



## MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 014-18FFC

TO: Chair and Members of the Finance & Facilities Committee

FROM: Dr. Christopher Mackie, Medical Officer of Health / CEO

DATE: 2018 April 5

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### **SHARED LIBRARY SERVICES PARTNERSHIP (SLSP) 2018–19 TRANSFER PAYMENT AGREEMENT**

#### ***Recommendation***

*It is recommended that the Finance & Facilities Committee recommend that the Board of Health:*

- 1) *Receive the 2018–19 Transfer Payment Agreement, attached as [Appendix A](#), to Report No. 014-18FFC;*
- 2) *Authorize the Board Chair to sign the agreement; and*
- 3) *Increase the 2018–19 Shared Library Services Partnership (SLSP) operating budget by \$638.25 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 2018–19 transfer payment agreement provides one-hundred-percent funding of \$107,164.25 for delivery of the shared library services model, an increase of \$638.25 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 in-house libraries, act as hubs to provide access to library services and resources for Ontario “client” health units 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 client health unit is designated to an SLSP hub library based on the client health unit’s geographic location and number of staff (i.e., potential users). 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.

### **2018–19 Transfer Payment Agreement**

The 2018–19 Transfer Payment Agreement between PHO and the MLHU is attached as [Appendix A](#). As in previous years, the current agreement stipulates each party's various obligations and requirements.

- 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 2018–19 (April 1, 2018, to March 31, 2019) of \$107,164.25, which consists of 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 outlines a timetable for MLHU to provide PHO with activity and financial reports.

The budget for this project is listed in the Program Planning and Evaluation operating budget in the amount of \$106,526, as approved by the Board of Health on February 15, 2018. This Transfer Payment Agreement is \$638.25 higher than budgeted; the additional funds will be used to fund increases in operating expenses up to \$638.25.

This report prepared the Program Planning and Evaluation Team, Healthy Organization Division.



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