



TO: Chair and Members of the Finance & Facilities Committee

FROM: Laura Di Cesare, Acting Chief Executive Officer
Dr. Gayane Hovhannisyian, Acting Medical Officer of Health

DATE: 2017 May 04

SHARED LIBRARY SERVICES PARTNERSHIP (SLSP) 2017–18 TRANSFER PAYMENT AGREEMENT

Recommendation

It is recommended that the Finance & Facilities Committee:

- 1) Review the 2017–18 Transfer Payment Agreement attached as [Appendix A](#) to Report No. 015-17FFC and make recommendation to the Board of Health to authorize the Board Chair to sign the agreement; and*
- 2) Recommend that the Board of Health increase the 2017–18 Shared Library Services Partnership (SLSP) operating budget by \$4,210.75 to reflect the increased grant amount.*

Key Points

- The Shared Library Services Partnership (SLSP) was implemented in 2012 to build on the existing library capacity within Ontario’s public health system.
- MLHU is the designated SLSP library hub providing shared library services to Chatham-Kent Public Health Unit, Elgin St. Thomas Public Health, Haldimand-Norfolk Health Unit, Lambton Public Health, Niagara Region Public Health and Windsor-Essex County Health Unit.
- The 2017–18 transfer payment agreement provides one-hundred-percent funding in the amount of \$110,737.25 for delivery of the shared library services model, an increase of \$4,210.75 over the budget amount.

Background

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

The program was implemented in 2012 through the creation of the SLSP, which builds on the existing library capacity within Ontario’s public health system. Four selected public health units with their own in-house libraries act as hubs to provide access to library services and resources for “client” health units in Ontario without in-house libraries.

The SLSP’s objective is to build and maintain capacity in selected health units that host SLSP hub libraries by providing further funding for additional staff and resource acquisition. Each hub library supports several client health units, which are designated to a hub based on geographic location and number of staff (i.e., potential users) within each client health unit. Client health units supported by the MLHU’s SLSP hub library include: Chatham-Kent Public Health Unit, Elgin St. Thomas Public Health, Haldimand-Norfolk Health Unit, Lambton Public Health, Niagara Region Public Health and Windsor-Essex County Health Unit.

2017–18 Transfer Payment Agreement

[Appendix A](#) shows the 2017–18 Transfer Payment Agreement between PHO and the MLHU. As in previous years, the current agreement stipulates the various obligations and requirements of each party. Schedule A provides a brief description of the program and project objectives, and identifies which library services MLHU will offer to its client health units. Schedule B presents the project budget for the fiscal year 2017–18 (April 1, 2017, to March 31, 2018) of \$110,737.25, which consists of both staffing costs for one FTE librarian, collection maintenance and other operating costs. Schedule C outlines the payment schedule by which MLHU will receive funding once the transfer payment agreement is signed, and Schedule D provides the schedule for MLHU to supply PHO with activity and/or financial reports.

The budget for this project was included in the Foundational Standard operating budget in the amount of \$106,526, as approved by the Board of Health on February 16, 2017. This transfer payment agreement is \$4,210.75 greater than originally budgeted. The additional funds will be used for increases in wages and budgets of \$1,373 and operating expenses of \$2,837.75.

Conclusion

The 2017–18 transfer payment agreement provides \$110,737.25 to the MLHU to deliver shared library services to client health units, as described in Schedule A of the agreement. It is recommended that the Board of Health authorize the Board Chair to sign the agreement and to increase the SLSP operating budget by \$4,210.75.

This report was prepared by the Foundational Standard Division.



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