



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 March 26

SHARED LIBRARY SERVICES – 2014/15 TRANSFER AGREEMENT

Recommendation

It is recommended that the Finance & Facilities Committee:

- 1) Review the 2014/2015 Transfer Payment Agreement as attached to Report No. 015-14FFC and make recommendation to the Board of Health to authorize the Board Chair to sign the agreement; and further*
- 2) Recommend to the Board of Health to reduce the 2014 operating budget for Human Resources & Labour Relations by \$7,525 to reflect the reduced grant.*

Key Points

- The Shared Library Services Partnership was implemented in 2012 and builds on the existing library capacity within the public health system in Ontario.
- Middlesex-London Health Unit is a designated library hub which provides shared library services to Elgin-St. Thomas Public Health, Chatham-Kent Public Health Unit, Haldimand-Norfolk Health Unit, Niagara Region Public Health, and Windsor Essex County Health Unit.
- 2014/15 transfer payment agreement provides 100% funding in the amount of \$102,475 for the delivery of the shared library services partnership model.

Background

The Shared Library Services Partnership was formed following the transfer of the provincial share of funding for the former Public Health Research, Education and Development (PHRED) Program to Public Health Ontario in January 2011. Public Health Ontario introduced the shared library services model to support applied research and program evaluation, education and professional development, and knowledge exchange for public health.

This program was implemented in 2012 through the creation of the Shared Library Services Partnership that builds on the existing library capacity within the public health system in Ontario. Selected public health units in Ontario that have their own in-house libraries act as hubs to provide access to library services and resources for “client” public health units in Ontario that previously did not have in-house libraries.

The objective of this 100% funded program is to build capacity in selected health units that expressed interest in becoming a hub in the Shared Library Services Partnership by providing funding for staff and resources acquisition. It is envisioned that hub libraries which will support several client health units that are designated to each hub based on geographical location and the number of staff (i.e. potential clients) within each client unit.

Client health units for the Middlesex-London Health Unit library services are: Elgin-St. Thomas Public Health, Chatham-Kent Public Health Unit, Haldimand-Norfolk Health Unit, Niagara Region Public Health, and Windsor Essex County Health Unit

2014/2015 Transfer Payment Agreement

Attached as [Appendix A](#) is the proposed 2014-15 Transfer Payment Agreement between Public Health Ontario and the Middlesex-London Board of Health. This agreement stipulates the various obligations and requirements of each party. Schedule A provides a brief description of the program, specific project objectives, and library services the health unit will offer to the client health units. Schedule B details the project budget of \$102,475, which consist of staffing costs of \$71,300 and collections and other operating costs of \$31,175. Schedule C provides a payment schedule in which the Middlesex-London Health Unit would receive the funding. Lastly, Schedule D provides dates in which the health unit must provide reports to PHO regarding financial and program information.

The budget for this project was included in the [Human Resources & Labour Relations 2014 operating budget](#) in the amount of \$110,000 which was approved by the Board of Health on February 26th, 2014. This minor reduction of \$7,525 anticipates lower salary and benefit costs based on 2013 experience.

Conclusion

The 2014/2015 transfer payment agreement provides \$102,475 to the Middlesex-London Health Unit to deliver shared library services to the client health units as described in schedule A of the agreement. An amount of \$110,000 was included in the 2014 operating budget for this purpose. It is recommended that the Board of Health authorize the Board Chair to sign the agreement and to reduce the Human Resources & Labour Relations operating budget by \$7,525.

This report was prepared by Mr. John Millson, Director of Finance & Operations, and Ms. Laura Di Cesare, Director of Human Resources and Corporate Strategy.



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