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**From:** Tremblay, Julie  
**Sent:** February 28, 2025 9:16 AM  
**To:** Bradley, Jessica <jessica.bradley@ottawa.ca>  
**Cc:** Yarrow, Alexandra <Alexandra.Yarrow@bibliottawalibrary.ca>; Bebbington, Sonia <sonia.bebbington@bibliottawalibrary.ca>; Galloway, Gale <gale.galloway@bibliottawalibrary.ca>  
**Subject:** FW FW: Query - Library Branch Operations

*Sent on behalf of Alexandra Yarrow, Program Manager, Board and Strategic Services*

Hi Trustee Bradley,

I am following up on the chat you had with Sonia about this matter last week.

I have provided responses for the information that is straightforward for OPL to provide (inline, below). Other areas require more detailed work from staff, and would be best suited to the resident opening [an MFIPPA request](#).

I would be happy to connect with them regarding this, if desired.

Thank you,

Alex

**From:** Bradley, Jessica <jessica.bradley@ottawa.ca>  
**Sent:** February 12, 2025 1:43 PM  
**To:** Yarrow, Alexandra <Alexandra.Yarrow@bibliottawalibrary.ca>  
**Subject:** FW: Query - Library Branch Operations

Hi Alex,

Are you able to assist in getting the answers that Mr. Reid is looking for? I would appreciate it being sent directly to me and I will communicate with him.

Thanks,  
Jessica

**From:** John D Reid <[john.d.reid@gmail.com](mailto:john.d.reid@gmail.com)>  
**Sent:** February 05, 2025 4:12 PM  
**To:** Bradley, Jessica <[jessica.bradley@ottawa.ca](mailto:jessica.bradley@ottawa.ca)>  
**Subject:** Query - Library Branch Operations

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Dear Councillor Bradley,

Thank you for taking the time to meet with me over coffee on Wednesday morning. I greatly appreciated your insights into both the Ottawa Public Library and Board interaction, and the broader scope of a Councillor's responsibilities. Our discussion was both enlightening and valuable.

As discussed during our meeting, I would be grateful if you could, in your capacity as a Library Board Trustee, inquire about the costs associated with running library branches in leased locations. Specifically, I am interested in the current leased branches at Emerald Plaza and Elmvale Acres.

For context, it would be helpful to understand:

1. The floor area of each branch

Elmvale Acres (EA) - 7,347 sq ft.

Emerald Plaza (EP) - 10,367 sq. ft.

2. Routine operational costs, including:

- Lease/rental expenses

Annually, between \$200,000.00 (EA) - \$300,000.00 (EP)

- Staffing costs (with benefits), broken down by:

- Librarians
- Library assistants
- Other staff categories

Overall staffing costs including benefits: approximately \$700,000.00 (EA)-

\$800,000.00 (EP). Further detail would be best suited to a request under the MFIPPA process

- Resource materials (books, magazines, and other materials)

Collections: between \$750,000.00 (EA) - \$1.3M (EP)

- Any other costs covered by the library budget

Other costs: approximately \$30,000.00 (similar for EA and EP)

3. An estimate of the capital costs required to establish a branch in a leased location

This level of detail would be best suited to a request under the MFIPPA process

4. Any additional costs incurred by the City of Ottawa related to these branches, such as:

- Property maintenance or improvements
- Utilities (if not included in lease)
- Security services
- Any shared services or infrastructure costs
- Other municipal expenses associated with branch operations

This level of detail would be best suited to a request under the MFIPPA process

This information will be valuable for understanding the financial implications of branch operation models.

Thank you again for your time and help. I look forward to hearing back once this information becomes available.

Best regards,

John D Reid