Call to Order

*Roll Call
  Brian Steimel  Kay Williams  Jean Winborn  Kristy Cooper
  Patricia Horne McGee  Theresa M. Maddix  Bethany Kennedy

Approval of the Agenda

Public Comment

New Business
  A. Trustee candidate interview: Terrence Williams
  B. Consideration of a proposal to purchase after-hours lockers for Michigan Avenue

Adjournment
To: YDL Board of Trustees  
From: Lisa Hoenig, Library Director  
Date: 12/9/22  
Re: Consideration of the purchase of after hours pick-up lockers for Michigan Avenue

The new lockers at Superior that were installed in 2021 are easy to use and very convenient for both patrons and staff. We would like to add similar systems at both Whittaker and Michigan Avenue to provide the same access across the district. I applied for two different grants in an effort to make this happen, but the project was not funded.

Since Michigan Avenue is not open on Sundays and its collection is smaller than Whittaker’s, it is my priority. Prior to applying for the grants we selected a better location (inside the Plaza fence closest to the book return) than the one occupied by the now-defunct locker system, and determined electrical needs with an LEID engineer.

The attached quote proposes to purchase a system almost identical to the one at Superior (the current model has a larger LED screen). I am requesting approval now because LEID believes their prices will go up at least 10% in January with cost increases from suppliers.

I budgeted $19,000 for this purchase. The LEID quote is for $18,357. We will put the remaining funds toward the electrical work required to install the lockers.
Whereas, the Ypsilanti District Library strives to provide high quality services, and

Whereas, the after-hours pick-up lockers at Michigan Avenue ceased functioning long ago, and

Whereas, lockers are desired downtown to make library access more equitable across the district on Sundays and after hours, and

Whereas, the new lockers installed at Superior are popular and effective, and provide convenience to both staff and patrons, and

Whereas, YDL budgeted to purchase new lockers for Michigan Avenue in the 2022-23 fiscal year, and

Whereas, LEID has informed YDL that prices will increase at least 10% in January, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the recommended locker system specified on the attached quote be acquired from LEID Products LLC, for $18,357.

OFFERED BY: __________________________________________________________

SUPPORTED BY: _______________________________________________________

YES:            NO:             ABSENT:            VOTE:
Ypsilanti District Library
Downtown Branch
‘SmartAxess’ Library System

Title: Library Hold Lockers

Prepared for:
Ypsilanti District Library
Attn: Lisa Hoenig
Director
lisa@ypsilibrary.org

Presented by:
Peter M. Kujawski
pkujawski@leidproducts.com
m (603) 289-6001

Fed Tax ID: 20-3852343
Duns: 830292665
Cage: 5L 3Q8
Attn: Lisa Hoenig

Dear Lisa,

LEID Products is pleased to submit a proposal for the library’s remote lockers. LEID has been designing and producing library hold lockers specifically for outdoor use for over 17 years. Our system may be the only true ADA compliant system on the market. Proposals that include ‘towers’ where the doors at the top and bottom in this type of locker system are out of the reach of people with disabilities. Our systems offers a true no-touch solution utilizing your cards.

We have published a buyer’s guide packed with useful information garnered from Directors who have been dealing with the same challenges your library undoubtedly is or was during the Pandemic. You and your colleagues can download a copy of our Buyer’s Guide. Please also note:

- **All of our systems come with turnkey installation, training, and full one-year warranty.**
- **ADA Compliance** – Our systems are ADA compliant.
- **Weather Resistance** – Our engineers say the reason for our clearances above ground is needed is to ensure that books are protected against water or snow accumulation, or rain splash back in addition to the ADA compliance as noted above.
- **Longevity** – Our base material is galvannealed stainless steel which is powder coated to increase its longevity.
- **Made in the USA** –
  - All of our major suppliers are in the USA. You would be keeping money in our country by placing an order with LEID, a Michigan Company, where the lockers are designed, engineered and the systems are assembled.
- **Lowest Five-Year Cost of Ownership** – We do not charge annual software licensing fees. Our annual service contracts are optional and reasonable.

Our systems are modular, come in multiple sizes and are easy to expand or add different the same or different sized lockers. Our systems come with an all LCD screen for ease of cleaning and disinfecting. The SmartAxess system’s attributes will make it easy to expand if it proves popular and can easily be moved if a move or new construction dictate.

This proposal is for one outdoor 10 door system and will be located at the Downtown Branch of the Ypsilanti District Public Library. We look forward to working with you to help serve the great patrons of the library.

Sincerely,

Peter M. Kujawski
President
Mobile: (603) 289-6001 pkujawski@LEIDProducts.com
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LEID Experience, LEID Core Competencies and SmartAxess

Introduction
SmartGuard™ and SmartAxess™ Secure Asset Control Systems from LEID Products, are the most advanced biometric and electronically accessible locker, cabinet and sensitive item storage systems available, providing built-in asset management/inventory control software and RFID tracking. SmartGuard storage systems are available with varying degrees of security ranging from a Biometric Access Control System (BACS™) including fingerprint, iris or facial scanning, to the 'Access.it' System utilizing touchpad, keypad and/or card reader for access verification. Our systems allow for restricted authorized self-service pick-up and drop-off of items with electronic chain of custody reporting, controlled 24/7 through remote, web-based management and monitoring software. Pass-thru and non-pass-thru SmartGuard™ electronic cabinets/lockers are available in multiple size and configuration options. The BACS and Access.it Systems are proven inventory control and asset management systems used to secure and track critical inventory including high end equipment, evidence, medical supplies/narcotics, sensitive corporate /government materials, and library materials. LEID Products is backed by the engineering and organizational strength as a division of Patti Engineering, Inc. Patti Engineering is a leading supplier of innovative automation and process improvement services for manufacturing.

Core Competencies
• Software and access control technology developed with in-house engineering staff including validation and testing
• Control systems integration expertise for various technologies- biometrics (fingerprint & iris scanning), keypad, card readers, RFID, barcode
• Cabinets/Lockers- High-quality all-galvanized steel construction, 16-gauge sides, shelves and frame, welded frame with riveted assembly, electronic rotary latch locks on doors, spring-loaded front doors automatically open when unit is accessed, manual override on doors, optional rear door for pass-through installation
• Access Control Options - Biometric, keypad, and/or card reader
• RFID Tracking- Optional installation of UHF RFID chips on sensitive items that can be 'tuned' in for various read distances that can be polled rapidly to account for inventory at all times while in storage. The RFID technology also allows for fast efficient 'hot bunking' inventory control
**Proposition:**
Cities, towns, and universities want to sustainably increase access to more patrons, including 24/7 coverage, improve social distancing without adding bricks and mortar. SmartAxess Library Systems from LEID Products, consisting of locker banks with electronic LCD access systems. Patrons can pick up their materials to lockers outside of the Library’s main entrance 24/7, or inside schools, or at commercial stores or public facility locations. Patrons can use their card or are given a temporary pass code to access the hold lockers at the library or remotely, to access up to three door locations. Remotely located lockers banks allow Library access for patrons not near or able to visit the library itself or not able to visit the library during normal hours. The SmartAxess Kiosk provides secure pass code authorization and access to the locker containing a patron’s book or materials.

**Increased productivity and efficiency**
- Staff can efficiently load the lockers with the books the patrons want on regular schedules. Using RFID tracking and integrated computer processor and software, issue and return can be automated.
- Patrons get what they want, when they want it. Librarians spend more time serving more patrons remotely.
- SmartAxess allow patron access without the need for additional library staff.

**Increased reliability and accuracy (with fewer resources)**
- Patrons can order their materials online to be delivered to the remote locker most convenient to them.

**Improved accountability**
- Most modern chain of custody tracking of assets or books
- RFID tracking can support rolling inventory report

**Increased Reach:**
- Offer a “new location anywhere” when budget will not allow for new branch. SmartAxess Electronic Access Cabinets can be installed practically anywhere – in malls and retail facilities, school campuses, commuter stations, and other locations. SmartAxess Electronic Access Cabinets can be sized and tailored for unique applications and locations.

“Quincy Public Library loves LEID lockers. They are easy to use for staff and patrons.” Bobbi Mock,
Budget and Cost Scenarios:
In compliance with your request for two 10-door systems to add to their current systems. In this proposal we will address:

- One 10-door system

The pricing for includes:

- Equipment/Materials
- Shipping
- Labor (one individual to support LEID personnel)
- Services
- Training
- Annual Support and maintenance
- Administrative Fees
- Travel
- Warranty – 1 year
- Service Contract – 2d year

- There are no subcontractors involved in this project. You have only on company to contact, from order to installation to training to warranty and service support.
References: We proudly provide this list of references to demonstrate that we have provided outdoor library hold lockers of similar work, scope duration and size. In addition, as judged by librarians, LEID products has received the Modern Library Awards Platinum Award (https://www.secureassetcontrol.com/leid-wins-platinum-in-2020/ and 2021) for quality, reliability, durability and customer service.

1. Ann Arbor District Library, Len Lemoire, Facilities Manager, 734 327-4281, lllemorie@aadl.org
2. High Point Public Library, Mary Sizemore, Director, 336 883-3694, mary.sizemore@highpointnc.gov
3. Gary Byker Memorial Library, Hudsonville MI, Melissa Huisman, Library Director, 616 669-1255 mhuisman@hudsonville.org
4. Grand Ledge Area District Library, Lise Mitchell, Director, 989620-5118, director@gladl.org
5. Quincy Public Library: Quincy, IL, Roberta “Bobbi” Mock, Manager of Circulation and Delivery Services, rmock@quincylibrary.org 217 223-1309x203
6. Carver County Minnesota, Bob Lincoln, Library Systems Administrator, blincoln@co.carver.mn.us, 6122838364.
7. Pickerington Public Library, Pickerington, OH, Tony Howard, Director, thoward@pickeringtonlibrary.org, 614 8374104x222
8. Jessamine County Library, Nicholasville, KY, David Powell, Director of IT and Technology Librarian 8598853523, dpowell@jesspublib.org
9. Athens County Public Library, Laura O’Neil, 740 805-0385, loneil@myacpl.org
10. Barrington Area Library, Vicki Rakowski, 847 382-1300x4000, vrakowski@balibrary.org
11. Fairfield County District Library, Becky Schaade, 740 653-2745x100, bschaade@fcldlibrary.org
12. Tuscarawas County Public Library, Michelle McMorrow Ramsell, 330 364-4474, mramsell@tusclibrary.org
13. City of St. Paul Public Library, Lisa Motschke, Deputy Director, 6512667059, Lisa.Motschke@ci.stpaul.mn.us
14. Franklin County Public Library, Wayne Keith, 540.483.3098 x2436 wayne.keith@franklincountyva.gov
## SmartAxess System Representative Work Flow:

### Enrollment via the Remote Web Interface
1. Patron requests items from library
2. Librarian collects the requested items
3. Librarian registers the patron’s card/code in system and assigns them locker(s)
4. Courier goes out to the locker pickup site
5. Courier logs into the system and presses the “Dropoff” button which opens all newly assigned lockers waiting for items
6. Courier deposits the items into the opened locker locations
7. Courier closes the locker locations
8. Library can optionally send patron an email saying that the items are ready for pickup and provide some basic instructions
9. Patron arrives at locker pickup site and scans their library card (or enters code manually)
10. Locker system automatically opens the locker location(s) with their items
11. Patron closes the locker locations

### Direct enrollment via the LCD Touch Screen
1. Patron requests items from library
2. Librarian collects the request items
3. Courier takes items out to the locker pickup site
4. Courier logs into the system and registers the patron’s card/code in system and assigns them locker(s)
5. Courier presses the “Dropoff” button which opens all newly assigned lockers waiting for items
6. Courier deposits the items into the opened locker locations
7. Courier closes the locker locations
8. Library can optionally send patron an email saying that the items are ready for pickup and provide some basic instructions
9. Patron arrives at locker pickup site and scans their library card (or enters code manually)
10. Locker system automatically opens the locker location(s) with their items
11. Patron closes the locker locations
LEID Proposal Summary:

The Ypsilanti District Library requested a proposal for the design, fabrication, and installation of one turnkey 10-door systems for the Downtown location including labor, material, and equipment to provide, install and maintain a self-service library holds kiosk. LEID calls these our SmartAxess library systems. The SmartAxess library system can act as a stand-alone system or can be optionally integrated into a library’s ILS using the industry standard SIP 2 protocol or connecting information to the Cloud through a cloud hosting service. The authorized users will access system via LCD screen with a code provided by the library or by barcode card reader (which will be a pre-assigned compartment). Remote administrative functions can be conducted through a web browser (given network connection provided).

Requirements: One library Exterior (Remote) Book Locker System.

Detailed information regarding what is covered within the warranty/service: Included in this proposal.

- Electrical and data needs: Included in this proposal.
- Weather Resistant: Our systems are designed to be weather ‘resistant.’ We have systems successfully installed and operating in hurricane prone areas, extreme cold weather climates, and in heavy rain prone areas such as the Northwestern U.S. We recommend overhead cover for the kiosk. This proposal does not include any shelter construction or site work.

SmartAxess Video:
(https://www.youtube.com/watch?v=R4fhXXLOpDh)
Explanation of Product:

1. Technical Specifications. See page 18. Electrical and network requirements as defined below.

2. Dimensions as shown in the drawing. Each locker is as shown in the drawing below with a compartment size of 16.5"Wx6.5"Hx14.5"D. Our systems are modular, larger door modules can be easily attached. The above size has been proven effective for most library needs.

3. Safe and Secure Storage: The cabinets are all steel construction with 16-guage sides, shelves, and frame. The frame is welded with riveted assembly. The doors are 16-guage galvannealed steel with automotive strength electronic rotary latch locks on the doors that are spring loaded to automatically open when the authorized patron accesses the system. There is a manual override on the doors or they all can be opened at once for the currier to place the book therein.

4. Receipt: The patron swipes her or his library card or enters their code into the kiosk to retrieve the books that were ordered through the library’s system and delivered by currier to a specific door or sequence of doors. The door automatically springs open.

5. Staff Workflow: Orders received at the main branch are processed and prepared for distribution. Doors are assigned to the individual by computer at the main branch. Libraries have typically chosen their own method and timing of distribution based upon patrons’ needs, time of year, weather, and library procedures.

6. Backlog: Typically, libraries using our SmartAxess systems know their patrons’ needs and give them ample but not excessive time to retrieve, their books or other library materials. Times can be adjusted to prevent back up. Our systems are designed to be modular. More lockers can be added easily.

7. The courier’s card opens all doors quickly or by bank of doors. The staff courier can quickly load each compartment with the books ordered by the patron into the authorized compartment issued by the main office. The courier then closes all remaining open doors.

8. Libraries using our systems have used bar code scanning, code entry, RFID reader access or even fingerprint reader to authorized access. The system quoted herein will accept bar code or manual code entry.
9. Remote Access Functionality:
   a. Custom banner messages can be displayed
   b. Web Managed Interface with sortable and searchable event log reporting
   c. Accessible via Wi-Fi access point or via LAN/ internet on any modern browser
   d. Management:
      i. List of Locations
      ii. Authorized User assigned to location with name and code
      iii. Any and All Locations can be selected and opened
      iv. Locations can be opened and assigned a user code or be locked out
      v. Event log at the kiosk or remote computer
      vi. Allows high number of users.
      vii. Couriers can access and be managed through the system

10. Connection Methods: Wi-Fi or LAN

11. Safety Standards and Certifications: Our systems have been accepted for use and are being used by the Department of Defense, Department of Homeland Security, Law Enforcement Agencies, libraries and universities throughout the US. We were selected in 2020 by the Modern Library Awards at the Platinum Award level based upon: Quality, Functionality, Competitiveness; and Product Satisfaction. These ratings were provided by librarians based upon over 15 years of experience.

12. Expansion: Completely modular. New lockers can easily be added to existing systems. New remote locations can be added and networked.

13. Marketing: As described above, the screen can be loaded with a banner message. Signage or vinyl wrapping can be applied at an additional charge.

14. Service Plan: The first year is covered by the warranty. We offer second year and beyond service plans as described below and priced out in the pricing schedule.

15. Training is included.

16. Examples of our systems can be found at our website:
   https://www.secureassetcontrol.com/libraries-schools-universities/
Configuration and System Drawings:
Based on the current solicitation and Amendments presented, the following equipment and services will be provided at the one location. Each location would have:

- 1 wirelessly accessed, web enabled controller with LCD interface w/ card reader in the computer kiosk
- 1 [LKR-10D-MD] 10 Door Medium Lockers with pedestals w/ 24” pedestal
- 1 wireless router
- 1 barcode reader
- Freight – local / common carrier (inside delivery)

System Design and Dimensions: 10-Door System Graphic:
Your system would have the new 10” LCD with security door and built in bar code reader:

New Tamper resistant kiosk door as shown here (picture of the new LCD on page 23):

Patrons will access the system via the reader or entering a PIN code.

* LCD 52” center off finish floor w/ card reader or ADA 45” center off finish floor

The power requirement (120VAC / 15amp dedicated circuit) and Ethernet network connection (if required) is the responsibility of the customer.
Customer Responsibilities

- Receive truck delivery of ‘SmartAxess’ equipment (common carrier / inside delivery).
- All requirements of installation – Placement of 120 VAC 15A power outlets and Cat5e RJ45 data port; mounting hardware for desired location/placement; etc.
- Provide two working library (patron) cards within two weeks of PO, IT person information (to ensure correct card format).
- Provide network connectivity between all locker sites and main library

Project Summary and Pricing

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DETAILS</th>
<th>QTY</th>
</tr>
</thead>
</table>
| KIO-SA-SM/MD SmartAxess Small/Medium Kiosk | • 10" LCD for SM/MD Locker  
• Includes SmartAxess software license  
• Wireless Router | 1 |
| (RDR-BAR) Barcode Reader | • Barcode reader | 1 |
| (LKR-10D-MD) 10 Door Medium Locker | • 10 door medium locker  
• 24-inch-high pedestal for locker  
• Color Silver | 1 |
| (LKR-TRM-R-MD) Right-Hand Trim Panel | • Large Locker Trim Panel – Right  
• Color Silver | 1 |
| (LKR-TRM-L-MD) Left-Hand Trim Panel | • Medium Locker Trim Panel – Left  
• Color Silver | 1 |
| Freight | Local / common carrier w/ inside delivery | * |
| Installation & onsite training | Installation and onsite training 1 trip | Incl. |
| Optional: 2nd year service plan | 2nd year service plan for 1 site | See Table |

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Total Price</th>
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</thead>
<tbody>
<tr>
<td>Total for equipment, freight, training, and optional service plan</td>
<td>See Table</td>
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</tbody>
</table>

*Made in USA, Final Systems Assembled in Michigan*
<table>
<thead>
<tr>
<th>SmartAxess System</th>
<th>One 10-Door Systems*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software, Equipment, Installation, Freight, Training, 2d Year Service Plan</td>
<td>$18,357</td>
</tr>
<tr>
<td>Total w/o Service Plan</td>
<td>$17,800</td>
</tr>
</tbody>
</table>

*This is the 2022 Pricing. We are anticipating a 9-10% increase in January. To receive this pricing the order must be received by December 23rd.

Payment Terms:
This proposal is subject to LEID Products Standard Terms and Conditions (PE document #SA.008.01). Quoted pricing is valid for a period of 30 days.

**LEID Terms:**
50% Up front:
- 50% Upon Shipment
- Fed Tax ID: 203852343
- Duns: 830292665
- Cage: 5L3Q8

**Lead time:** 12 weeks ARO
**Delivery – FOB**
229 W Michigan Avenue
Ypsilanti, MI 48197

LEID Products strives to make sure that you, as our customer, are satisfied with our product and services. Please feel free contact us by phone or email if you have any questions regarding this proposal.
Proposal Acceptance

Email Purchase Order to: pkujawski@LEIDProducts.com cc: accounting@LEIDProducts.com

Or Authorize (if PO not available):

______________________________
Signature

Print Name ______________ Title ______________ Date ______________

Fields below MUST BE completed before order can be processed.

SHIP TO:

Address:

___________________________________________________________

City: ___________________ State: ____, Zip:_______________

Contact Person (Name): ___________________ Phone #: ___________________

Email: ___________________

INVOICE: *if appliable, attach copy of Sales Tax Exemption Certificate

Make Invoice out to (name):

___________________________________________________________

COLOR SELECTION: ___________________

TOTAL PRICE: $ ______________ Circle and Initial beside price on Project Summary & Pricing Page, and return with order.
Warranty and Technical Support Terms:

Included Warranty:
- 1 year from date of installation
- 2nd Year starts 1st day after Warranty period.

Support Terms:
- LEID Products will provide Emergency and Holiday support per the solicitation through local contractors if so awarded the Contract.

LEID Products provides:
- Provide technical support from the LEID Auburn Hills, MI facility:
- Within 24 hours of receiving a phone call from a representative of the purchaser or the customer during business day, LEID will respond and be ready to troubleshoot the problem.
- Within 48 hours of receiving a phone call from a representative of the purchaser or the customer during non-business day, LEID will respond and be ready to troubleshoot the problem.
- The phone support hours and all other engineering support provided locally from the LEID facility is included under this contract without additional charges. This contract includes support for keeping the supported system in working order per the applicable Functional Specification, or the project quote document. Software development for new functionality is not included under this contract as a term of warranty or extended service.
- A representative of the purchaser or the customer will be able to contact the on-call engineer via the LEID 24 hour answering service.
- Provide onsite engineering support at LEID’s discretion if the issue cannot be resolved by remote connection and customer onsite assistance (evaluation components may be shipped to customer for testing as well before onsite assistance is required).
- For all out of warranty replacement components provided by LEID, there will be a 25% deduction off list price, plus shipping charges.
- LEID will keep a log of the service reports for all reported incidents at the customer’s facility. The log will be available for review when requested by a representative of the purchaser or the customer.
Specifications:

FEATURES

Multiple Authentication Methods
- Pin Code
- Barcode
- RFID Card/Badge
- Magstripe Card

Touch Interface Kiosk
- Industrial panel mount computer
- Full-color LCD display
- IP66 rated weather-resistant screen
- Customizable welcome message
- Customizable images and logos
- Encrypted User Data

Multiple Location Operating Modes
- Pick-up Mode
  > Users can be assigned locker locations to pick-up items
  > Locations can be assigned expiration time to flag
  > Examples
    - After-hours pick-up
    - Mailbox pick-up
    - Online order pick-up
    - Evidence Pick-up
- Drop-off Mode
  > Users can drop off items in a locker compartment for
    pick-up from a courier
  > Examples
    - Library book return
    - Evidence drop-off

+ Temporary Storage Mode
  > Users can temporarily store items in a secure location
  > No pre-assigned users necessary
  > User can pick their pin number or scan a card/badge
  > Examples
    - Secure cell phone storage (optional integrated charging)
    - Secure weapon storage

Web Management Interface
- View system status, pull log reports, assign users, manage
  system settings
- Accessible via any modern web browser
  - Microsoft Edge, Google Chrome, or Mozilla Firefox
- Accessible via embedded Wi-Fi access point
  > Requires Wi-Fi add-on
- Accessible via Customer Network
  > Requires customer-provided local network connection
  at locker site
- Accessible via Internet
  > Requires customer-provided internet connection at locker site

Multiple locker sites can be networked together to share user
and event log data

Users can self-report issues with items to system administrators

SMARTAXESS LOCKERS

- Typical library configuration – (1 or 2)-10 door banks with secure
  access touchpad mounted in an adjoining kiosk
- Pass-thru (built into library) or non pass-thru (remote)
  configurations available
- Weather-resistant 16 AWG Galvanized Steel construction
  suitable for outdoor/remote applications
- Powder coated for long term durability
- Available in custom colors
- Heavy duty rotary locks for reliability
Modern Library Awards

LeID Wins Platinum in 2020


LeID Wins Second Platinum in 2021

LeID Wins Third Platinum in 2022
Buyer’s Guide:

https://www.secureassetcontrol.com/libraries-schools-universities/
Pass Through Example: Ann Arbor MI Library System Installed in a Curtain Wall
Pima County Library showing the larger lockers to the right
New 10” Tamper Resistant LCD Screen