the ROM for free with the Clarington Public Library.



By **Metroland Staff** Clarington This Week

Feb 7, 2025

Article was updated Feb 7, 2025



Visit the ROM for free with new community passes now available at the Clarington Public Library.

Metroland file photo

Clarington Public Library members can visit the Royal Ontario Museum (ROM) free of charge thanks to new community passes now available.

The library recently added the ROM to its community pass program, which allows library card holders to borrow family admission passes to local attractions and activities such as the Canadian Automotive Museum, CLOCA conservation areas, Ontario Parks, and Reptilia. Or they can borrow municipal swim/skate passes.

The passes are part of the Library of Things catalogue, which offers items other than books and media for members to borrow, such as sports equipment, snowshoes, binoculars, board games, telescopes, light therapy lamps, e-readers, cameras and more.

“The Community Pass program and the Library of Things are amazingly popular,” said Monica Machacek, CEO of Clarington Library, Museums and Archives. “It’s wonderful we’re now partnering with ROM to offer this amazing opportunity to our customers.”

The ROM Community Pass provides general admission for up to four people, and can be used multiple times during the loan period.

ARTICLE CONTINUES BELOW

NOW PLAYING





The library saw a 4.3 per cent increase in checkouts in 2024 compared to 2023, and a 3.6 per cent increase in total visitors.

For more information, visit www.cplma.ca.



Contact Metroland Staff at thenewsroom@metroland.com.

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THE FIFTH ESTATE

A shadow war on libraries

Some Canadian politicians and influencers, inspired by an American-born movement, are trying to roll back 2SLGBTQ+ rights in Canada — one book at a time.

By Grant LaFleche, Rachel Ward, Mark Kelley Feb. 7, 2025

There was a time, not so very long ago, when there was no place Theo Robertson wanted to be other than the small prairie town of Valleyview, Alta.

It is here, in a town tucked between Sturgeon Lake and the Little Smoky River about 350 kilometres northwest of Edmonton, that Robertson was raised. It is where she went to school and met friends. It is where she works in her grandfather's garage to earn pocket money.

But Valleyview no longer feels like home to the 17-year-old transgender teenager. The town now conjures up a darker feeling.

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

"I feel terrorized almost. I feel like existing in my community has just become harder than it was ever intended to be," said Robertson.

ADVERTISEMENT

On the streets of the town, in public meetings and on social media, Robertson says she has been openly accosted by adults because of her gender. And it all started when she stood up for the public library.

Since 2023, a fierce debate over the fate of the library has exposed political fault lines in the once close-knit town of nearly 1,800 people. Defenders of the library and the local 2SLGBTQ+ community have been pitted against a secretive town council and its allies.

The fight is a deeply personal one for Robertson, who founded Valleyview's gay-straight alliance club, or GSA, in the library. Teens in the club say it is the only refuge in town for them — one Robertson now fears will be erased.

The conflict came to a head on Jan. 29, when the town-controlled majority on the board voted to close and move the library into a soon-to-be-built school complex. The space afforded to the library will be half its current size and potentially be subject to restrictive provincial rules around 2SLGBTQ+ expression in schools.

"This feels like this was the nail in the coffin," said Robertson. "I don't think anybody at our GSA would feel safe having the group at the new school."



The debate over the fate of the public library in Valleyview, Alta., has deeply divided the once close-knit town of nearly 1,800 people. (Jon Castell/CBC)

The experience in Valleyview is not an isolated one. An investigation by *The Fifth Estate* has found there is a shadow war in Canada against libraries and books. Its leading political actors, from small towns to large political parties, are linked to a broader grassroots movement. Steeped in conspiracy theories, this movement has stoked fears about gender identity education, child abuse and teachers.

Sometimes activists have moved through legitimate processes, including elections, running campaigns in often-overlooked races for school or library boards. Other times, they use established book challenge processes at libraries, which has caused a dramatic rise in attempts to ban books in Canada.

- **Watch the full documentary, “*The Shadow War on Libraries*,” from The Fifth Estate on [YouTube](#) or CBC-TV on Friday at 9 p.m.**

By analyzing more than a dozen hours of video footage, book challenge data, social media activity and secret recordings, *The Fifth Estate* traced this web of influence to the United States, where an anti-2SLGBTQ+ campaign evolved from right-wing campaign rhetoric to laws that threaten libraries in Republican states.

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

The battle language of this movement is found in events held by the political activist group Take Back Alberta (TBA), where the audience was told books, libraries and schools are weapons being used to corrupt children's souls and destroy Western civilization. With the stakes this high, Take Back Alberta's firebrand leader David Parker urged his listeners to act.



“We are on the precipice of a communist revolution. It's literally happening right before your eyes. If we rise up, we can stop it,” Parker told his followers at one of these events. “If you're too busy to save your civilization, then you deserve the gulags.”

In Valleyview, the movement's influence looms over the landscape. On the highway into town, local business owner Rod Perron erected a massive tower in his canola field. Draped over its frame is a banner with an unmistakable message: “Taking Alberta Back.”

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

“I think it means to me that we're moving in the right direction, getting back to our core roots,” said Perron. “I guess Take Back Alberta has a lot of influence on social issues.”

The debate over social issues is tied the fate of the library in Valleyview and became so divisive that one of the town councillors pleaded for unity.

“Let's not go into the community and cause a big divide,” said Coun. Samantha Steinke at an April 2024 town hall meeting. “We have half the community hating the other half of the community.”



Rod Perron's Taking Alberta Back tower in his canola field in Valleyview is a physical reminder of the influence of the Take Back Alberta grassroots movement in the small town. (Jon Castell/CBC)

A place to be themselves

For decades, Valleyview's library has stood on 50th Avenue, a road known around town as “Main Street.” It is home to more than books. It is a hub of community programs for kids, new Canadians and seniors, from reading time to computer classes.

There, surrounded by the stacks and shelves, a small group of 2SLGBTQ+ youth regularly gather. They play board games. They watch movies. They eat pizza.

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

Above all, they feel safe.

"It's sort of like a youth group with the underlying notion that we are accepting and that we love everybody," said Robertson. "They already identify as LGBT, and we just provide a space for them to be and to exist."

Some GSA members, like 18-year-old Grade 12 student Jazmin, said they were not comfortable meeting as a group at school.

"This space is definitely better than school because there's several teachers who have expressed their opinion about queer students," Jazmin told *The Fifth Estate*.

"It makes me feel like maybe this isn't who I'm supposed to be, like maybe I have to change myself because it's wrong," she said. CBC News is not publishing her full name to maintain her privacy for her protection.

In an emailed statement to *The Fifth Estate*, the Northern Gateway Public Schools, the school board that will get the town's library, said concerns about teachers' views of 2SLGBTQ+ students have not been raised with their administration.



Theo Robertson, 17, started the local gay-straight alliance in the Valleyview library so local 2SLGBTQ+ youth had a safe space to meet. She fears the club will close when the library moves into a yet-to-be built school complex. (Rob Krbavac/CBC)

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

Former library board director Debbie Stewart said outside the library walls, some townsfolk were suspicious of the local GSA.

“It wasn't some ulterior agenda. I mean it was just to help these kids have a safe place to meet because some of them aren't supported at home unfortunately,” said Stewart. “A lot of people took exception with that.”

Whatever the attitudes about the GSA in some corners of Valleyview, the town government made no public issue out of it. In fact, library staff had no idea their workplace would soon be the centre of controversy.

[WATCH / 'It doesn't matter what you identify as'](#)

The first sign of trouble arrived in 2023 as an oblique warning from the network of libraries in Canada that regularly communicate, said librarian Liz Griffiths-Garcia.

The message was stark — a storm was coming.

“You need to watch out because these people are a thing, and they might start trying to infiltrate your library board, they might start trying to influence things or censor books or make waves,” Griffiths-Garcia said she was told.

“These people,” as Griffiths-Garcia calls them, have made their presence known across Canada as the COVID-19 pandemic retreated. Protesters made headlines demonstrating outside libraries in opposition to drag queens reading books to kids and their parents, waving “protect the children” signs and making spurious claims of grooming, indoctrination and child abuse.



Protests against 2SLGBTQ+ books and drag story time readings for children in libraries have risen in cities across Canada in recent years, like this 2023 demonstration in Calgary. At these events, some protesters have made false claims of grooming and child abuse directed at the libraries. (CBC)

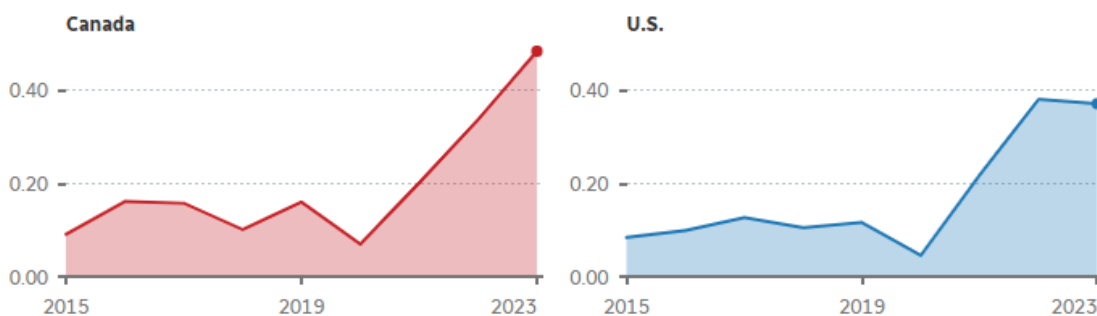
Beyond the public protests, there were more organized attempts to advance their agenda.

As the country began to crawl out from pandemic lockdowns in 2021, formal challenges to books in libraries began a sharp climb upward.

By 2023, book challenges in Canada increased nearly four times the pre-pandemic average, according to new peer-reviewed research by the Canadian Federation of Library Associations (CFLA).

Book challenges in public libraries are increasing

Number of instances per 100,000 people (per capita)



Source: Canadian Federation of Library Associations (CBC)

Researchers Michael Nyby and Richard Ellis found book challenges also changed in character. Previously, the small number of challenges were focused on material that

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could be considered racist or homophobic. Post-COVID, those challenges are intently focused on 2SLGBTQ+ materials — including books about gender identity, educational books on sexuality and even books that have gay or transgender characters.

Nearly half the book challenges in Canada in 2023 were related to 2SLGBTQ+ materials, up from 9.8 per cent in 2019.

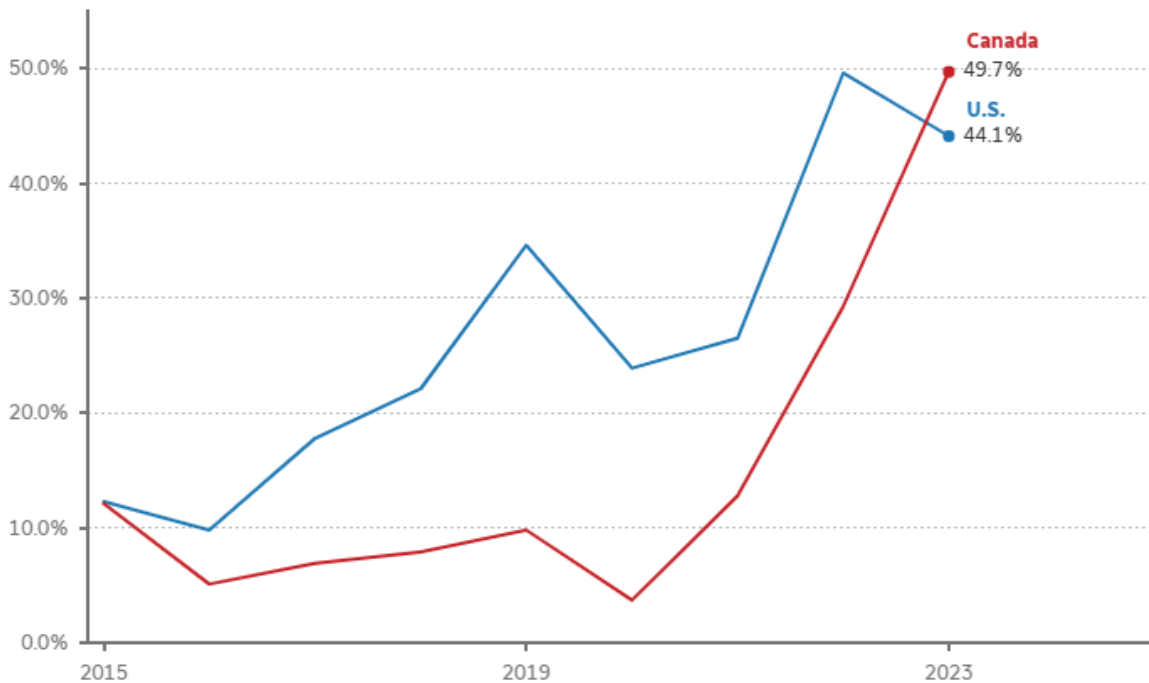
This shift did not happen in isolation. Ellis and Nyby found challenges in Canada echoed those in the United States. The same titles are often targets on both sides of the border.

"Given that the sudden about-face in Canadian library censorship trends closely followed a historic increase in similar challenges in the United States, it is difficult to imagine anything other than cross-border influence as the likely catalyst," wrote Ellis and Nyby.

Challenges sometimes succeed in getting books moved from one section of a library to another, but more often than not they fail to have books removed entirely.

Challenges against 2SLGBTQ+ books sharply increased in recent years

Percentage of total book challenges



Source: Canadian Federation of Library Associations (CBC)

Sometimes, those opposed to 2SLGBTQ+-themed books turned to more clandestine ways to attack books.

“We’ve always had challenges,” said Kelly Lauzon, a librarian at the public library in Airdrie, Alta., and a member of the CFLA’s intellectual freedom committee. “We’ve definitely seen an uptake in challenges, both indirect and direct to those types of materials.”

In 2023, those indirect challenges at the Airdrie library resulted in some books related to 2SLGBTQ+ themes and characters being flushed in used toilets in the women’s washroom. Lauzon said her library was not about to let vandals win the day. She reordered the books.

“Some people want to teach their kids about sex. Some people do not. And that’s OK,” Lauzon said. “That’s your freedom. But it is not your right to take that material away from other people who would like to teach their kids about gender identity and sex.”

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Kelly Lauzon, a librarian at the public library in Airdrie, Alta., and a member of the CFLA’s intellectual freedom committee, says attempts to remove 2SLGBTQ+-themed books from library shelves in Canada are on the rise. (Monty Kruger/CBC)

In Valleyview, a novel approach was taken to remove the books.

Local resident and self-described white “ethnocentrist” T.J. Kennedy — a photographer with connections to the local member of the provincial legislature and an influential Valleyview political family — took to the social media platform X in April 2024 to declare he was borrowing 2SLGBTQ+-themed children's books from the library.

He encouraged others to follow his lead and “create a perpetual book borrowing cycle that keeps these books off the shelves and in your dark closet at home out of reach and out of sight of any poor child they are wanting to groom.”

In an emailed statement to *The Fifth Estate*, Kennedy said “my motivation is to protect my children and this community's children from sexualization.”

The loss of books with gender identity themes or information can have a serious impact on 2SLGBTQ+ kids and their parents as they are trying to navigate the sometimes fraught landscape of gender identity, said Florence Ashley, an academic and associate law professor at the University of Alberta.

Those resources can help teens understand themselves, said Ashley, and are an invaluable tool for parents who need help to help their children.

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“Another thing is on a more basic level,” said Ashley, who is trans. “If you see books in the public library treating queer and trans characters as just a matter of course, then you're much more likely to just realize that, ‘Hey, maybe hating queer and trans people just because they're queer and trans is just not the way to go.’”



The GSA at Valleyview's library has been a safe haven for local 2SLGBTQ+ youth. The club faces an uncertain future now that the town is moving the library into a yet-to-be-built school complex. (Rob Krbavac/CBC)

The fabricated enemy at the gates

If Valleyview's town councillors had objections to what was on the library's shelves, they never said anything publicly. There were no public notices or debates in council chambers. But in December 2023, they cut \$60,000, about half the town's portion of funding, from the library budget.

Library staff said they learned about the cut from the local rumour mill.

"There is no coming back from 50 per cent," library director Kerri Danner can be heard saying in a video of an emergency library board meeting in December 2023 obtained by *The Fifth Estate*.

At the meeting was Coun. Ken Wittig, town council's lone member on the library board. He did not provide a definitive reason for the budget cut, but suggested the town's finances were a part of it, saying the town had not raised taxes in years.

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“As a taxpayer, I would like to be approached about that though before I hear that services are being cut,” Danner said.

“Well, we're not cutting services,” Wittig said.

“You are. Library services,” Danner said. “You're cutting library services.”

One board member asked Wittig if the budget cut was a way to starve the library to justify moving it into a planned new Northern Gateway Public Schools complex in the town — a move the library board rejected a year earlier.

“I don't think that's the case whatsoever,” Wittig said.

Members of town council, including Mayor Vern Lymburner, declined to speak to *The Fifth Estate*. They unanimously passed a motion in November behind closed doors, shortly before *The Fifth Estate*'s planned arrival in Valleyview, saying no member of the elected council can speak to the media.

In a two-sentence statement uploaded to the council's Nov. 25 minutes on the town's website, the council said that any decisions it makes are in the best interests of the town's ratepayers, but did not mention the library.



50th Avenue in Valleyview, known to residents as 'Main Street,' is a hub of business activity and has been the home of the town's library for decades. (Jon Castell/CBC)

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

The state of Valleyview's finances are not entirely clear in part because the town, unlike most Alberta municipalities, does not publish its annual budgets.

And there is no local news media in Valleyview to report on council deliberations — the town's only newspaper closed during the pandemic.

The council does post minutes of meetings, but they rarely include reports or details of debates. Council also does not livestream its meetings, having passed a resolution that forbids "recordings of any sort of council meetings as any recordings can be utilized in the future for legal purposes."

However, a 2023 audited budget statement obtained by *The Fifth Estate* shows the town ended 2023 with a \$1-million deficit, despite projecting a \$5-million surplus. The town also had nearly \$6 million in cash reserves.

"I don't believe it's the money issue at all," said Travis Werklund, vice-president of Valleyview's chamber of commerce.

"Sixty thousand dollars is not going to impact having to spend money for the roads or water storage after last year's fire season ... I don't think that \$60,000 has anything to do with either of those projects."

During the December 2023 emergency library board meeting, a furious Danner told Wittig the town council had better brace itself for the town's reaction to the budget cut.

"My gut is telling me that council has no idea of the backlash you're going to get," she said.

Taking the libraries back

Valleyview's library being in the midst of a political storm was new to the town, but is in keeping with Take Back Alberta's stated aim of creating change by seizing control of the low hanging fruit of democracy, like school and library boards.

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"I say this to all of you: Who here feels that horrible things are happening in our libraries?" Take Back Alberta leader Parker said during a 2023 rally outside Calgary city hall.

"The answer right now is that we have to get engaged. Every one of you has to begin participating in their democracy. If you want them to leave your kids alone, you have to be the ones making the decision about how that happens."

Low voter turnout, he said, is the key to victory.

"Albertans and Canadians are apathetic and lazy. They never show up," he said during another October 2023 speech in Calgary. "You could take over every school board in this entire province."



David Parker, seen here at the 2024 United Conservative Party annual general meeting in Alberta, is the man behind Take Back Alberta. To some, he is a divisive force in Alberta politics. To others, he is a grassroots hero. (Andy Hincenbergs/CBC)

Parker knows a thing or two about political success, having turned Take Back Alberta into a force in Alberta politics.

The group claims responsibility for forcing former Alberta premier Jason Kenney's resignation in 2022. And when the governing United Conservative Party held elections for its board of directors in 2023, several candidates sought Parker's endorsement — including Valleyview town Coun. Samantha Steinke.

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

“We're endorsing Sam,” Parker said in a video in which TBA vetted candidates. Steinke, he said, was the “only TBA person” running for a board position and “was one of the key organizers behind the entire freedom movement here in Alberta.”

Steinke's UCP connection runs in the family. Her husband, Nathan Steinke, works in the office of Todd Lowen, a UCP member of the provincial legislature and Alberta's minister of forests and parks. Prior to becoming a town councillor in 2021, Samantha Steinke ran the local UCP constituency association.

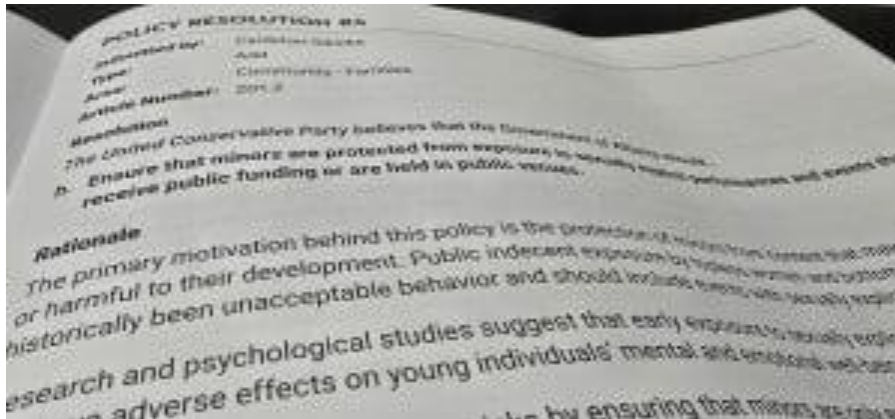
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Samantha Steinke was on the stage at the 2024 UCP annual general meeting in Red Deer, having won her board election, where thousands of party members were in attendance. Parker glad-handed his way through the crowds.

“There are 2,288 people from Take Back Alberta that are here,” Parker told *The Fifth Estate* in an interview from the floor of the convention. “That is just the people on my list.”

If Parker's claim is true, Take Back Alberta followers made up nearly 40 per cent of the UCP membership at the meeting. Alberta Premier Danielle Smith distanced herself from Parker in February 2024 after his social media commentary about federal Conservative Leader Pierre Poilievre's marriage. But TBA's influence in the wider UCP remains.

Parker watched as party members voted on policy resolutions, informed by TBA's positions, opposing gender affirming care, GSA rules and diversity and inclusion policies.



In November, members of the UCP in Alberta voted overwhelmingly in favour of policy resolutions like this one, which takes aim at drag story time events in public libraries. (Grant LaFleche/CBC)

The politics championed by Take Back Alberta are not limited to Wild Rose Country. There are similar efforts in other provinces.

In 2022 municipal elections in British Columbia and Ontario, for instance, candidates from groups such as "Vote Against The Woke" and "ParentsVoice B.C." ran in school board elections, although they only won a handful of seats.

[WATCH / 'I just speak what I believe to be true':](#)

The face of local government is changing as a result of these types of electoral efforts, said Paul McLauchlin, the president of Alberta's Rural Municipalities Association, who has served five terms in rural municipal politics.

Disinformation campaigns are stirring up voters around fabricated issues, he said, resulting in the election of politicians whose agendas have nothing to do with the often mundane tasks of maintaining roads or passing land use bylaws.

"Undeniably, you can definitely create pretty big armies on wars that may or may not exist," McLauchlin said. "And I think that you can start to feed people on some concerns that they have and create this bigger enemy; the bigger the enemy you create, the more people that'll join your side."

And the politics of real or imagined grievances can tear at the fabric of a community.

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“I think that when you deal with a small community, that can divide a council. I know people that will never talk to each other ever again over issues like this,” McLauchlin said.

In Valleyview, the library board is not elected, but chosen by town council. In the past, the library would select prospective board members who applied and present its choices to the town council for approval.

But in 2024, council unilaterally replaced some of the strongest library defenders on the board — including GSA supporter Debbie Stewart — and appointed its own hand-picked members. That resulted in the eight-member board being split down the middle between old and new members.

The town broke the impasse by adding a ninth member to the board.



Paul McLauchlin, president of Alberta’s Rural Municipalities Association, says disinformation is influencing voters to elect candidates for town councils and school boards whose political agendas have little do with the actual jobs of those bodies. (Andy Hincenbergs/CBC)

A town divided

As the library debate in Valleyview heated up, common ground became increasingly less common, and the teens who found refuge in the GSA felt like they were becoming outcasts.

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“My idea of common ground is being able to exist in this community,” said Robertson.

“And I think what [some town residents] think I mean by that is that people like me will suddenly start to control their town and that the rise in acceptance for people like me means that there will be a sudden spike in population of people like me and that we will take over ... but that’s not true.”

Robertson said hostility toward the local 2SLGBTQ+ community has become more open. During the 2024 annual town parade, Robertson was part of a Pride float. She was handing out candy to parade goers along the route when one man, in full view of other adults, harshly rebuffed the teen with homophobic slurs.

Roberston said the other adults nearby did nothing.

"I think really that we're kind of forgetting to be human beings and we're kind of just running with the biggest stick we can find," said Valleyview mechanic Ken Hoedl, Robertson’s grandfather.



Travis Werklund, vice-president of Valleyview's Chamber of Commerce and owner of the now-closed Tall Timbers café, says his business had to be shuttered as debate over the town's library heated up. (Jon Castell/CBC)

Other vocal defenders of the library were also victims of malicious smears, including Travis Werklund. Aside from his role at the chamber of commerce, he is an outspoken gay man and was the owner of the Tall Timbers café.

<https://www.cbc.ca/newsinteractives/features/a-shadow-war-on-libraries>

His café was once a hub of activity, even welcoming Premier Smith during a visit in the summer of 2023.

As the library debate raged on through 2023, Werklund says town employees, a core slice of his customer base, stopped coming to the café.

He says the decline in customers was fatal and by the summer of 2024, Tall Timbers was shuttered.

"It is the end of a dream," said Werklund. "Standing up for what I thought was just and right and loving actually backfired on me."

LISTEN / *Divisions in a small town:*

Shortly afterwards, T.J. Kennedy — the man who tried to get 2SLGBTQ+ books off the library shelves in town — celebrated the Tall Timber's closing with an X post dripping with damaging false accusations aimed at Werklund. Kennedy is friends with Samantha Steinke, and he said she helped him land a job with local MLA Todd Loewen.

The post included a selfie showing a grinning Kennedy pointing at the cafe's "closed" sign.

"Local groomer's business shut down permanently," wrote Kennedy. "Too bad so sad. FAFO."

In social media parlance, FAFO is both a warning and victory chant: "F—k around and find out."

"The more times that they say [groomer], the more people that believe it," said Werklund. "And it's filled with hate.... Those who know me will know that this is about hate."

Not everyone in town believes the 2SLGBTQ+ community is a target of discrimination, including Rod Perron, the man with the Taking Alberta Back tower.

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Valleyview, he says, is an accepting place, but those who support cutting the library budget, which he sees as a purely financial issue, are being unfairly painted as bigots.

“I think the gay thing, it's just like if you're not out there dancing on the street with them, well, then they're saying that there's something wrong with you,” said Perron. “I don't feel that they're discriminated [against] at all in our town. Maybe they just need to focus on something different and they'll probably fit in just fine.”

The conspiracy no one can see

The hostility toward 2SLGBTQ+ materials and programs in libraries in schools is explicit in Take Back Alberta events and rallies. *The Fifth Estate* has examined hours of video of these events featuring Parker at the microphone, where the mechanics of a sprawling conspiracy aimed at children are laid out as a clear and present danger to western civilization.

Those videos show that Parker is far from the only influential voice pushing these claims. In October 2023, Parker introduced a guest speaker at two Take Back Alberta events who described the architecture of the conspiracy.

"They turn the children against family. They turn the children against faith, they turn the children against themselves. They're alienating the children from who they are, incapable of understanding who they are," conservative American author James Lindsay said at a TBA event in Calgary.

“You're a parent, you show up to a school board in the United States and you complain about the perverted books they've got, you're a domestic terrorist,” Lindsay said.

Lindsay's conspiracy theory casts schools and libraries as communist revolutionary hotbeds. This rebellion is so insidious, he claims, that no parents can ever see it in action.

“It'll never show up in the curriculum. They'll never show up in the book. And if you see the homework yourself, you'll never get upset about a single question. You have to see

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what they're doing in the classroom,” Lindsay told the TBA crowd. “Let me give you a clue. If you show up that day, they won't do it that day.”

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Lindsay's views are not an aberration in the United States. *The Fifth Estate* found his rhetoric is a staple of Republican politics, where anti-2SLGBTQ+ sentiment has been turned into law. In several red states, these laws are designed to punish libraries for including 2SLGBTQ+ books in their collections.

“When we say that censorship is the greatest threat to democracy, it is true,” said Sherry Scheline, the director of the library in the small town of Donnelly, Idaho, where state legislation has put the library's future at risk. “When the politics comes knocking at our door, we have no choice but to become involved. Librarians have to step up and protect the books. That is our job because by protecting the books, protecting speech, we are protecting democracy as a whole.”

In Idaho, for example, the Republican-controlled state legislature passed Bill 710 last year, allowing anyone who finds a library book with content “harmful to minors” — which includes “homosexuality” — to sue the library for damages. If someone complains about a book, the law obligates a library to move it out of reach of minors or face a lawsuit with an automatic fine of \$250, plus damages awarded in a civil court.

In Donnelly, the library has tried to preserve its collection and programs within the law by becoming “adults only.” Children can only visit with a parent or if a parent has signed a consent waiver.

“There's no harm on my shelves,” Scheline said. “Our teen LGBTQ community is the most hurt by this legislation.... And they deserve to see themselves reflected in literature.”



Sherry Scheline, director of the town library in Donnelly, Idaho, says a new law aimed at 2SLGBTQ+ books forced her to make her library 'adults only.' She says anti-library laws are putting librarians on the front line of protecting democracy. (Mary Kienzle/Lightbender Media)

These anti-library laws are the latest manifestation of a current of anti-transgender sentiment roiling through Republican politics for years, said Madison Pauly, an investigative journalist with Mother Jones magazine in California.

Pauly said some Christian nationalist groups and politicians were looking for an issue to engage their base after gay marriage became legal and broadly socially acceptable.

America's small transgender population — less than one per cent of adult Americans, according to the Williams Institute at the University of California — became the target.

“People don't know a lot about transgender rights, this might seem very outside of their experience, so maybe it's something they can't relate to,” said Pauly of the rationale used by some social conservatives that she uncovered in her reporting on the movement.

“Let's try to spread misinformation about it and turn this into a political issue that can motivate voters.”

It began with stoking fears about transgender people in female bathrooms and sports, and eventually morphed into an attack on schools, libraries and 2SLGBTQ+ books.

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“It's been an incremental approach that at this point in the U.S. has become an all-out attack on trans people, their existence, their lives, their ability to live fully as themselves and publicly,” said Pauly.

The end of an era

The die was cast. The defenders of Valleyview's library tried to make their voices heard, but they were unable to prevent what was coming.

At a library board meeting on Jan. 29, the final decision was made. In a video of the meeting obtained by *The Fifth Estate*, the five town-picked members of the library board are seen outvoting the other four and deciding that the library would close in its current location and be moved to the new school complex. Like the meetings that preceded it, the deep divisions in Valleyview were on display.

“It is clear to me that a lot of private discussions and decisions have been made,” said longtime board member Kelli Reimer when the motion to close the library was debated.

“Excuse me,” said Tina Caron, the new board chair. “We are going to stick to the motion laid on the table. We don't need interjections of accusations.... So I need you to stick to the motion.”

“I feel that you are not allowing me to speak my opinion or my comments on this matter,” Reimer said.

Another board member said Caron was out of order by shutting Reimer down, but after conferring with a new face at the board table seated beside her, Caron dismissed the accusation. The person she spoke with was the newly appointed board record keeper, Nathan Steinke, Samantha Steinke's husband.

Samantha Steinke did not reply to several interview requests from *The Fifth Estate*. An interview request sent to the office of Loewen, the local member of the provincial legislature, went unanswered.

[WATCH / The board considers the library's fate:](#)

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In the audience was T.J Kennedy, who told *The Fifth Estate* in an emailed statement he sometimes escorts some board members to their cars after meetings to make sure they are safe.

The school board's proposed floor plan shows the library will be moved into a community space about half the size of the current library building. In a recording of the meeting obtained by *The Fifth Estate*, library directors were told the school board — which is chaired by Samantha Steinke's father-in-law — will control the space.

A library in a school has a different character than a public one, said Lauzon of the Airdrie library.

“Public libraries "collect a wide array of material for everybody on all different topics. We rely on parents to choose materials for their children whereas in schools they act in more of a parental capacity that way,” she said. “And so the collections policies are quite different from a school to a library.”



Robertson is leaving Valleyview for university in August. In the wake of the debate over the town's library, she says she doesn't think she will return. (Rob Krbavec/CBC)

On Feb. 1, library board chair Caron lauded the decision to move the library in a Facebook post, saying it would be a “model of success and innovation.”

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"I must stress that the school will not, and cannot under Alberta law, have control of the public library," Caron wrote. The debate about the decision continued in the post's comment section.

For Theo Robertson, the decision is a defeat. She will be leaving town for university in August, and does not expect to return.

"I used to think that maybe after I was educated and I had seen the world that I would come back here. Now I don't ever feel like that," she said. "I know how hard it was before. I can't even bear to think about how hard it's going to be to change things now."

Top graphic: Thomas Hall/CBC; photos: Monty Kruger/CBC; CBC | Video editing: Ryan Ferguson | Graphics: L.J. Cake | Copy editing: Janet Davison

Georgina Public Library Board Policy Manual

Policy Title: Violence and Harassment-Free Workplace

Intent

The Ontario Occupational Health and Safety Act and the Ontario Human Rights Code defines the duties and responsibilities of the employer, employees, and others to prevent workplace violence and workplace harassment. In compliance with the legislation, the Georgina Public Library Board adopts the following policies of the Town of Georgina, and its accompanying programs and statements, as amended from time to time:

- Respectful Workplace Policy and Procedures (Policy No. 16)
- Violence-Free Workplace Program
 - o Violence-Free Workplace Policy Statement
 - o Harassment-Free Workplace Policy Statement

POLICY HISTORY:	
Initial Draft	August 20, 2010
Draft Presentation Review	
Board Presentation:	September 23, 2010
Board Adoption:	September 23, 2010
Board Review:	February 15, 2018; February 20, 2020; January 20, 2022; February 16, 2023; February 15, 2024; <u>February 20, 2025</u>



Original Approval Date: December 2002
Policy Last Updated: 2020
Approved by: CAO

RESPECTFUL WORKPLACE POLICY & PROCEDURES

PURPOSE:

Town of Georgina employees, elected official and appointees are required to comply with this policy and be aware of the policies, procedures, laws and regulations that affect their job. The Town of Georgina is committed to providing a workplace free from discrimination, harassment and bullying, in which all individuals are treated with respect and dignity, are able to contribute fully and have equal opportunities.

This policy and procedures establish a problem solving approach to deal with harassment and discrimination issues. In the event that harassment or discrimination is alleged, every effort will be made to work with the people involved to find a fair and timely resolution of the matter.

LEGISLATIVE AUTHORITY:

This policy complies with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Every person who is an employee has a right to freedom from discrimination and harassment in the workplace by the employer or agent of the employer or by another employee based on the following prohibited grounds:

- Race
- Colour
- Ancestry
- Place of Origin
- Citizenship
- Ethnic Origin
- Disability (Physical, Mental or Learning)
- Creed (Religion)
- Gender Identity
- Gender Expression
- Family Status
- Marital Status
- Age
- Record of Offences (in employment only)
- Sex (including Solicitation, Pregnancy and Breastfeeding)
- Sexual Orientation
- Association or Relationship

POLICY STATEMENT:

The Town will take all reasonable steps to provide its elected representatives, employees, appointees, people under contract, students, volunteers and patrons with a work and service environment that is free of any form of discrimination, including harassment, personal harassment and bullying.

This policy is consistent with the Town's Values of Integrity, Accountability, Responsibility, Responsiveness, Professionalism and Respect. The Town of Georgina's Mission Statement is "Dedicated to providing exceptional municipal services" which extends to all employees, vendors, customers and the public. Through both words and actions, we must promote to a positive culture of tolerance, acceptance and inclusiveness.

DEFINITIONS:

Abuse of Authority:

Exercising undue power or authority related to his/her position with the intention of compromising someone's employment.

- Managing through fear, command and control rather than collaboration.
- Singling out an employee, selective denial of freedoms, selective access to resources or privileges, undercutting one's performance, skills or competencies.

Bullying:

Bullying is a form of harassment and involves acts that could physically or psychologically hurt or isolate a person in the workplace. It can involve negative physical contact, repeated incidents or a pattern of behavior intended to intimidate, offend, degrade or humiliate a particular person or groups of people which could be regarded as undermining the individual's right to dignity in the workplace. A single act of sufficient severity may constitute bullying.

Collusion:

Secret agreement or cooperation especially for an illegal or deceitful purpose acting in collusion with the opposing parties. Getting together to discuss an investigation to ensure consistent recounting of events.

Complaint:

A verbal or written allegation of an incident of discrimination, harassment or bullying.

Complainant:

The complainant is the individual who lodges a complaint.

Discrimination:

Discrimination is any distinction, intentional or not, based on prohibited grounds, which has the effect of imposing burdens, obligations or disadvantages on an individual that are not imposed on others, or which withholds or limits access to opportunities, benefits and advantages available to others.

Fairness for All:

Complainants should feel free to bring their complaints forward and those against whom allegations are made should have full and fair opportunity to respond to those allegations.

Harassment:

A course of vexatious comments or conduct directed toward an individual or group of individuals that is known or ought reasonably to be known to be unwelcome or unwanted. Harassment consists of comments or conduct linked to one of the prohibited grounds, which are hateful, insulting, intimidating, humiliating, malicious, degrading or offensive. Single acts of sufficient severity may constitute harassment.

Incident:

Circumstances that involve a potential violation of this policy and which is witnessed by those covered under the scope of this policy.

Investigator:

The investigator is the individual who conducts an investigation into the allegations brought forward.

Malicious

Resulting from a need to see others suffer.

Mediation:

Mediation is a form of alternative conflict resolution assisting two or more individuals in resolving their issues by reaching a mutual agreement.

Mediator

The mediator is an individual who assists in conflict resolution, based on allegations brought forward, through a mediation resolution process. The mediator is an active participant in the discussions and attempts to work out a solution agreeable by all parties involved.

Mobbing

This is malicious, non-sexual, non-racial, workplace harassment by several co-employees, subordinates or superiors conspiring together or “ganging up” to force someone out of their workplace through rumour, innuendo, intimidation, humiliation, discrediting and isolation.

Official (Elected or Appointed):

A person who holds a public office or membership on a Council Committee with the Town of Georgina whether obtained by election or appointed by the Town Council or the Municipality of the Town of Georgina.

Patron:

A person who is a customer, client, resident or guest of the Town of Georgina.

Personal Harassment

Properly discharged management responsibilities are not considered to be acts of personal harassment. Personal harassment involves patterns or repeated incidents of comment or conduct of an excessive nature that are known or ought reasonably to be known as unwelcome/unwanted, hateful, offensive, intimidating, hostile or inappropriate, but are not related to one of the prohibited grounds as defined in the Ontario Human Rights Code. Examples include but are not limited to:

- Repeated negative attacks on an individual’s personal or professional performance
- Excessive criticism in the presence of others
- Withholding information with the impact of affecting an individual’s ability to do their job or tasks, spreading malicious rumours
- Making malicious allegations on a repeated basis

Poisoned Work Environment:

Certain individuals subjected to attitudes, behaviours and conditions of employment different from those experienced by others. Creation of a negative working environment that affects the ability to participate on equal footing.

Prohibited Grounds as per Human Rights Code:

The prohibited grounds refer to those personal attributes that are recognized as the most common targets of harassing and discriminatory actions. For offensive behaviour to be considered discrimination or harassment, the focus of the comment or conduct must be directed toward one of the prohibited grounds listed under Legislative Authority page 1 of this policy.

Reprisal:

The threat or action of retaliation for claiming or enforcing one's rights.

Resolution Agreement:

An agreement that is signed by both the complainant and respondent outlining actions that have been agreed to based upon a facilitated discussion. This agreement provides the final resolution of the complaint.

Respondent:

The respondent is the individual who is alleged to have been the source of the discrimination, harassment, or bullying.

Rules of Evidence:

"Evidence" is the information and material that an investigator uses to reach "findings of fact". The findings of fact that the evidence generates are "what happened" for all intents and purposes. The "standard of proof" for fact-finding is "balance of probabilities". If the investigator hears directly contradictory evidence from two different witnesses, it will look to surrounding circumstances, other evidence of the witnesses, demeanour and documents, whatever is available, to see if there is some reason to prefer the evidence of one witness over the other. The evidence that they believe more, necessary, will be the evidence they hold as true, or to be a "fact".

Sexual Harassment:

Sexual workplace harassment means engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome.

Sexual workplace harassment can also be in the form of making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Sexual workplace harassment is one or a series of comments or conduct of a gender-related or sexual nature that is known or ought reasonably to be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate. Sexual workplace harassment also includes sexual advances and requests for sexual favours where submitting to or rejecting this conduct is used as the basis for decisions which affect an employee's employment, interferes with an employee's job performance, creates an intimidating or offensive workplace.

Social Interaction:

This policy recognizes that it is natural and common for people to develop social relationships through the workplace. On the other hand, if one person makes it known that they no longer consent to the relationship and the other person persists, this may be considered as a violation under this policy.

Vexatious, or Made in Bad Faith Complaints:

Vexatious complaints are without sufficient grounds and serve only to cause annoyance, frustration, or worry towards another individual. Complaints, which are found to be vexatious or made in bad faith, will result in a penalty against the complainant. The severity of the penalty will be determined based on the seriousness and impact of the complaint following an investigation.

Workplace:

Any location where an employee is considered to be in the course of employment. This includes municipally owned locations or vehicles, such as a municipal building, lunchroom, washroom, worksite, but also includes locations not owned by the municipality such as on private property when an employee is at that location for the purposes of fulfilling their employment duties. Workplaces may also include social gathering locations, conferences, training sessions or business travel vehicles and destinations.

Workplace Harassment:

Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known to ought reasonably to be known to be unwelcome.

RESPONSIBILITY:**Everyone is Responsible:**

Everyone associated with the municipality has a responsibility to ensure our environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this policy. Anyone who believes harassment is taking place is encouraged to notify his/her supervisor and/or the Human Resources Department.

Management/Supervisor Responsibility:

The Ontario Human Rights Code and Ontario Occupational Health and Safety Act provides that a person such as a manager or supervisor who has the authority to prevent or discourage harassment and discrimination will be held responsible for failing to do so. All managers and supervisors have a particular duty to act and deal with such incidents when they ought reasonably to have known that there is an issue to address. This duty includes the obligation to be familiar with and uphold this policy and any associated procedures. Any failure to act that results in harassment or bullying will not be tolerated and will be subject to discipline up to and including discharge from employment.

Policy Advisors:

All managers, supervisors and fire officers are responsible to act as policy advisors.

Respectful Workplace Policy Coordinator (RWPC):

The Director of Human Resources or designate to serve as the (RWPC). This person will have overall responsibility for the administration of this policy.

Investigator Responsibilities:

- Investigating complaints filed under this policy
- Examining the circumstances of a complaint
- Exercising objectivity
- Ensuring confidentiality
- Recording/maintaining appropriate documentation
- Discussing findings, conclusions and recommendations with the department head or Manager, as appropriate

WHAT IS NOT HARASSMENT?

A reasonable action taken by an employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including but not limited to:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- Imposing discipline for workplace infractions
- Requesting medical documents in support of absence from work
- Enforcement of workplace rules and policies
- Respectful workplace supervision, discipline and direction

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

TRAINING:

The municipality is committed to maintaining ongoing training initiatives to ensure compliance with this policy and procedures and its application.

Respectful Workplace Policy Coordinator (RWPC):

The Director of Human Resources or designate to serve as the (RWPC). This person will have overall responsibility for the administration of this policy.

All employees are required to review this policy and procedures. Additional training will be provided as needed, or when the policy and procedures is revised.

COMPLAINT/INVESTIGATION PROCEDURES:

A complaint should be made as soon as possible after the allegation of discrimination, harassment or bullying occurred, and normally within one year of the incident of discrimination, harassment or bullying.

When a complaint is reported (verbal or written) to their supervisor, manager, director or a member of Human Resources, the complaint will be assessed by the recipient in consultation with the RWPC, or designate, and an appropriate method of resolution will be determined, such as:

- Option 1: Individual Action
- Option 2: Informal Action
- Option 3: Facilitated Discussion
- Option 4: Formal Investigation

OPTION 1 – INDIVIDUAL ACTION

If an employee alleges that he/she is being discriminated against, harassed or bullied, contrary to this policy and procedures, the first recommended approach is for the complainant to tell the respondent that his/her behaviour/actions are unwelcome and must stop. This can be done verbally or in writing. If done verbally, it is recommended that detailed notes of the discussion be kept by the employee. It is recommended that the employee advise his/her director, manager or supervisor that this occurred.

OPTION 2 – INFORMAL ACTION

If an employee is not comfortable taking individual action or if the alleged discrimination, harassment, or bullying has continued after speaking with the respondent, the complainant should take his/her complaint to the supervisor, manager, director or a member of Human Resources, preferably in writing. Upon receipt of the complaint, the consultation with the RWPC, or designate, may determine that based upon the details provided by the complainant, an appropriate informal course of action will likely resolve the complaint. This may include the following:

The supervisor, manager, director or a member of Human Resources will meet with the respondent to explain the concern and provide an opportunity to respond. Based on the information received, an informal resolution may be achieved (i.e. an apology or actions, which will resolve the matter).

OPTION 3: FACILITATED DISCUSSION

A facilitated discussion is a voluntary process that the complainant and respondent have consented to whereby a facilitator (internal or external) assesses the complaint with the complainant. Once the facilitator has sufficient information, the complaint will be shared with the respondent. The respondent's side of the story is documented, then shared with the complainant. As long as both parties are willing to proceed to discuss the complaint with good will intent, a facilitated discussion will occur. Both the complainant and the respondent are allowed to be accompanied by a support person outlined below. In some cases a resolution agreement is developed in writing and signed by both parties.

If resolution is not reached, the facilitator shall advise the RWPC in writing, at which time appropriate actions will be identified which may include a formal investigation.

If a determination is made that the complaint falls under this policy and procedures and an informal process is not acceptable, or if the complainant does not consent to the informal process, a formal investigation may be commenced.

Support Person/Representation:

All employees have the opportunity to request a support person during an investigation, interviews or any other step arising in relationship to this policy and procedures. Unionized employees can opt to have a union representative in lieu of a support person.

There may be circumstances in which a requested support person is not approved by the Director of Human Resource Officer (RWPC) or designate for reasons related to the preservation of the integrity of the investigation process and/or the corporate appropriateness of the individual requested. Examples of this may include where the requested support person is also potentially a party to the complaint (i.e. as a complainant, respondent or witness). Another example may be where the requested support person is the supervisor of both complainant and respondent. Another example may be where the requested support person has previously conducted themselves in an unprofessional manner. All efforts will be made to honour the support person requested but final approval will be reserved to the reasonable judgement of the RWPC or designate.

The availability of a support person will not unreasonably delay the mediation or investigation process.

The support person may not interfere with the process or participate by giving or coaching answers or other information.

OPTION 4: FORMAL INVESTIGATION

Following is the Formal Investigation process:

The RWPC, or designate, will develop a communication strategy, if necessary, with the manager or director, or designate, when a formal complaint has been received by that department.

At the earliest opportunity, the RWPC, or designate, will meet with the complainant to obtain the details of the allegation(s) including names, dates, places, times and potential witnesses. The complainant may be asked to provide such information in writing.

An investigator will be assigned by the RWPC, or designate, and will be provided with the complaint. The investigator will meet with the complainant and will determine the order in which the respondent and witnesses will be interviewed. The respondent will be advised of the complaint and provided with a fair opportunity to respond. This process may entail one or more meetings with the involved parties. The respondent may be requested to respond in writing.

In consultation with the complainant and respondent, the investigator will determine whether the matter should be referred to mediation. If the parties agree to mediation, the process outlined in the mediation procedures below shall be followed.

If mediation is not appropriate or is not consented to by the parties, or is not successful, the investigator will continue with the investigation of the complaint, which shall include interviewing witnesses as well as any other individuals who reasonably appear to have information relevant to the matters in dispute.

The investigator will conduct the investigation fairly, objectively and in a timely manner. The investigator will make, maintain, and preserve, interview notes and preserve all information received in an investigation file and forward to the RWPC, or designate.

Throughout the course of the investigation, the RWPC, or designate, will keep the complainant and respondent updated about the status of the investigation.

Following the conclusion of the investigation, the investigator will prepare an investigation report that includes findings of fact based on the balance of probabilities and with consideration given to the credibility of the information obtained from all concerned parties and witnesses. The investigation report will be provided to the RWPC, or designate, and will remain confidential unless necessary for taking corrective action with respect to the incident or complaint or is otherwise required by law.

If the investigator concludes that discrimination, harassment and/or bullying has occurred, the RWPC, or designate, in consultation with the appropriate member/s of Senior Management Team, will determine what action is appropriate in the circumstances. This may include discipline up to and including dismissal.

If the RWPC, or designate, determines that no discrimination, harassment and/or bullying occurred, a record of the complaint together with the summary of the investigation report will be retained by the RWPC, or designate, in the investigation file.

If the RWPC, or designate, concludes that the complaint was made frivolously, vexatiously or in bad faith, a determination will be made regarding what discipline, if any, is appropriate with respect to the complainant.

The RWPC, or designate, will meet individually with the complainant and respondent and advise them, in writing, of the investigation results and corrective actions subject to legal requirements to maintain confidentiality.

MEDIATION PROCEDURES:

At any time throughout the investigation process, the investigator may recommend that the complaint would best be resolved through a mediation process. If all parties involved agree to engage in the mediation process, the complaint would be referred back to the RWPC, or designate, and the mediation process as described below would be followed:

The investigator, in consultation with the RWPC, or designate, will appoint a mediator which may be the same individual assigned to investigate depending on the circumstances of the case.

The mediator will be provided with a statement of facts or a copy of the complaint and response and any witness statements.

During the mediation process the rules of evidence will not apply, no record of proceedings shall be made and legal counsel shall not be used by either the complainant or the respondent.

The mediator will have the authority to meet separately with the complainant and the respondent.

The mediator shall not provide legal advice nor will he/she have the authority to compel resolution of the complaint. The mediator shall have the authority to exercise discretion and terminate the mediation process at any time.

At the conclusion of mediation, the mediator will provide the RWPC, or designate, a summary of what the parties agreed, or if no agreement was reached, at which point the matter shall be returned to the investigator to complete the steps in the formal investigation.

If a mediated resolution is achieved, a summary of the resolution shall be placed in the investigation file.

COMPLAINTS REPORTED TO SUPERVISOR, EXCEPT WHERE THE SUPERVISOR IS THE SUBJECT OF THE COMPLAINT:

Complaints should be reported initially to an employee's supervisor, except where the supervisor is the respondent. The supervisor must then report the matter to their respective Director and Human Resources.

Complaints involving the supervisor as respondent shall be reported to the respondent's supervisor. Where the respondent's supervisor is also a respondent or otherwise involved in the complaint, the complainant may escalate the report upward to the Director, Human Resources or Chief Administrative Officer.

COMPLAINTS INVOLVING ELECTED OFFICIALS AND MEMBERS OF BOARDS AND COMMITTEES:

Where complaints involves an elected official or members of boards and committees, the complaint will automatically be escalated to the Integrity Commissioner for investigation and recommendations.

The results of the investigation and recommendations from the Integrity Commissioner will be reviewed and shared with the Mayor and Chief Administrative Officer.

CO-OPERATION EXPECTED:

Everyone has an obligation to ensure the workplace is free from discrimination, harassment and bullying. The municipality expects that everyone contacted in the course of mediation or an investigation will participate fully and with good will intent. The confidentiality of everyone participating in the investigation will be protected to the degree possible and subject to any disclosure requirements at law and the principles of procedural fairness.

NO REPRISALS OR FALSE ACCUSATIONS:

It is a violation of this policy and procedures for anyone to take any reprisal against any person for the reason that he or she invoked this Policy and Procedures or participated in a mediation or investigation.

If it is determined that an employee makes a false, frivolous, malicious and/or bad faith complaint, or abuses the process, he/she may be subject to discipline up to and including dismissal.

MAINTAINING CONFIDENTIALITY:

All information received about an incident or complaint, including identifying information about any individuals involved, shall be kept confidential and will not be disclosed unless the disclosure is necessary for the purposes of investigating or taking corrective action with respect to the incident or complaint, or is otherwise required by law.

The parties who are the subject of the complaint or incident, and any witnesses, are expected to maintain confidentiality. Breaches of this expectation may result in corrective and/or discipline, up to and including dismissal.

This section does not preclude the complainant and/or witnesses from consenting to the release of their identity.

Any potential breaches of confidentiality should be immediately reported to the RWPC, or designate.

ALTERNATIVE COURSE TO HUMAN RIGHTS TRIBUNAL AND/OR MINISTRY OF LABOUR:

Nothing in this policy and procedures prevents an employee from exercising their rights under the Ontario Human Rights Code and/or the Occupational Health and Safety Act.

Ontario Human Rights Commission

If an individual feels that their human rights have been violated under a protected ground they may at any time file a complaint directly with the Ontario Human Rights Commission.

Ontario Ministry of Labour

An employee has the right to pursue a complaint of general workplace harassment or sexual workplace harassment under the Occupational Health and Safety Act to the Ontario Ministry of Labour.

Note: Other available resources include union representative, Joint Health and Safety Committee member or Health and Safety Representative and utilizing Employee Assistance Program where applicable.

Occupational Health and Safety Act

Note: This policy and procedures will be reviewed on an annual basis.

Reference Policies, Guidelines and Procedures

Policy No. 15 – Recruitment and Selection

Health and Safety Manual: Section 5.15 – Violence Free Workplace Program

Policy No. 3 – Code of Conduct

Policy No. DAS-IT01 Responsible Computing Guidelines Policy

Policy No. DAS-IT02 Electronic Mail & Messaging Systems Usage Policy & Guidelines.

Policy No. CORP-ACC-01 Accessibility Policy

Workplace Harassment/Discrimination Complaint Form

Name and contact information of worker who has allegedly experienced workplace harassment/discrimination (your name):

Name of alleged harasser(s) and contact information, if available:

Details of the complaint of workplace harassment/discrimination:

Please describe in as much detail as possible the bullying and harassment/discrimination incident(s), including: (a) the names of the parties involved; (b) any witnesses to the incident(s); (c) the location, date and time of the incident(s); (d) details about the incident(s) (behaviour and/or words used); (e) any additional details (attach additional pages if required)

Relevant Documents/Evidence:

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted. If you are not able to attach documents and they are relevant to your complaint, please list the documents below. If someone else has relevant documents, please note that below.

Signature: _____ Date: _____

Acknowledgment Form

I, acknowledge that I have read and understand the Respectful Workplace Policy and Procedures applicable to Town of Georgina employees. I agree to adhere to this Respectful Workplace Policy and Procedures. I understand that if I violate this Respectful Workplace Policy and Procedures, I may face disciplinary action up to and including the termination of my employment, as well as any necessary legal action required or taken by the Corporation.

Name: _____

Signature: _____

Date: _____



VIOLENCE-FREE WORKPLACE POLICY STATEMENT

GEORGINA The Town of Georgina is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take all reasonable steps to protect our workers from workplace violence. Everyone is expected to uphold this policy and work together to prevent workplace violence.

Workplace violence is defined under the Occupational Health and Safety Act as:

- (a) *the exercise of physical force by a person against a worker, in a workplace that causes physical injury to the worker,*
- (b) *an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,*
- (c) *a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.*

Violent behaviour in the workplace is unacceptable from anyone. Workplace violence may arise from a variety of sources including customers, contractors, employers, supervisors, workers, members of the public and domestic/intimate partners.


There is a violence-free workplace program that implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

The Town of Georgina, as the employer, will ensure this policy and the supporting program are implemented and maintained and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.

Supervisors will adhere to this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

Management will investigate and address all incidents of workplace violence in a timely manner while respecting a worker's privacy as much as possible.

Signed this 10th of January, 2025



Ryan Cronsberry
Chief Administrative Officer



Margaret Quirk, BA Sc.
Mayor



HARASSMENT- FREE WORKPLACE POLICY STATEMENT

GEORGINA The Town of Georgina is committed to providing a work environment in which all individuals are treated with respect and dignity. Everyone is expected to uphold this policy and work together to prevent workplace harassment.

Harassment is defined under the Occupational Health and Safety Act and the Human Rights Code as:

a) “engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome”, or

The Occupational Health and Safety Act also defines Workplace Harassment as:

b) “workplace sexual harassment” defined as “engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.”

Harassment may also relate to a form of discrimination (race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability) as set out in the Ontario Human Rights Code. Harassment includes gossiping or spreading malicious rumors.


Workplace harassment may arise from a variety of sources including customers, contractors, employers, supervisors, workers, members of the public and domestic/intimate partners.

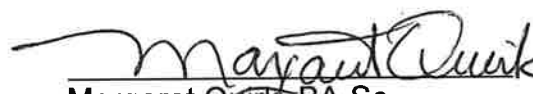
Reasonable action or conduct taken by an employer, director, manager or supervisor relating to the management and direction of workers or the workplace would not normally be considered workplace harassment (i.e. performance evaluation, disciplinary action, etc.).

There is a harassment-free workplace program that implements this policy. It includes measures and procedures for reporting and investigating workplace harassment.

Workers are encouraged to report any incidents of workplace harassment. Management will investigate and address all incidents of workplace harassment in a timely manner while respecting a workers’ privacy whenever possible.

Signed this 10th of January, 2025


Ryan Cronsberry
Chief Administrative Officer


Margaret Quirk, BA Sc.
Mayor

Georgina Public Library Board Policy Manual

Policy Title: Health and Safety Policy

Intent

Georgina Public Library acknowledges its responsibility to provide and maintain a safe and healthy work environment for our staff. In compliance with federal and provincial legislation, the Georgina Public Library Board adopts the Town of Georgina’s Health and Safety Policy and its accompanying policies and statement, as amended from time to time.

POLICY HISTORY:	
Board Adoption:	June 17, 2021
Board Review:	January 20, 2022; March 23, 2023; February 15, 2024; <u>February 20, 2025</u>



GEORGINA

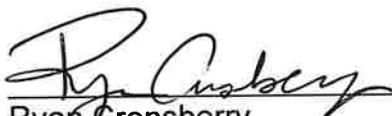
HEALTH AND SAFETY POLICY

Commitment to Health and Safety is an integral part of our organization. Protection of employees from injury or occupational disease is a major continuing objective of the Corporation. We are dedicated to providing a safe, healthy work environment for our staff.

It is in the best interests of workers, supervisors and department heads to consider health and safety in every activity. Every worker is responsible for his or her own safety by working in compliance with all applicable federal and provincial legislation and with the health and safety practices and procedures established by the Corporation. Every precaution will be taken to ensure that all machinery and equipment is in a safe operating condition and that workers receive adequate training in their specific work tasks to protect their health and safety. Every worker must also make a personal commitment to safety, to help reduce injuries in the workplace.

The Corporation, as the employer, is ultimately responsible for the health and safety of its workers. Department heads and supervisors are accountable for the health and safety of employees under their supervision. We give you our commitment that every reasonable precaution will be taken for the protection of our employees.

Signed this 10th of January, 2025


Ryan Cronsberry
Chief Administrative Officer


Margaret Quirk, BA Sc.
Mayor

LIBRARY BOARD REPORT

Subject: GPL CEO Six Month Review Report

Board Meeting Date: February 20, 2025.

From: Joseph Moncada, CEO/Director of Library Services

Date Prepared: February 10, 2025.

RECOMMENDATION

That the GPL CEO Six Month Review Report be received for Feedback.

KEY FACTS

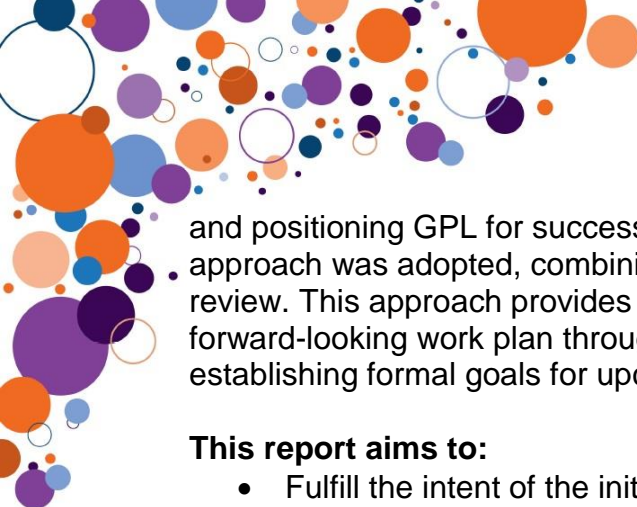
The following are key points for consideration with respect to this report:

- This report fulfills the requirement for the CEO's one-month initial work plan and provides information for the upcoming six-month probationary review, summarizing key accomplishments, challenges, strategic alignment, and priorities for the remainder of 2025.
- Leadership presence and internal operations have been strengthened through clearer departmental mandates, increased branch visibility, and improved staff engagement initiatives.
- Customer service has been enhanced with the hiring of a dedicated Customer Experience Manager, the implementation of formalized service improvements, and a structured approach to managing escalations.
- A standardized staff performance review process has been developed to ensure consistency and alignment with organizational goals.
- A proactive planning framework, including the 2025 GPL 1-Year Plan and Goals, has been developed to drive strategic alignment, operational clarity, and continuous progress tracking.

BACKGROUND

As outlined in *Appendix A - Director and CEO Evaluation Policy*, the CEO performance evaluation policy specifies that an initial work plan should be presented to the Board within the first month of employment. This step was intended to provide the Board with a structured way to assess the CEO's plans, allowing for an early evaluation of progress, challenges, and alignment with strategic goals.

Due to the timing of the CEO's appointment and competing organizational priorities, the one-month initial work plan was not formally presented, as the CEO prioritized onboarding



and positioning GPL for success in 2025. After consulting with the Board Chair, a hybrid approach was adopted, combining elements of the initial work plan and performance review. This approach provides the Board with both a current performance snapshot and a forward-looking work plan through 2025, ensuring a thorough assessment while also establishing formal goals for upcoming CEO evaluations.

This report aims to:

- Fulfill the intent of the initial one-month work plan by outlining GPL’s goals and key deliverables for 2025.
- Provide a structured performance review, summarizing key accomplishments, challenges, and insights from the CEO’s first few months.
- Ensure transparency and accountability by demonstrating alignment with the Library’s mission, vision, and strategic priorities.
- Present a roadmap for the remainder of 2025, with clear objectives and measurable outcomes to guide the Library’s continued growth and service excellence.

By combining retrospective analysis with forward-looking strategic planning, this report ensures alignment between leadership, Board expectations, and the Library’s long-term goals.

COMMENTS/OPTIONS

This report is structured around updating the Board regarding three key areas: (1) Performance Review, (2) Transparency & Strategic Alignment, and (3) Forward-Looking Plan for 2025.

1. Performance Review: Key Accomplishments & Challenges

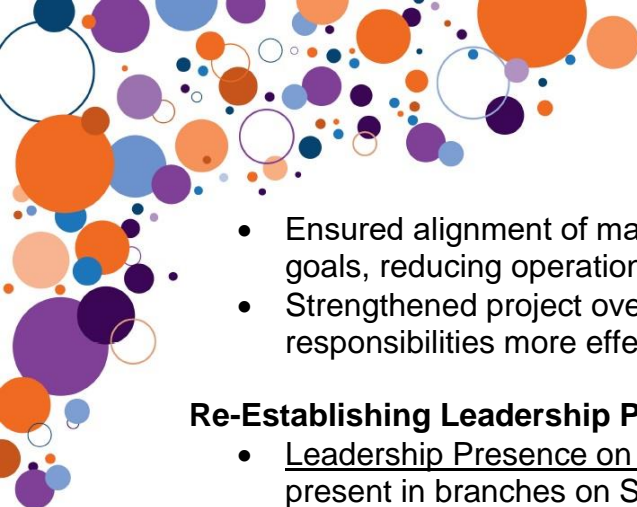
During my first months with GPL, the primary focus has been on stabilizing operations, clarifying roles and responsibilities, and ensuring strategic alignment between leadership, staff, and stakeholders. While the transition has presented challenges, significant progress has been made in the following areas:

CEO Onboarding & Stakeholder Engagement

- Established a strong internal and external network, ensuring visibility across all branches and with key Town stakeholders.
- Conducted branch visits and worked from each location to gain direct insight into frontline operations and staff experiences.
- Actively engaged in budget season discussions to advocate for GPL’s budget increase with stakeholders.
- Assumed a leadership role in addressing immediate organizational challenges while laying a foundation for long-term success.

Clarification of Departmental Responsibilities

- Developed and implemented clear departmental mandates (*Appendix B - GPL Department Mandates*) to define accountabilities and streamline operations.

- 
- Ensured alignment of major projects and deliverables with the Library’s strategic goals, reducing operational ambiguity.
 - Strengthened project oversight by prioritizing key initiatives and delegating responsibilities more effectively.

Re-Establishing Leadership Presence in Branches

- Leadership Presence on Saturdays: A member of the leadership team is now present in branches on Saturdays to provide direct support to staff and patrons.
- End of Manager Branch Rotation: While managers will continue visiting branches as needed, they now have designated office spaces for greater operational consistency.
- Work-from-Home structure for Managers: Implemented the Town’s structured policy that balances flexibility with operational needs, ensuring managers remain accessible and engaged.
- Staff Town Halls: Introducing a quarterly virtual Town Hall for all staff to improve communication, transparency, and staff engagement across all locations. The first session is set for March 2025, pending union executive feedback on the optimal timing.

Enhancing Customer Experience

- Became the primary point of contact for customer escalations, addressing immediate concerns and strengthening trust in Library leadership.
- Initiated a formalized approach to customer service improvements, including hiring a dedicated Customer Experience Manager and restructuring the department to better support circulation staff.

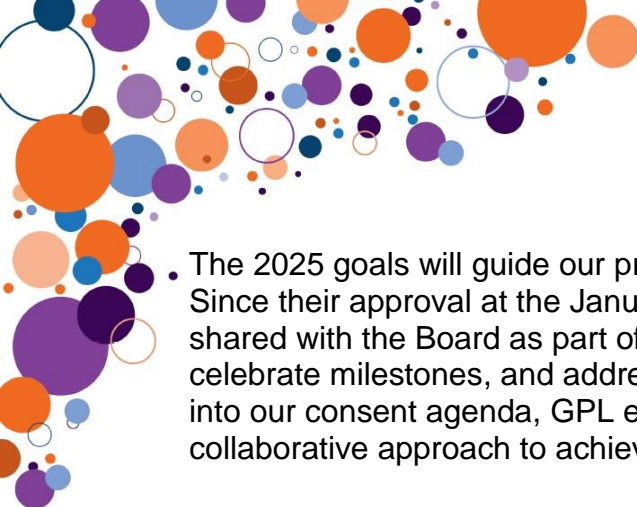
New Staff Development & Performance Review Process

- Developed a standardized staff performance review template (*Appendix C - Employee Annual Development Review*) to introduce a more structured and transparent evaluation process.
- Engaged in preliminary discussions with the union executive to align the new review process with broader organizational goals for 2025.

By prioritizing these foundational elements, GPL has significantly strengthened internal communication, leadership presence, and operational clarity, setting the stage for long-term strategic success. While challenges remain, this structured approach ensures a measured and sustainable path forward.

2. Transparency & Strategic Alignment

To ensure continued alignment with the Library Board’s priorities and the broader strategic plan, the 2025 GPL Goals (*Appendix D - GPL 2025 Goals*) were developed to provide a clear assessment of GPL’s progress and ensure leadership efforts align with the Library’s mission and vision. These goals directly support the three pillars of the 2023–2027 Strategic Plan: Inclusive & Responsive, Green & Innovative, and Empowering & Connecting. These goals serve as GPL’s roadmap for growth and innovation, reinforcing our commitment to being a welcoming and dynamic community hub.



The 2025 goals will guide our programs, services, and operations throughout the year. Since their approval at the January Board meeting, these CEO/Organizational Goals will be shared with the Board as part of the monthly consent agenda items to: Track progress, celebrate milestones, and address challenges as they arise. By integrating these updates into our consent agenda, GPL ensures ongoing transparency, accountability, and a collaborative approach to achieving our strategic vision.

3. Forward-Looking Plan for 2025

In addition to the 2025 Goals, GPL will be guided by an annual cycle to transition from a reactive approach to a proactive strategy for major organizational deliverables. The exact timing of these deliverables is still being refined to align with key Town initiatives and to gain endorsement from the union executive. To establish a structured approach, GPL will implement an Annual Deliverables Framework (*Appendix E - GPL's Annual Deliverables*), which outlines a rough timeline and key priorities affecting staff throughout the year.

By combining retrospective analysis with a forward-looking strategy, this report provides both a comprehensive assessment and a proactive roadmap to ensure Georgina Public Library remains well-positioned for success.

APPENDICES

- Appendix A - Director and CEO Evaluation Policy
- Appendix B - GPL Department Mandates
- Appendix C - Employee Annual Development Review
- Appendix D - GPL 2025 Goals
- Appendix E - GPL's Annual Deliverables

Prepared by:
Joseph Moncada, CEO / Director Library Services

Submitted by:
Joseph Moncada, CEO / Director Library Services

Georgina Public Library Board Policy Manual

Policy Title: DIRECTOR/CEO EVALUATION

Category: Governance

Intent

The intent of this policy is to outline the process for the performance review of the Georgina Public Library Director/CEO.

The evaluation process is an opportunity for the Board and the Director/CEO to review accomplishments and to establish goals. The purpose of the evaluation is to:

- Establish clear and mutually agreed upon performance expectations.
- Provide feedback to the Director/CEO on their own performance and on the performance of the Library.
- Identify resources available to the Director/CEO to attain the expected performances.

Regulations

- The Library Board will establish a Director/CEO Evaluation ad hoc committee as required. Membership shall be comprised of the Board Chair, Vice-Chair, and up to two additional Board members.
- The performance evaluation is confidential. The only copies of the evaluation are in the Director/CEO's personnel file and in their possession. They are made available only to the individual, the current Board Chair, and the entire Board on request within a closed session meeting. Individual Board members, other than the Chair, do not have access to the Director/CEO's personnel file. Board members shall not keep confidential personnel files.
- The evaluation of the performance of the Director/CEO shall be carried out at a six month and a one year interval for a new hire, and annually thereafter on the anniversary date of employment.

Six Month Probationary Review

1. The Six-Month Probationary Review is an interim or mid-year review designed to assess the performance during the first half of the annual review period for new hires. Conducting a six-month review allows the Board to determine if the Director/CEO's performance is on track and to identify any changes necessary for the Director/CEO to reach their

objectives for the performance period. It also allows for course correction and should be considered a developmental and learning opportunity.

2. The following documents will be consulted in the preparation of the Six-Month Probationary Review:
 - a. An Initial Work Plan developed by the Director/CEO to be presented to the Board in their first month of employment which encompasses actions, measurements and target dates.
 - b. A draft Work Plan developed by the Director/CEO to be presented to the Board in the month following their probationary review in order to measure and achieve performance objectives.
 - c. A joint review of the current job description and any recommended changes if required.
 - d. The Director/CEO will conduct a self-evaluation of their own performance and submit it to the Committee.

Six Month Probationary Review Procedures

In the fifth month of employment:

1. The Board Chair shall inform the Board of the upcoming CEO performance review and form the Director/CEO Evaluation Committee.
2. All Board members will be requested to consider the first six months of the Director/CEO's performance and bring forward any observations and concerns about the Library, the Director/CEO's success in achieving their goals, and future directions of the Library.
3. The Committee will evaluate the Director/CEO's performance based on the actions identified in the Initial Work Plan, Director/CEO's self-evaluation, and the Board's observations.

In the sixth month of employment:

1. A closed session Board meeting will be scheduled.
2. The Committee Chair will distribute the documentation listed above relaying the Director/CEO's performance review during the closed session meeting.
3. The Board will review and discuss the documentation and Board member's observations. The Committee Chair will incorporate the Board's comments into the Director/CEO's performance review form.

4. The Committee Chair will meet with the CEO to convey the Board's performance review.
5. The Committee Chair will report back to the Board at the next meeting that the evaluation process was completed.

Annual Review

The Board Chair shall inform the Board of the upcoming CEO performance review and establish the Committee, not less than three months prior to the anniversary of the Director's/CEO's date of employment.

Three months prior to the anniversary:

The Director/CEO Evaluation Committee shall:

1. Direct the Director/CEO to prepare and submit a document outlining the progress made towards achieving the Library's Strategic Plan and other organizational goals/initiatives to the Committee.
2. Select a minimum of four Library staff members to voluntarily and confidentially participate in a 360 evaluation of the Director/CEO, using the following criteria:
 - a. The staff member must have worked a complete year; staff who were absent because of leave, or who were hired partway through the year are not eligible to participate.
 - b. Include one staff member who is a manager.
 - c. Staff member(s) have the option to not respond.
 - d. The Committee has the option of requesting feedback from the Town Senior Leadership Team and Town Council.
3. Review the current Library Director/CEO Performance Evaluation Form.
4. Read documents submitted by the Director/CEO and the staff feedback forms, and complete the Director/CEO Performance Evaluation Form.

Two months prior to the anniversary:

The Director/CEO Evaluation Committee shall:

1. Prepare a confidential written report to the Board and bring it forward to the next Board meeting in closed session to provide all Board members the opportunity to provide input.

One month prior to the anniversary:

1. The Evaluation Committee Chair will meet with the Director/CEO to deliver the evaluation.
2. The CEO will be given the opportunity (no less than two weeks) to prepare goals / initiatives for the coming year based on the results of the evaluation and input from the Evaluation Committee.
3. The Committee Chair will meet with the Director/CEO to complete the evaluation.

And following:

1. At the monthly Board meeting immediately following the evaluation meeting between the Committee Chair and Director/CEO, the Committee Chair will report the completion and outcome of the performance review in a closed session meeting.
2. The Board Chair will send the final performance review documents to be placed in the confidential personnel file of the Director/CEO, at the Town. No distribution is made to Board members.

Attachments:

- Georgina Public Library CEO Performance Evaluation Form
- 360 Evaluation



POLICY HISTORY:	
Initial Draft	July 30, 2018
Draft Presentation Review	September 20, 2018
Board Adoption	October 25, 2018
Board Review & Amendment	October 21, 2021; May 18, 2023; April 25, 2024

Appendix B – GPL DEPARTMENT MANDATES

Georgina Public Library Departments

GPL has a unique cross functional organizational structure. Each department fulfills a specific purpose in pursuit of GPL's mission: to cultivate discovery and creativity in every phase of life. Each department's efforts contribute to providing Georgina's residents with excellent library services.

GPL services are delivered to customers through four branch locations, a website, a native Application, and various online resources and communication channels. Services are developed and sustained by the work of Customer Experience, Collection Development, Community Engagement, and eServices departments. The Town of Georgina provides additional support in back-office functionality including areas like IT, HR, Legal, Facility management, etc.

Customer Experience / Branch Services

All GPL branches serve as a welcoming community hub where individuals of all ages can access knowledge, explore new ideas, and connect with others. Through our shared resources, programs, and services, the branches support lifelong learning and contribute to the broader mission of fostering an informed, engaged, and inclusive community.

Service Delivery ensures seamless, customer-focused library service by leading system-wide initiatives that optimize operations and align branches with the library's vision; to provide dynamic services by supporting, empowering, and inspiring our evolving community.

Conducted Services:

- Branch management and daily operations
- Staff scheduling, coordination, and training
- Facility maintenance
- Branch-specific budget allocation
- Customer service standards and patron escalation resolution
- Circulation and front desk operations
- Patron assistance, including technology and resource support
- Membership management and user engagement
- Security, safety, and incident management
- Staff hiring, onboarding, and professional development
- Complete Onboarding Strategy / Routine for all new employees.
- Materials handling, circulation, and packaging for delivery
- Support for staff productivity and morale
- Emergency and safety protocol enforcement
- Schedule desk/circulation time for all staff
- Meeting Room Oversight from online booking
- Procurement of Customer Facing Furniture Needs
- Lead Health & Safety Agenda for the branches & Staff
- Lead Community Information Boards – Staff Contact if information is in question

Collections Department

The Collection department is responsible for the strategic oversight of the identification, purchasing, and maintenance of library collections both physical and digital. As a corporate department, it works closely with staff from all other departments to ensure that library collections are accessible and available.

Conducted Services:

- Oversees collection development, acquisition, and budgeting for physical and digital collections
- Cataloging and metadata management for library materials
- Collection maintenance, weeding, and evaluation
- Interlibrary loan (ILLO) services management
- Vendor and supplier relations for material acquisition
- Collection data analysis to inform purchasing and maintenance decisions
- Manages special collections (e.g., Lendary, local history, etc).
- Tracks collection trends and adapts to emerging needs
- Leads strategic projects relevant to collection development
- Lead School Board Contact and all subsequent actions regarding school board management
- Procurement of Shelving Needs
- Lead strategy, process, and communications for Collection Based Request for Reconsideration.

Community Engagement Department

The purpose of the Community Engagement Department is to transform the library from a traditional resource center into a dynamic community partner, enriching the social fabric of the area and contributing to the overall well-being of residents. The Community Engagement department helps strengthen the library's relevance and impact within the local context.

Communicate engagement also oversees programing and is responsible for completing the research, program development, implementation and evaluation of system-wide programming across all customer groups. In addition, the Program Development department oversees the Maker Space equipment, services, and programming.

Conducted Services:

- Develop and implement system-wide programming for all age groups
- Development of community-specific programs and services
- Support staff training for program delivery
- Build and maintain community partnerships and collaborations
- Oversee and maintain the Maker Space, including supplies and procedures
- Procurement of Maker Space Equipment
- Plan and coordinate library-hosted events and informational sessions
- Manage outreach initiatives to underserved communities
- Supervise volunteer program recruitment, training, and management
- Promote library events and programs
- Advocate for library services at community events and meetings
- Collect and analyze feedback on programs and engagement efforts
- Oversee niche programming areas (e.g., adult learning, literacy, Maker Space)
- Manage program budget and resources
- Community Outreach and In-Reach strategy and execution.

- Lead strategy, process, and communications for Program Based Request for Reconsideration.
- Partnerships / 1-off revenue generating events

eServices Department

The eServices Department at Georgina Public Library is committed to advancing the library's mission by integrating and maintaining technology and managing projects that enhance library services, improve operational efficiency, and support the educational and informational needs of the community. The department focuses on leveraging technology and strategic project management to support the library's goals and adapt to evolving needs.

Conducted Services:

- Manage library technology assets, including hardware, software, and digital platforms
- Evaluate, recommend, and implement new technologies aligned with strategic goals
- Acquire, install, and maintain library-specific hardware and software systems
- Oversee infrastructure, including networks, and Wi-Fi in collaboration with the Town IT
- Liaise with the town IT department on shared technology initiatives
- Develop Cyber Security action plan
- Data consolidation
- Ensure security, reliability, and data privacy for all library technology systems
- Provide technical support and troubleshooting for staff and patrons
- Maintain and update the library website and user interfaces
- Manage digital library services and vendor relationships for online resources
- Design and deliver digital literacy and technology training for patrons and staff
- Complete tech related projects for Library Board
- Maintain technology capital asset inventory
- Oversee library automation systems, including ILS and cataloging tools
- Integrated Marketing and Communications Strategy
- Online Content Creation Management

Appendix C - Employee Annual Development Review

*Currently Reviewing with Union Executive before implementation

Name:		Leaders Name(s):	
Title:		Department:	
Review Period:		Primary branch:	

Georgina Public Library Core Competencies

Please refer to the Core Competencies document for a comprehensive explanation of each competency, including detailed descriptions of the criteria and behaviors associated with each.			
Growth Opportunity	Developing	Successful	Outstanding
<p>Definition: Performance falls below expectations for the role. This level indicates significant areas for improvement in meeting the baseline requirements of the position.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Struggles to meet job expectations or fulfill key responsibilities. Requires ongoing guidance and support to complete tasks effectively. Displays inconsistent demonstration of required competency. <p>Focus:</p> <ul style="list-style-type: none"> Immediate development is necessary to bring performance to an acceptable standard. A performance improvement plan may be required to support progress. 	<p>Definition: Employee is in the process of building competency and demonstrating the skills required for the role. This is often applicable to new hires or employees taking on new responsibilities.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Is progressing and on track to meet the role's expectations. Has met some of the goals and is actively working to address others. Demonstrates potential but may still require coaching or additional training. Shows commitment to improving and adapting to new challenges. <p>Focus:</p> <ul style="list-style-type: none"> Continued development and support to strengthen skill sets. Encourage growth through stretch assignments or mentorship. 	<p>Definition: Performance consistently meets or slightly exceeds expectations for the role. The employee demonstrates competence in most areas and contributes reliably to the team and organization.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Consistently fulfills job responsibilities with minimal supervision. Meets all established goals and expectations. Demonstrates all required competencies for the role. Occasionally goes beyond expectations in certain areas, providing added value. Plays an integral role in the success of their team or department. <p>Focus:</p> <ul style="list-style-type: none"> Build on current strengths and explore opportunities for expanded contributions. Encourage ongoing professional development to sustain and improve performance. 	<p>Definition: Performance significantly exceeds expectations in almost all areas. The employee demonstrates exceptional expertise and serves as a model for others through their work ethic, leadership, and contributions.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Consistently goes above and beyond in delivering results and achieving goals. Fully demonstrates all required competencies and frequently exceeds expectations. Makes an exceptional contribution to the team, department, or organization. Takes initiative to identify opportunities for improvement and leads efforts to address them. Acts as a mentor or role model, inspiring others through their actions and performance. <p>Focus:</p> <ul style="list-style-type: none"> Support leadership opportunities or challenging projects to capitalize on strengths. Recognize achievements and explore ways to leverage skills for broader impact.

Core Competency # 1 – Action Oriented	Rating
Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.	<input type="checkbox"/> Growth Opportunity <input type="checkbox"/> Developing <input type="checkbox"/> Successful <input type="checkbox"/> Outstanding
Core Competency # 2 - Collaborates	Rating
Building partnerships and working collaboratively with others to meet shared objectives.	<input type="checkbox"/> Growth Opportunity <input type="checkbox"/> Developing <input type="checkbox"/> Successful <input type="checkbox"/> Outstanding
Core Competency # 3 – Communicates Effectively	Rating
Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences	<input type="checkbox"/> Growth Opportunity <input type="checkbox"/> Developing <input type="checkbox"/> Successful <input type="checkbox"/> Outstanding
Core Competency # 4 – Customer Focus	Rating
Building strong customer relationships and delivering customer-centric solutions.	<input type="checkbox"/> Growth Opportunity <input type="checkbox"/> Developing <input type="checkbox"/> Successful <input type="checkbox"/> Outstanding
Core Competency # 5 – Interpersonal Savvy	Rating
Relating openly and comfortably with diverse groups of people	<input type="checkbox"/> Growth Opportunity <input type="checkbox"/> Developing <input type="checkbox"/> Successful <input type="checkbox"/> Outstanding
Core Competency # 6 – Builds Networks	Rating
Effectively building formal and informal relationships within the organization	<input type="checkbox"/> Growth Opportunity <input type="checkbox"/> Developing <input type="checkbox"/> Successful <input type="checkbox"/> Outstanding
Core Competency # 7 – Being Resilient	Rating
Rebounding from setbacks and adversity when facing difficult situations	<input type="checkbox"/> Growth Opportunity <input type="checkbox"/> Developing <input type="checkbox"/> Successful <input type="checkbox"/> Outstanding

Competencies Review Comments - (General feedback, workplace examples, employee strengths, & opportunities)

Leader:

Employee:

Georgina Public Library Values

Values – Please comment on how the employee has demonstrated the library’s’ values, with examples where applicable:

Leader:

Employee:

Career Planning

Learning & Development Opportunities - *Include any potential SMART Goals, stretch assignments, tasks, or education that you would like to develop within current role*

Career Planning/Aspirations - *List any positions inside or outside of your department that is of interest*

Signatures

Leader:

Date:

Employee:

Date:

Appendix D - GPL 2025 Goals

As part of Georgina Public Library’s commitment to fostering an informed, engaged, and inclusive community, our 2025 organizational goals are designed to bring the Strategic Plan to life. These goals directly support the three pillars of the 2023–2027 Strategic Plan: Inclusive & Responsive, Green & Innovative, and Empowering & Connecting. They represent our roadmap for growth and innovation, ensuring that GPL remains a welcoming and dynamic hub for all.

The 2025 goals will guide our programs, services, and operations throughout the year, reinforcing our mission to provide spaces for growth, discovery, and connection. Regular updates will be shared with the Board of Directors, tracking progress, celebrating milestones, and addressing challenges as they arise. By integrating these updates into our consent agenda, we aim to maintain transparency and accountability while fostering a collaborative approach to achieving our vision.

This living document will evolve as new opportunities and priorities emerge, ensuring that our initiatives remain aligned with the strategic themes and the needs of our community. Together, we will continue to strengthen the connection between our library and the people it serves.

Theme #1: Inclusive & Responsive

Maintain welcoming, inclusive, and growth-oriented spaces and environments for our community.

1.1 Establish an Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee	Updates	Department	Status	Timeline
Form a committee to develop and oversee IDEA-focused initiatives.	> Started preparing for how this will be formed/run at GPL	Community Engagement	Progressing	Jul-25
Establish a quarterly meeting schedule and regular reporting to GPL leadership.		Community Engagement	Not Started	Sep-25
Conduct a system-wide accessibility audit; prioritize recommendations and implement actions within budget constraints.		Community Engagement	Not Started	Oct-25

Develop a display policy that accommodates festive branch decorations and recognizes religious and cultural occasions, ensuring inclusivity and respect for the diverse traditions within our community.	> Large topic of discussion during the 2024 holiday season between staff and customers. A formal policy is required.	CEO	Progressing	Oct-25
Evaluate collections at GPL to verify that we meet DEI standards that represent and meet the needs of our community.		Collections	Not Started	Dec-25
1.2 Analyze Community Needs and Priorities	Updates	Department	Status	Timeline
Integrate GPL-specific questions into the Town of Georgina's Customer Satisfaction Survey.	> Questions completed; Survey which is being distributed by the town is on hold due to Canada post Strike	CEO	Progressing	Feb-25
Share survey findings with staff and the Board to foster transparency and collaboration.		eServices	Not Started	Jun-25
NEW Work with GPL board, municipality and staff to open 2 selective Monday's (Family Day & March Break) at the DC Branch to better serve the community needs.		CEO	Progressing	Mar-25

Theme #2: Green & Innovative

Grow with our community: sustainably, innovatively, and technologically.

2.1 Expand Technology Literacy	Updates	Department	Status	Timeline
Complete the 2025 capital project to introduce a set of learning laptops for use by GPL staff and customers.	<ul style="list-style-type: none"> > Consulting with staff around technical and system requirements for the machines have been completed > Starting to work with IT on the procurement of the machines. > IT is currently experiencing a 1-2 month wait times for deliveries which could delay the deployment. 	eServices	Progressing	Mar-25

Pending the purchase of the learning laptops, create a set of technology-focused programs and workshops to help residents effectively utilize library resources.	> 1st Tech program planned for Sutton; will leverage as focus group to gain insights to what to offer in H2	Community Engagement	Progressing	Sep-25
Maximize community engagement with the Maker Space within current resource limits by enhancing targeted programs, educating the public on available equipment, utilizing the space for less technical programming, and gathering data to support future resource needs.	> Adding more, non-equipment related programs to utalize the space. > Offering monthly Senior's Maker Space Open Houses starting in Spring 2025 > Applied for a 2025-2026 Seniors Community Grant to expand Maker Space offerings to seniors > Partnering with York Region to host a Repair Café on March 1.	Community Engagement	Progressing	Aug-25
2.2 Introduce Green Programming	Updates	Department	Status	Timeline
Develop and launch library programs focused on sustainability, environmental stewardship, and green initiatives.	>Partnership (York Region) to run a Repair Cafe on March 1 > NewMakelt Partnership (Newmarket group)- -doing a workshop in spring; including build a bird house > Gwynne Dyer - Climate Change Talk (At Stephen Leacock Theatre) > 2 facilitated community swaps in Spring - coats and boots > Scrapbooking Swap Program > Recycling material from Maker Space	Community Engagement	Progressing	May-25
2.3 Introduce New Staff Technology	Updates	Department	Status	Timeline
Complete the 2024 capital project to install new technology at service desks across all branches.	> Running analysis of what is needed and costing it out with IT	eServices	Progressing	Sep-25

Theme #3: Empower & Connect

Empower and support our staff, board, and library to best serve and connect with our community.

3.1 Strengthen Staff Development	Updates	Department	Status	Timeline
Develop and implement a formal onboarding plan and checklist for all new GPL team members.	<ul style="list-style-type: none"> > Completed the first one with the new Manager position to set framework and expectations moving forward. > Union staff is the priority for this 	Customer Experience	Progressing	Jul-25
Allocate and schedule the dedicated 10 hours within the CUPE agreement for onboarding activities.		Customer Experience	Not Started	Jul-25
Collaborate with departments to identify and provide specialized training for Library Assistants (LA) specialist roles.		Collections	Not Started	Oct-25
Begin Collective Bargaining with 905.13	<ul style="list-style-type: none"> > GPL has been given the notice to bargain. > Working with HR to highlight suggestive changes in the CA. 	CEO	Progressing	TBD
3.2 Support Library Board Governance	Updates	Department	Status	Timeline
Create and regularly update the Board on GPL's 2025 goals, ensuring alignment with the Strategic Plan.	<ul style="list-style-type: none"> > This current form > December board meeting for feedback; January Board Meeting for approval; February Board meeting for routine execution 	CEO	Complete	Feb-25
Invite the Clerks department to attend board meetings and provide an assessment of governance structure and recommendations.	<ul style="list-style-type: none"> > Clerks attended November Board meeting 	CEO	Delayed	Feb-25
Coordinate additional governance training and resources for the Board, facilitated by the Clerks department.	<ul style="list-style-type: none"> > Board Chair and Vice-Chair session held on February 10 > Aiming to schedule remaining training sessions for early 2025 	CEO	Progressing	Mar-25
Revise and update the board package based on feedback from the Clerks department and incorporate the new Strategic Plan.	<ul style="list-style-type: none"> > Updated elements of the Board By-Laws on the agenda for January's Board meeting 	CEO	Complete	Feb-25
3.3 Enhance Community Engagement	Updates	Department	Status	Timeline

Develop a 2025 major communications calendar to align messaging across online platforms, branches, and displays.	> Step #1 is complete as Marketing and Communications has a clear home/mandate under the eServices team	eServices	Progressing	May-25
Execute a direct mail campaign as part of the 2024 capital project to drive awareness of library branches and services.		eServices	Not Started	May-25
Complete the Google Ad-Grant application and begin utilizing non-profit benefits from Google.		eServices	Not Started	Aug-25
Conduct a comprehensive review of the library's communication strategy, detailing the purpose and usage of each communication channel moving forward.		eServices	Not Started	May-25

Appendix E - GPL's Annual Deliverables

***Currently Reviewing with Union Executive before implementation**

Cultivating Growth, Alignment, and Excellence at GPL

The People Cycle is Georgina Public Library's annual framework designed to systematically manage and develop employee careers while fostering a culture of continuous improvement and organizational alignment. This comprehensive cycle is at the heart of our commitment to nurturing talent, promoting from within, and ensuring that each team member grows at a pace that matches their potential.

Key elements of the People Cycle include:

1. **Clear Communication:** By systematically sharing timelines, deliverables, and expectations, the People Cycle ensures transparency, accountability, and alignment with GPL's goals.
2. **Performance and Feedback:** Through annual performance reviews, all staff receive actionable feedback on their contributions, cultural alignment, and growth potential. This process ensures that individual aspirations align with GPL's strategic objectives.
3. **Personalized Development:** Employees engage in meaningful discussions with their managers to identify strengths, address areas for growth, and create tailored professional development plans.

Why the People Cycle Matters

The People Cycle is more than just a process; it's a philosophy that reinforces GPL's mission to foster an informed, engaged, and inclusive community. By investing in our people, we strengthen the foundation of our organization, empower our staff to excel, and ensure that GPL remains a welcoming hub of knowledge and connection for years to come.

Deliverables:

January:

1. GPL Goals Approved by Board 2025
 - After Board approval, communicate to all staff about the goals
 - Verify that they understand the goals, their relevance, and how they align with GPL's mission and vision.
 - Host an all-staff town-hall (in-person or virtual) to review the goals and provide departmental breakdowns.
 - Assign specific goals to relevant departments, ensuring clear ownership and accountability. Set timelines and expectations for progress updates.

February:

2. Annual Review and Staff Goal Setting
 - a. *Performance Review Completion:*

- Managers to prepare performance reviews and scheduled 1on1 time (Could extend into March) with each employee to review
 - Conduct 1-on-1 meetings with each staff member to review performance feedback from the previous year. Focus on achievements, cultural fit, and areas for growth.
 - Ensure consistency by providing managers with a standardized performance review template and guidelines for discussions.
 - All reviews to be submitted and discussed with Library leadership to verify aligned between all management.
- b. Professional Development Planning:*
- Collaborate with employees to identify training, certifications, or skills enhancement opportunities that align with individual goals and GPL's strategic needs.
 - Develop individualized development plans and allocate budget resources to support training initiatives.

March:

3. Complete 2024 Year in Review (Stats and Report)

- Pubic Facing document – Will go to board, council, and posted online
- Compile and analyze key statistics, including usage data, program attendance, and community engagement metrics.
- Draft a visually engaging report that highlights major accomplishments and contributions to the community, supported by qualitative and quantitative data.

April:

4. Staff Development Day 1

- Organize a full-day event focused on professional growth, team building, and knowledge sharing.
- Include workshops, guest speakers, and breakout sessions tailored to staff needs and GPL's strategic priorities.
- Incorporate a focus on innovation, equity, diversity, and inclusion, as well as soft skills like communication and leadership.

5. 2026 1YP Begins for Budget purposes—Capital and Operational Needs

a. Identify 2026 initiatives

- Brainstorm key projects and initiatives for 2026, focusing on advancing GPL's goals.

b. Personnel that would require budget increase

- Evaluate staffing, professional development, and technology needs that may require additional funding.

c. Major things we want to accomplish in 2026

- Set ambitious but achievable objectives that will have a meaningful impact on the library and the community.

May/June:

6. Staff Satisfaction Survey

- Design a comprehensive survey to assess engagement, satisfaction, and areas for improvement. Include questions on workplace culture, support, communication, and resources.
- Share results transparently with staff and create an action plan to address key findings.

7. Spring Clean-up

- Conduct a thorough cleaning and organization of all workspaces, storage areas, and public-facing spaces.
- Engage staff in decluttering and inventorying supplies to create a refreshed, functional environment.

July/August:

8. Update Staff on major Policies/procedures

- Benefits, Leave Policies, Operations, and Employee Handbooks:
- Host informational sessions to ensure all staff understand updates and have opportunities to ask questions.
- Provide accessible documentation (digital and print) for future reference.
- Union and Non-Union meetings

September:

9. Launch 1YP for Managers

- Host a strategic planning workshop with managers to review the draft 2026 1YP and align departmental objectives with organizational goals.
- Identify key performance indicators (KPIs) and assign responsibilities for tracking progress.
- Develop high level plans and timelines to achieve 2026 goals

October:

10. Staff Development Day 2

- Build on the momentum from the first development day
- Provide team-based activities that strengthen collaboration and morale.

11. Budget Finalization

- Ensure alignment of HR and operational budgets with next year's priorities.
- Finalize funding allocations for staffing, professional development, and technology based on 2026 initiatives.
- Complete from a GPL perspective—moves ownership to town

November:

12. Conclude 2026 1YP

- Share the finalized 1YP with all staff, highlighting their contributions to the planning process.
- Set clear expectations for implementation and provide a roadmap for progress tracking.
- Potential to Merge into Step 10—presenting on Staff Development Day

December:

13. Present GPL Goals

- Conduct a final review of the 2025 goals, celebrating achievements and identifying any outstanding items to carry forward to the 2026 goals.
- Ensure the 2026 goals, as approved by the Board, align with the 2026 One-Year Plan.
- Communicate the finalized goals to staff through an all-staff meeting or a detailed email summary.

14. Holiday Celebrations and Recognition

- Host an end-of-year celebration to honor staff contributions and recognize milestones and achievements.
- Incorporate awards, personalized thank-you notes, and fun activities to build morale and camaraderie.