

# The Jones Library, Inc.

[www.JonesLibrary.org](http://www.JonesLibrary.org)



The Jones Library, Inc.  
43 Amity Street  
Amherst, MA 01002  
t: 413.259.3090  
f: 413.256.4096

## *Calendar*

*Approved September 5, 2012*

### July

- Draft Annual Fund Letter – Development Committee
- Draft *Long Range Plan/Action Plan* – Director/Staff

### August

- Approve Annual Fund Letter – Trustees
- Draft Community Preservation Act Committee (CPAC) Requests – Director/Staff
- Draft Joint Capital Projects Committee (JCPC) Requests – Director/Staff
- Approve *Long Range Plan/Action Plan* Recommendation - PPP

### September

- Mail Annual Fund Letter – Director/Staff
- Draft CPAC Requests – Budget/Buildings and Facilities/Director
- Draft JCPC Requests – Budget/Buildings and Facilities/Director
- Complete Annual Report Informational Statistics (ARIS) forms – Director/Staff
- Approve *Long Range Plan/Action Plan* - Trustees



North Amherst Library  
8 Montague Road  
Amherst, MA 01002  
t: 413.259.3099  
f: 413.253.2573

### October

- Approve CPAC Recommendations - Budget Committee/Buildings and Facilities
- Approve JCPC Recommendations - Budget Committee/Buildings and Facilities
- Complete State Aid Forms – Director
- Submit *Long Range Plan/Action Plan* to MBLC – Director
- Statewide Annual Joint Conference, Massachusetts Friends of Libraries and Massachusetts Library Trustees Association - Trustees

### November

- Prioritize and Approve CPAC Requests - Trustees
- Prioritize and Approve JCPC Requests - Trustees
- Meet with Town Finance Director Regarding CPAC - Director
- Meet with Town Finance Director Regarding JCPC – Director
- Meet with Historic Commission and CPAC Regarding CPAC Requests – Director/Staff



Munson Memorial Library  
1046 South East Street  
Amherst, MA 01002  
t: 413.259.3095  
f: 413.253.2574

#### December

- Submit CPAC Requests (including estimates and photos) – Director
- Submit JCPC Requests (including estimates and photos) – Director

#### January - March

- Present CPAC Requests to Historic Commission and CPAC – Director/Staff
- Present JCPC Requests – Director/Staff
- Friends' Valentine Basket Fundraiser: Trustees' basket; *Amherst Bulletin* letter from Presidents of Friends and Trustees
- Legislative Breakfast – Trustees/Director/Staff
- Approve Director Responses to questions from CPAC – Trustees
- Attend "Franklin & Hampshire Conference for Municipal Officials" (usually the last Saturday in March) - Trustees

#### April - June

- Library Legislative Day at Statehouse – Trustees/Director/Staff
- Taste of Amherst – Trustees may volunteer to help "staff" the Chamber of Commerce's beverage tent