

Evergreen Book Locker Project Timeline Draft

May–June 2026

- Finalize project approval and funding commitment with Library Foundation
- Confirm installation location and site requirements with School

June 2026

- Execute Memorandum of Understanding (MOU) between Flathead County Library and Evergreen School District
 - Formalizes permission, roles, and responsibilities for locker placement and use

Late June 2026

- Place order for smart locker system
 - Aligns with 14–20-week delivery window given by Lyngsoe

July–September 2026 (14–20 weeks lead time)

- Manufacturing and delivery period
- Site preparation:
 - Electrical (120V) and Ethernet installation
 - Contact Electrician if needed, work with School District Facilities Manager
 - Final site readiness checks
- Internal planning:
 - Develop workflows and procedures for the operation of the locker by library staff
 - Schedule staff training

Late September–Early October 2026

- Locker delivery arrives
- Final site inspection and readiness confirmation

October 2026

- Installation (1–2 days)
- Staff training and system setup
- Soft launch and testing

Late October 2026

- Public launch and promotion of 24/7 locker access