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

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
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