



The Corporation of the Town of Milton

Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: June 23, 2025

Report No: ES-032-25

Subject: Milton Public Library Automated Materials Handling (AMH) system
at Main Branch

Recommendation: That report ES-032-25 be received for information.

EXECUTIVE SUMMARY

- The Milton Public Library Board has authorized the contract award for an AMH system in order address existing challenges that are associated with the growing volume of materials returned at the Main Branch, and has requested Town Council authority to proceed with the contract award.
- Existing capital project funding is available for the initial investment. A new operating cost of \$25,295 (excluding HST) is expected beginning in 2027 and will result in a budget pressure beginning in that year. As such Town Council authorization is required in order for the contract award to proceed at this time.
- A draft resolution has been included within the body of this report that, if approved by Council, will allow for the AMH system implementation to proceed as has been requested by the Milton Library Board.

REPORT

Background

At their May 21, 2025 meeting, the Milton Public Library (MPL) board approved the following resolutions:

That the Milton Public Library Board receive the report entitled "Purchase and Installation of Mini Sorter at Main Branch"; and

Background

That the Milton Public Library Board approve the single source award to Convergent Library Technologies for \$140,969 (excluding HST) for the purchase and installation of a Lyngsoe Systems Mini Sorter;

THAT authorization be given to the CEO/Chief Librarian to increase the contract award by up to 15% if required for any contingency or value addition to the project; and

THAT in accordance with Town of Milton Policy 113 (Budget Management), that Town Council be requested to approve the contract award to Convergent Library Technologies due to the additional warranty and lifecycle costs of \$25,295 (excluding HST) that will begin in 2027;

THAT the CEO/Chief Librarian be authorized to execute the resulting purchase order as per the current MPL's purchasing policy.

As the capital purchase will result in a future incremental operating budget pressure, Town Council approval is required in accordance with Town policy 113 (Budget management). As such, this staff report is being presented in order to allow Council to consider the MPL Board's request, with draft language for a potential resolution for Council to consider in order to allow the AMH system acquisition to proceed.

Discussion

Full details of the MPL's consideration of an AMH system are provided as Schedule 1 to this report, being a copy of the MPL's report to the board from the May 21 meeting. Notable points include, but are not limited to:

- With growing volumes of materials being returned at the book drop at the Main Branch (currently over 1,000 daily returned items), an AMH system will replace current manual processes to create efficiencies and prevent overflowing materials that can lead to damaged materials and poor working conditions.
- MPL staff have investigated potential systems and suppliers, and have identified a solution that can perform in Ontario's ~~year-round~~ climate.
- The capital budget requirement is estimated to be \$167,893, and funding is available from an existing approved capital project for MPL.



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Discussion

- Annual operating funds of \$25,295 (excluding HST) are expected to be required beginning in 2027, in order to fund warranty and lifecycle costs of the new system.

MPL would like to proceed at this time with the AMH system in order to address the existing challenges with the manual system and achieve the intended efficiencies. As the acquisition will result in a future pressure on the operating budget that has not yet had the opportunity to proceed through the budget process, Council approval is required in accordance with section 4.6 of Policy 113.

In order for Council to support the MPL board's request for support for the acquisition of the AMH system, the following resolution will require approval by Town Council:

THAT Milton Town Council authorize the Milton Public Library Board to proceed with a contract award to Convergent Library Technologies for the purchase and installation of a Lyngsoe Systems Mini Sorter, with an estimated capital cost of \$167,893 and an estimated annual operating cost of \$25,295 (excluding HST) beginning in the year 2027.

Financial Impact

Funding for the initial capital cost of the AMH system is available from an existing approved capital budget for the MPL (project C80010318). The acquisition will result in new operating costs related to warranty and lifecycle contributions beginning in 2027. The current estimate for those costs are \$25,295 (excluding HST), and should the initiative be authorized by Town Council these costs will be introduced into the operating budget beginning in 2027.

Respectfully submitted,

Glen Cowan
Chief Financial Officer / Treasurer

For questions, please contact: Glen Cowan

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Attachments

Schedule 1 - May 21, 2025 Report to Milton Public Library Board

Approved by CAO
Andrew M. Siltala
Chief Administrative Officer

Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.