

**Decision Item: XX**

**Report to:** Milton Public Library Board

**From:** Sarah Douglas-Murray, CEO and Chief Librarian  
Kanta Kapoor, Director – Support Services

**Date:** May 21, 2025

**Re:** Purchasing Report - Mini Sorter at Main Branch

**Recommendation:**

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

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.

**Background**

The Main Library currently operates an external book drop that is accessible 24/7 and patrons can drive right up to the drop without having to park and come in the building. This book drop processes over 1,000 returned items daily, including materials from each of the MPL's branches. These volumes continue to increase with growth, in particular with the addition of the Sherwood branch and related collection material growth. Often on weekend overnight and holidays times the bins fill and overflow resulting in damage to library collections and a working conditions that cause health and safety issues for staff as materials are all over the floor. Further staff then have to manually check in and sort all of the materials, taking up significant time of our page staff.

Implementing an exterior induction Automated Materials Handling (AMH) system will alleviate these issues by enhancing return efficiency, reducing staff workload, and protecting library resources. The system will automatically check in the materials as they are fed into the book

drop moving along a conveyor belt that will then sort the material into 4 bins (Beaty, Sherwood, Main and Other). As there are 4 bins, this will quadruple the capacity of the system. As the sorter checks the materials in staff will not have to manually process this step. The automatic sorting will allow staff to quickly pack the Beaty and Sherwood materials for the courier, prepare the Main materials for shelving and deal with the “Other” materials efficiently. “Other” materials are typically items that have holds for other patrons. As our existing page staff compliment cannot currently keep up with the volume of returns and re-shelving there are often delays in returning items back into circulation once returned, sometimes for several days time. Installing the Mini-sorter would allow for efficiencies in page staff time that would allow for more efficient use of library materials, enhanced circulation of materials, and quicker circulation of in demand materials.

Library staff have met with Town Facilities staff regarding this project including the modifications that will need to be made to the existing Book Drop location. Town staff have provided the costs estimates for minor construction work included in this report.

### **Suppliers**

The proposed Automated Material Handling (AMH) system is manufactured by Lyngsoe Systems, a global leader in library automation solutions. The system will be supplied and installed by Convergent Library Technologies, a Canada-based reseller specializing in automated return and sorting systems for libraries. Convergent has provided a comprehensive quote detailing the sorter configuration, available sort bin options, and additional features. Convergent is the exclusive reseller of Lyngsoe in Ontario.

Lyngsoe Systems' AMH solution includes proprietary components and software, engineered to perform reliably under extreme weather conditions. One of its key features is an RFID-sensor-equipped door that opens exclusively for RFID-tagged library items, ensuring secure and efficient returns. The Lyngsoe Systems' AMH is the only external AMH system that is compatible with Ontario's extreme winter temperatures. Notably, large library systems such as those in Oakville, Toronto, and Mississauga have implemented Lyngsoe solutions across multiple branches, citing the reliability of its RFID-sensor technology and its resilience in harsh climates as deciding factors.

### **Budget:**

#### **Capital Budget Requirement**

The table below outlines the estimated initial cost to purchase and install the Mini Sorter at Main Branch.

Item	Quantity	Estimated Cost*
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Sortation system that supports one exterior induction and four (4) sort destinations	I	\$143,450
Minor construction work		\$2,544
Contingency		\$21,899
Total		\$167,893

\* Includes non-recoverable HST

As the need for this investment relates to the continued growth in collections, the funding for this project will be provided from the New Collections capital project (C80010318), which has available budget of \$397,971 at the time of this report.

### **Operating Budget Requirement \$16,900 from 2027 onwards**

The first year of warranty is included. To ensure annual maintenance of the devices and extend the warranty, an additional \$16,900 plus HST will be required in the operating budget for 2027 and each subsequent year. In addition, an annual lifecycle provision of \$8,395 will be required in order to provide for the future renewal costs for this asset. As this represents an increase in the gross operating budget with a future tax levy impact, Town Council approval is required (as per Town Policy 113). Following MPL Board approval of the recommendations within this report, MPL staff will work with Town staff to coordinate a similar request for approval from Town Council in order for the project to proceed.

As such, this fulfils the following 2025 MPL Strategic Pillar & Objective:

### **Pillar: Building Strong Infrastructure**

**Objective:** Proactively plan for future population growth by ensuring appropriate physical and technological infrastructure

### **Pillar: Delivering Quality Services**

**Objective:** Explore and implement innovative models and ensure Milton residents have access to exceptional library service.

Use data and metrics to build both physical and digital collections that meet community needs and keep pace with Milton's population growth.

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