

Congratulations on being awarded library hub status in Public Health Ontario's new Shared Library Services Partnership!

In anticipation of your questions, we have prepared this series of Q&As for you to review.

1. Q: Can I change the terms of the transfer payment agreement later on?

A: Before signing this agreement, you will have an opportunity to review it and provide comments or questions. This agreement will expire in March 2013 after the first year of the Partnership's operation. When a new transfer payment agreement is drafted in March 2013, your health unit will have the opportunity to adjust the terms of the schedules based on your experiences in the first year of operation. By this time, your hub library will have submitted several activity reports to Public Health Ontario and an evaluation of the Shared Library Services Partnership will be underway. There will therefore be ample information available to ensure that the schedules are amended to best serve health unit and client interests.

2. Q: I have received the list of "client" health units that have been assigned to my hub. Is this a firm/set client list or is there room for negotiation?

A: This is a firm list of client health units. Each hub will provide service only to their designated clients and client health units may only receive service from their designated hub. However, as with the terms of the agreement, the composition of the hubs/client groups will be re-evaluated after the first year of the Partnership's operation.

3. Q: How were client health units selected for each hub?

A: Client health units are designated to each hub based on geographical location and the number of staff (i.e. potential clients) within each client unit. Our main goal is to equalize hub workloads and ensure that each hub serves approximately the same number of client health unit staff. Hub library staff should also be able to travel easily to their client health units in order to deliver in-person training at least once per year. We also considered that the demographics of the population served by the host hub and client health units should be similar when possible, as this similarity will facilitate the development of specialized library collections which are tailored to unique regional issues and population needs.

4. Q: Who are the other hub libraries?

A: An announcement about the four hub libraries will be made once all four host health units have informally confirmed their acceptance of the official offer to become a hub.

5. Q: What are my immediate next steps?

A: Your first item of business is to carefully review the attached transfer payment agreement. Please get back to us at beata.pach@oahpp.ca with any questions and/or feedback. Once you are satisfied with the terms of the schedules, please sign the agreement and return to us. The first transfer of funds will then commence.

6. Q: How has funding for hubs been allocated?

A: Public Health Ontario receives the funding for hub libraries as part of the former PHRED funding envelope that was transferred in January 2011 from the Ministry of Health and Long-Term Care. The formula for hub funding is as follows: (total SLSP funding – 4 FTE salaries) ÷ 4. Each hub will receive funding for 1 FTE (librarian or library technician) as well as ¼ of the remaining total funds for the partnership. This formula is intended to ensure that all hubs receive equal funding for collections and operations.

Given the operational constraints in Year 1, until March 2013, each hub will receive equal funding for their respective FTEs. In Year 2, each hub will receive only the exact salary of their FTE.

7. Q: Can I use some of this funding to pay for existing resources and staff?

A: No. All health unit libraries will maintain their current funding for library services and resources. The shared library services partnership model is designed to build on the existing capacity of public health library services in Ontario.