



**Buffalo & Erie County Public Library
1 Lafayette Square, Buffalo, NY 14203**

Public Health Emergency Operations Plan

I. Purpose and Scope of Plan

- A. This Public Health Emergency Operations Plan ("Plan") has been developed by the Buffalo & Erie County Public Library ("Library") in order to comply with New York legislation (S8617B, A10832) signed into law by Governor Cuomo on September 7, 2020 (the "Health Emergency Operations Plan Law" or simply the "Law"). The Law requires public employers, including the Library, to adopt a plan for the continuation of operations in the event of a Declared Health Emergency involving a communicable disease (a "Declared Health Emergency").
- B. The Plan includes provisions for the identification of essential positions by job title, the facilitation of remote work for non-essential positions, the provision of personal protective equipment (PPE), and protocols for contact tracing.
- C. The Plan was originally developed with the input of the following unions that represent employees of the Library:
 - 1. The American Federation of State, County and Municipal Employees (AFSCME) Local 1095, Council 66, AFL-CIO.
 - 2. The Civil Service Employees Association (CSEA) Erie County Unit 6700 of the CSEA Erie County Local 815.
 - 3. The Librarians' Association of the Buffalo and Erie County Public Library (LA).
- D. The Plan is applicable to the Buffalo & Erie County Public Library, which includes all libraries within the City of Buffalo (Central Library and Buffalo Branch Libraries) and to the Library's system services.
- E. The Plan stated herein will apply in the event of a Declared Health Emergency in the State of New York which impacts, or may impact, the Library's operations.

II. Essential and Non-Essential Positions and Titles

- A. Under the Law, (1) an "essential employee" is defined as a public employee or contractor who is required to be physically present at a work site to perform their

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

job; and (2) a "non-essential employee" is defined as a public employee or contractor who is not required to be physically present at a work site to perform their job.

- B. The Library has identified positions as either essential or non-essential in accordance to the Law, depending on whether or not the Library is open to the public for in-house services during a Declared Health Emergency. The essential and non-essential positions by Department are listed in Attachment 1.

III. Telecommuting Protocols

- A. The Library will attempt to implement the following protocols in order to enable non-essential employees and contractors to telecommute:
1. Positions requiring remote VPN access will be designated on the Essential/Non-Essential designation list (Attachment 1).
 2. The Library will use its reasonable best efforts to provide appropriate equipment, software and/or internet access to employees with non-essential designations who require remote VPN access, as determined by Library Administration. Employees designated as essential and those non-essential employees who do not require VPN access (and do not have access to a home computer) who require specialized software or internet access may request such by contacting their respective Department Head or Administrator. The determination whether or not to provide requested equipment, software and/or internet access will be made by Library Administration in their sole discretion.

IV. Scheduling of Essential Employees

- A. In the event of a Declared Health Emergency:
1. The Library will abide by all Federal, State and Local laws pertaining to the Declared Health Emergency in the State of New York which impacts, or may impact, Library operations.
 2. In addition, the Library will abide by all contractual obligations regarding notification of schedule changes, as required by applicable laws.
 3. The Library may stagger the work shifts of some essential employees and contractors to reduce overcrowding at worksites and on public transportation systems. The following positions or job titles may have scheduled work shifts altered accordingly. Employees holding the following titles shall be provided with their typical or contracted minimum work hours:
 - a. Assistant Deputy Director
 - b. Assistant Library Display Artist
 - c. Assistant Maintenance Supervisor

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- d. Caretaker
- e. Cleaner, part-time
- f. Clerk Typist, part-time
- g. Community Engagement Manager, RPT
- h. Copy Machine Operator, RPT
- i. Deputy Director
- j. Development and Communications Clerk
- k. Development Manager
- l. Director
- m. Director of Security & Safety Management
- n. Facility Operations Manager
- o. Gardener, part-time
- p. Human Resources Manager
- q. Jr. Personnel Clerk, RPT
- r. Laborer
- s. Librarian I
- t. Librarian I, part-time
- u. Librarian II
- v. Librarian III
- w. Librarian IV
- x. Librarian Trainee
- y. Library Administrative Manager
- z. Library Assistant
- aa. Library Assistant, RPT
- bb. Library Associate
- cc. Library Clerk
- dd. Library Display Artist
- ee. Library Information Technology Administrator
- ff. Library Marketing Manager

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- gg. Library Purchasing Coordinator
- hh. Library Technology Clerk
- ii. Library Technology Clerk, part-time
- jj. Maintenance Worker
- kk. Maintenance Worker, RPT
- ll. Payroll Supervisor
- mm. Principal Library Clerk
- nn. Principal Personnel Clerk
- oo. Rare Book Clerk
- pp. Rare Book Curator
- qq. Receiving & Distribution Supervisor
- rr. Secretary to the Director
- ss. Sr. Account Clerk
- tt. Sr. Library Clerk
- uu. Sr. Materials Processor
- vv. Sr. Page, part-time
- ww. Stores Clerk, RPT
- xx. Truck Driver
- yy. Truck Driver, RPT
- zz. Truck Driver, part-time

B. Other Protocols

During a Declared Health Emergency, the Library will observe some or all of the following additional protocols in order to reduce overcrowding of essential employees at Library worksites and on public transportation systems:

1. The Library will comply with any and all laws associated with future Declared Health Emergencies.
2. Contractors, either independent or affiliated with a staffing agency or other contracted firm, are not classified as employees of the Library, and as such are not provided with paid leave time, unless required by law.
3. Social Distancing.

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- a. The Library will mandate 6 feet (6') distance (or another minimum distance that Library Administration deems appropriate) between personnel and patrons, unless safety or core functions of the work activities requires a shorter distance.
 - b. Social distancing signage will be placed throughout the Library locations, and floors will be marked with increment markers in areas such as the circulation desk and reference desk. One-way traffic flow will be mandated where practicable.
 - c. Seating will be spaced so as to encourage social distancing, or seating may be removed if Library Administration deems this appropriate.
 - d. Computers will be spaced so as to encourage social distancing, and in computer labs, some or all computers will be made "unavailable for use."
 - e. Patrons will not be allowed to socially gather.
 - f. Teleconferencing or videoconferencing will be used for meetings to the extent practicable.
 - g. In situations that may not allow for 6 feet (or other prescribed minimum distance) of separation, such as in connection with deliveries and pick-ups, the Library will attempt to implement appropriate measures, which may include facial coverings.
4. Facial Coverings.
- a. Facial coverings or other appropriate protections mandated or recommended by New York State or another governmental authority may be required if personnel must work more closely together than the prescribed minimum distance. The Library will attempt to furnish appropriate facial coverings to all staff and to require that they be worn whenever staff are in public areas or in workrooms and offices when 6 feet (or the prescribed minimum distance) of separation is not available.
 - b. Patrons over the age of 2 entering and remaining in the building may be required to wear facial coverings. Signage will be placed at Library entrances and throughout the building notifying patrons and visitors of the facial covering requirement.
5. Walk-Up and Curbside Service. As determined by Library Administration, the Library may provide walk-up or curbside pick-up service in addition to, or in lieu of, in-library services. Facial coverings and gloves will be required of staff at all times when providing walk-up and curbside pick-up, and appropriate protocols will be followed.

V. Protocols for Acquiring and Storing Personal Protective Equipment

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

The Library will observe the following protocols with respect to the acquisition and storage of personal protective equipment (PPE) for essential employees and contractors:

A. PPE

1. The Library shall attempt to provide PPE, which may include facial coverings (masks, face shields or goggles) and disposable gloves, to all essential employees working during a Declared Health Emergency.
 - a. Employees may be allowed to wear their own facial covering so long as it does not violate any Library dress code or policies.
2. The Library Business Office will attempt to ensure that there is ~~maintain~~ a minimum 6 month supply (quantity of 2 per essential employee) of facial coverings: masks (disposable and reusable), face shields, or goggles, and polypropylene disposable gloves.
3. The PPE will be kept in the Shipping and Receiving storage room located at the Central Library.
 - a. The storage room has been determined to be conducive (clean and dry) for storage of such materials.
 - b. Supplies will be labeled with expiration dates.
 - c. Shipping and Receiving will communicate inventory needs to the Business Office.
4. The Business Office will purchase materials pursuant to the Library's Procurement Policy.
 - a. Central Library Departments and Buffalo Branch Libraries may place orders for PPE using the Library Staff Intranet:
<http://intranet.buffalolib.org/supplies>.
 - b. The following are vendors from whom the Buffalo & Erie County Public Library System has previously purchased the identified PPE:
 - i. Masks: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578
 - ii. Masks: www.amazon.com
 - iii. Face Shields: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578
 - iv. Face Shields: www.amazon.com; also made internally in the Central Library's Launch Pad

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- v. Goggles: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578
 - vi. Goggles: www.amazon.com; CORR Distributors, Inc. (716) 873-8323
 - vii. Polypropylene (disposable) Gloves: Erie County Emergency Services – Homeland Security Preparedness (716) 858-6578
 - viii. Polypropylene (disposable) Gloves: Home Depot Pro (800) 466-3337
5. Additional PPE will be purchased as needed.
6. For emergency supplies, in addition to the Business Office and the Shipping and Receiving Department, Library Administration and their designees may have access to and distribute PPE.

B. Cleaning and Sanitizing Supplies

1. The Library shall attempt to provide cleaning and sanitizing supplies to all essential employees during a Declared Health Emergency. The Business Office shall ensure there is a minimum of a 6 month supply of cleaning and sanitizing products onsite.
2. Cleaning and sanitizing products will be kept in the Shipping and Receiving storage room located at the Central Library.
 - a. The storage room has been determined to be conducive (clean and dry) for storage of such materials.
 - b. Supplies will be labeled with expiration dates.
 - c. Shipping and Receiving will communicate inventory needs to the Business Office.
3. The Business Office will purchase cleaning and sanitizing products pursuant to the Library Procurement Policy.
 - a. Central Library Departments and Buffalo Branch Libraries may place orders for cleaning and sanitizing products using the Library Staff Intranet: <http://intranet.buffalolib.org/supplies>.
 - b. The following are vendors from whom the Buffalo & Erie County Public Library System has previously purchased the identified cleaning and sanitizing products:
 - i. Hand Sanitizer (Gel): CORR Distributors, Inc. (716) 873-8323
 - ii. Kaivac Kaibosh Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323
 - iii. PFG04 Neutral Disinfectant Cleaner: CORR Distributors, Inc. (716) 873-8323

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- iv. Brutab 65: CORR Distributors, Inc. (716) 873-8323
 - v. MPC Fresh Breeze: CORR Distributors, Inc. (716) 873-8323
 - vi. MPC Lemon One Step: CORR Distributors, Inc. (716) 873-8323
 - vii. Symmetry Foam Hand Sanitizer: CORR Distributors, Inc. (716) 873-8323
 - viii. Toilet Paper: CORR Distributors, Inc. (716) 873-8323
 - ix. Bleach: W.B. Mason (888) 926-2766
 - x. C-Fold Paper Towels: Chudy Paper Company (716) 825-1935
 - xi. Jumbo Brown Roll Paper Towels: New York State Industries for the Disabled (800) 221-5994
 - xii. Round Roll Paper Towels: Regional Distributors, Inc. (585) 458-3300
 - xiii. Facial Tissues: Regional Distributors, Inc. (585) 458-3300
 - xiv. Napkins: Regional Distributors, Inc. (585) 458-3300
- 4. Additional cleaning and sanitizing products will be purchased as needed.
 - 5. For emergency supplies, in addition to the Business Office and the Shipping and Receiving Department, Library Administration and their designees may have access to and distribute cleaning and sanitizing supplies.

VI. Protocols in the Event of Exposure, Symptomatic Employees or Positive Test

The Library will observe appropriate protocols in the event an employee or contractor (1) is exposed to a known case of the communicable disease that is the subject of the Declared Health Emergency, (2) exhibits symptoms of such disease, or (3) tests positive for such disease, in order to prevent the spread or contraction of such disease in the workplace.

Such processes and protocols will be based on the processes and protocols which were implemented in connection with the COVID-19 Declared Health Emergency, but will be modified as required or appropriate in connection with any new Declared Health Emergency.

A. Screening. The Library will:

- 1. Implement daily mandatory health screening for all employees prior to the beginning of the respective employees' workday. Health screening will be self-directed/reported unless otherwise noted, must be completed before or at the time of entry to the respective work location, and may include the following:
 - a. Temperature check.
 - i. Temperature will be noted as either below 100.4 or above 100.4.

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- ii. If it is deemed necessary or if it is required that temperature checks be completed by a staff member or members, the staff member/members conducting the temperature checks and distributing and collecting questionnaires shall be supplied with facial coverings and gloves.
 - b. Completion of the Library's "Pre-entry Questionnaire – Health Assessment."
- 2. If used, temperature logs and questionnaires shall be reviewed daily by the Human Resources Department.
 - a. All information will be kept confidential and secure pursuant to state and federal laws and regulations.
- B. Staff Exposures. If employees or contractors are exposed to a known case of communicable disease that is the subject of the Declared Health Emergency (defined as a "close contact" with someone who is confirmed infected, which is a prolonged presence within 6 feet with that person), the Library will follow current CDC guidelines, which may include:
 - 1. Exposures. Potentially exposed employees or contractors who do not have symptoms may be required to remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current CDC/public health guidance for the communicable disease in question. The Library Assistant Deputy Director (A.D.D.) of Human Resources or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Identify who, by title/position, in the organization must be notified and who is responsible for ensuring these protocols are followed.
 - c. See Section C, below for additional information on contact tracing.
 - 2. Symptomatic Employees. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the Declared Health Emergency, the Library A.D.D. of Human Resources or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:
 - a. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers and visitors. They should immediately be sent home with a recommendation to contact their physician.

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- b. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 - c. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 - d. The Library will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave or return to work unless there is a recommendation from the CDC/public health officials to do so.
 - e. The Library will follow CDC criteria and other public health official guidance on when persons exhibiting symptoms of the communicable disease may return to their worksite.
3. Positive Tests. If an employee or contractor has tested positive for the communicable disease that is the subject of the Declared Health Emergency, the Library A.D.D. of Human Resources or designee must be informed in these circumstances and will be responsible for ensuring the following protocols are followed:
- a. Apply the steps identified in Section B.2 above, as applicable.
 - b. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - i. The Library will follow CDC and other public health official guidance for the appropriate cleaning, disinfecting, and reoccupation of those spaces. If this time period is not possible, a period of as long as possible will be given.
 - ii. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately, in accordance with Section V, B. Cleaning and Sanitizing.
 - c. Identification of potential employee and contractor exposures will be conducted.
 - i. If an employee or contractor is confirmed to have the disease in question, the Library A.D.D. of Human Resources or designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA) and other laws as applicable.
 - ii. Apply the steps identified in Section B.1, above, as applicable, for all potentially exposed personnel.

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

C. Contact Tracing.

1. The Library A.D.D. of Human Resources or designee will confidentially interview the staff member identified as testing positive for the communicable disease seeking the following:
 - a. Workplace location;
 - b. Where the staff member traveled in the work location; and
 - c. With whom the staff member came in close contact, as defined by the CDC, New York State Department of Health, or Erie County Department of Health.
2. All information will be kept confidential pursuant to state and federal laws and regulations.
3. The Library Human Resources Department will follow the guidance of the CDC, New York State Department of Health, and / or Erie County Department of Health in notifying staff and visitors that they may have been exposed to a communicable disease from the staff member identified as testing positive.

VII. Protocol for Documenting Precise Hours and Work Locations for Essential Employees

- A. In the event of a Declared Health Emergency, essential employees will keep a log of their work hours, work locations, and duties performed including a description of the time of day specific duties were completed.
 1. The log form shall be made accessible electronically on the Staff Intranet.
 2. Staff shall be instructed on its use.
 3. Supervisors will ensure logs are completed in a timely fashion.
 4. The Library Human Resources Department shall keep an electronic file of completed logs.
 5. All information will be kept confidential pursuant to state and federal laws and regulations.

VIII. Protocols for Identifying Emergency Housing

- A. In a Declared Health Emergency there may be unusual circumstances when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease.
- B. If such an unusual need arises, Library Administration will determine whether hotel rooms must be made available and, if required, will arrange for such lodging at no cost to the employee.

IX. Other

Buffalo & Erie County Public Library
Public Health Emergency Operations Plan

- A. The Library shall not take any retaliatory action or otherwise discriminate against any employee for making suggestions or recommendations regarding the content of the Plan.
- B. Nothing in the Plan shall be deemed to impede, infringe, diminish or impair the rights of the Library or a Library employee under any law, rule, regulation or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

Adopted March 18, 2021 per Resolution 2021-5.
Amended July 16, 2026 per Resolution 2026-16.

Buffalo Erie County Public Library Essential/Non-Essential Designation by Position

			Library Closed				Library Open			
Position	Pay Type	Location	Non-Essential	Reason	Essential	Reason	Non-Essential	Reason	Essential	Reason
Assistant Deputy Director	FT	Central	✓	System operations oversight, meetings, communcations	✓	System operations oversight, supervision, requires access to sensitive material and paper files	✓	System operations oversight, meetings, communcations	✓	System operations oversight, supervision, requires access to sensitive material and paper files
Assistant Library Display Artist	FT	Central	✓	Design, formatting, communications	✓	System operations support, requires access to equipment to produce physical materials	✓	Design, formatting, communications	✓	System operations support, requires access to equipment to produce physical materials
Assistant Maintenance Supervisor	FT	Central			✓	Facility operations oversight, duties/tasks can only be conducted on site			✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site
Building Guard	FT, PT	Central/Buffalo Branches			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Building Guard Shift Supervisor	FT	Central			✓	Supervision, duties/tasks can only be conducted on site			✓	Supervision, duties/tasks can only be conducted on site
Caretaker	FT	Buffalo Branches			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Cleaner	PT	Central/Buffalo Branches			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Clerk Typist	PT	Central/Buffalo Branches			✓	System operations support, duties/tasks can only be conducted on site			✓	System operations support, public services, duties/tasks can only be conducted on site
Community Engagement Manager	RPT	Central	✓	Coordinate with in-house tenants, communications			✓	Coordinate with in-house tenants, communications		
Computer Application Support Technician	FT	Central	✓	System services, reports			✓	System services, reports		
Computer Operator	FT	Central	✓	Reports	✓	System operations support, monitor servers, break fix	✓	Reports	✓	System operations support, monitor servers, break fix
Copy Machine Operator	RPT	Central			✓	System operations support, requires access to equipment to produce physical materials			✓	System operations support, requires access to equipment to produce physical materials
Deputy Director	FT	Central	✓	System operations oversight, meetings, communications	✓	System operations oversight, supervision, requires access to sensitive material and paper files	✓	System operations oversight, meetings, communications	✓	System operational oversight, supervision, requires access to sensitive material and paper files
Development & Communications Clerk	FT	Central	✓	Communications	✓	Mail letters, access to sensitive files	✓	Communications	✓	Mail letters, access to sensitive files, operational support
VPN Access Required										

Non-Essential: An employee who IS NOT required to be physically present at the work-site in order to perform their job.

Essential: An employee who IS required to be physically present at a work site to perform their job.

*This list reflects essential/non-essential designations as of 4/1/2026 and is subject to change

Buffalo Erie County Public Library Essential/Non-Essential Designation by Position

			Library Closed				Library Open			
Position	Pay Type	Location	Non-Essential	Reason	Essential	Reason	Non-Essential	Reason	Essential	Reason
Development Manager	FT	Central	✓	Communications, grant writing	✓	Mail letters, access to sensitive files	✓	Communications, grant writing	✓	Mail letters, access to sensitive files, operational support
Director	FT	Central	✓	Oversee system operations, maintain response to emergency, communications, reports, meetings	✓	Oversee system operations, maintain response to emergency, requires access to sensitive material and paper files	✓	Oversee system operations, maintain response to emergency, communications, reports, meetings	✓	Oversee system operations, maintain response to emergency, requires access to sensitive material and paper files
Director of Security & Safety Management	FT	Central	✓	Facility operations oversight, meetings	✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site	✓	Facility operations oversight, meetings	✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site
Employment Support Aide	PT	Central	✓	Correspondence, employee referral, reports and data entry	✓	Requires access to sensitive material and paper files	✓	Correspondence, employee referral, reports and data entry	✓	Requires access to sensitive material and paper files
Facility Operations Manager	FT	Central	✓	Facility operations oversight, meetings	✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site	✓	Facility operations oversight, meetings	✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site
Gardener	PT	Central			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Junior Personnel Clerk	RPT	Central	✓	Correspondence, employee referral, reports and data entry	✓	Requires access to sensitive material and paper files	✓	Correspondence, employee referral, reports and data entry	✓	Requires access to sensitive material and paper files
Junior Technical Support Services Specialist	FT	Central	✓	System operations, reports			✓	System operations, reports		
Laborer	FT	Central			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Librarian I	FT, PT	Central/Buffalo Branches	✓	System or public operations support, conduct virtual programming, communication			✓	System or public operations support, conduct virtual programming, communication	✓	Public services or system services
Librarian II	FT	Central/Buffalo Branches	✓	System or public operations oversight, supervision, meetings, reports			✓	System or public operations oversight, supervision, meetings, reports	✓	System or public operations oversight, supervision
Librarian II - Accessibility services	FT	Central	✓	System operations support, conduct virtual programming, communication			✓	System operations support, conduct virtual programming, communication	✓	System services, public services
Librarian III	FT	Central/Buffalo Branches	✓	System or public operations oversight, supervision, meetings, reports			✓	System or public operations oversight, supervision, meetings, reports	✓	System or public operations oversight, supervision
VPN Access Required										

Non-Essential: An employee who IS NOT required to be physically present at the work-site in order to perform their job.

Essential: An employee who IS required to be physically present at a work site to perform their job.

*This list reflects essential/non-essential designations as of 4/1/2026 and is subject to change

Buffalo Erie County Public Library Essential/Non-Essential Designation by Position

			Library Closed				Library Open			
Position	Pay Type	Location	Non-Essential	Reason	Essential	Reason	Non-Essential	Reason	Essential	Reason
Librarian IV	FT	Central	✓	System operations oversight, supervision, meetings, reports			✓	System operations oversight, supervision, meetings, reports	✓	System operations oversight, supervision
Librarian Trainee	FT	Central/Buffalo Branches	✓	System or public operations support, conduct virtual programming, communication			✓	System or public operations support, conduct virtual programming, communication	✓	Public services or system services
Library Administrative Manager	FT	Central	✓	System operations oversight, meetings, business operations	✓	Requires access to sensitive material and paper files	✓	System operations oversight, meetings, business operations	✓	Requires access to sensitive material and paper files
Library Assistant	FT, RPT	Central/Buffalo Branches	✓	System or public operations support, conduct virtual programming, communication			✓	System or public operations support, conduct virtual programming, communication	✓	Public services or system services
Library Associate	FT	Central/Buffalo Branches	✓	System or public operations support, library card registration, reports			✓	System or public operations support, library card registration, reports	✓	Public services or system services
Library Clerk	FT	Central/Buffalo Branches	✓	System or public operations support, library card registration, reports			✓	System or public operations support, library card registration, reports	✓	Public services or system services
Library Display Artist	FT	Central	✓	Design, formatting, communication	✓	System operations support, requires access to equipment to produce physical materials	✓	Design, formatting, communication	✓	System operations support, requires access to equipment to produce physical materials
Library Information Technology Administrator	FT	Central	✓	System operations oversight, supervision, meetings, reports			✓	System operations oversight, supervision, meetings, reports		
Library Marketing Manager	FT	Central	✓	Communications, system operations oversight, meetings			✓	Communications, system operations oversight, meetings		
Library Purchasing Coordinator	FT	Central	✓	System operations support, business operations, purchasing	✓	Requires access to sensitive material and paper files	✓	System operations support, business operations, purchasing	✓	Requires access to sensitive material and paper files
Library Technology Clerk	FT, PT	Central/Buffalo Branches	✓	Public operations support, conduct virtual programming, communication			✓	Public operations support, conduct virtual programming, communication	✓	Public services
Maintenance Worker	FT, RPT	Central			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Payroll Supervisor	FT	Central	✓	System operations support, payroll	✓	Requires access to sensitive material and paper files	✓	System operations support, payroll	✓	Requires access to sensitive material and paper files
VPN Access Required										

Non-Essential: An employee who IS NOT required to be physically present at the work-site in order to perform their job.

Essential: An employee who IS required to be physically present at a work site to perform their job.

*This list reflects essential/non-essential designations as of 4/1/2026 and is subject to change

Buffalo Erie County Public Library Essential/Non-Essential Designation by Position

			Library Closed				Library Open			
Position	Pay Type	Location	Non-Essential	Reason	Essential	Reason	Non-Essential	Reason	Essential	Reason
Principal Library Clerk	FT	Central	✓	Supervision, library card registration, reports, communication			✓	Supervision, library card registration, reports, communication	✓	Supervision, public services
Principal Personnel Clerk	FT	Central	✓	Correspondence, employee referral, leave administration, reports and data entry	✓	Requires access to sensitive material and paper files	✓	Correspondence, employee referral, leave administration, reports and data entry	✓	Requires access to sensitive material and paper files
Rare Book Clerk	FT	Central			✓	Rare and unique collections require onsite work			✓	Rare and unique collections require onsite work
Rare Book Curator	FT	Central	✓	Conduct virtual programming, communication	✓	Rare and unique collections require onsite work	✓	Conduct virtual programming, communication	✓	Rare and unique collections require onsite work
Receiving & Distribution Supervisor	FT	Central			✓	System operations support, supervision, duties/tasks can only be conducted on site			✓	System operations support, supervision, duties/tasks can only be conducted on site
Secretary to the Director	FT	Central	✓	Reports, correspondence, support director	✓	Mail letters, access to sensitive files	✓	Reports, correspondence, support director	✓	Mail letters, access to sensitive files
Senior Account Clerk	FT	Central	✓	System operations support, reports and data entry, payroll	✓	Requires access to sensitive material and paper files	✓	System operations support, reports and data entry, payroll	✓	Requires access to sensitive material and paper files
Senior Accountant	FT	Central	✓	System operations support, business operations, account work, payables	✓	Requires access to sensitive material and paper files	✓	System operations support, business operations, account work, payables	✓	Requires access to sensitive material and paper files
Senior Building Guard	FT	Central			✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site			✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site
Senior Clerk Typist	FT	Central	✓	Reports, communication	✓	Facility operations support			✓	Facility operations support
Senior Computer Operator	FT	Central	✓	System operations support, reports	✓	System operations support, monitor servers, break fix	✓	System operations support, reports	✓	System operations support, monitor servers, break fix
Senior Library Clerk	FT	Central/Buffalo Branches	✓	System or public operations support, library card registration, reports			✓	System or public operations support, library card registration, reports	✓	Public services or system services
Senior Materials Processor	FT	Central			✓	System operations support, duties/tasks can only be conducted on site			✓	System operations support, duties/tasks can only be conducted on site
VPN Access Required										

Non-Essential: An employee who IS NOT required to be physically present at the work-site in order to perform their job.

Essential: An employee who IS required to be physically present at a work site to perform their job.

*This list reflects essential/non-essential designations as of 4/1/2026 and is subject to change

Buffalo Erie County Public Library Essential/Non-Essential Designation by Position

			Library Closed				Library Open			
Position	Pay Type	Location	Non-Essential	Reason	Essential	Reason	Non-Essential	Reason	Essential	Reason
Senior Page	PT	Central			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Special Projects Coordinator	FT	Central	✓	System operations support, reports, communications	✓	Requires access to sensitive material and paper files	✓	System operations support, reports, communications	✓	Requires access to sensitive material and paper files
Stationary Engineer	FT	Central			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Stores Clerk	RPT	Central			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Supervisor of Building Operations & Maintenance	FT	Central			✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site			✓	Facility operations oversight, supervision, duties/tasks can only be conducted on site
Technical Specialist Computers	FT, PT	Central	✓	System operations support	✓	Monitor servers, operations support, break-fix	✓	System operations support	✓	Monitor servers, operations support, break-fix
Technical Support Services Specialist	FT	Central	✓	System operations support, reports			✓	System operations support, reports		
Truck Driver	FT, PT	Central			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Watch Attendant	RPT, PT	Buffalo Branches			✓	Duties/tasks can only be conducted on site			✓	Duties/tasks can only be conducted on site
Web Page Master	FT	Central	✓	System operations support, web page maintenance			✓	System operations support, web page maintenance		
VPN Access Required										

Non-Essential: An employee who IS NOT required to be physically present at the work-site in order to perform their job.

Essential: An employee who IS required to be physically present at a work site to perform their job.

*This list reflects essential/non-essential designations as of 4/1/2026 and is subject to change