Amherst Public library Essential/NON-Essential Designation by Title/Department   as of 3/1/2021

Non-Essential: an employee or contractor who is NOT required to be physically present at the work-site in order to perform their job.

VPN Access Required

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

NONESSENTIAL - LIBRARY CLOSED	Reason	ESSENTIAL - LIBRARY CLOSED	Reason	NONESSENTIAL - Library OPEN	Reason	ESSENTIAL - LIBRARY OPEN	Reason	DEPARTMENT	POSITION	PAY TYPE
		✓	Duties/tasks can only be conducted on site			✓	Operational oversight, duties/tasks can only be conducted on site	ALL four Amherst Branches	Building Caretakers	FT
✓	System operations, payroll, requires access to sensitive material and paper files	✓	System operations, payroll, requires access to sensitive material and paper files	✓	System operations, payroll, requires access to sensitive material and paper files	✓	System operations, payroll, requires access to sensitive material and paper files	Administration	Library Associate	FT
✓	Library card registration, reports, communication	✓	Library card completion mailing, answering telephones System operations support duties/ tasks can only be conducted on site			✓	Operational support, library card registrations on site, etc.	Borrower Services All four Amherst Libraries	Senior Library Clerk	FT
✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc	✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc. requires access to sensitive materials/ paper files	✓	Oversee virtual operations, maintain response to emergency - update accordingly, communication write reports, email, etc. Requires access to sensitive files/paperwork	✓	Oversee operations, maintain response to emergency-update accordingly, communicate with staff, etc.	Administration	Library Director	FT
		✓	Duties/tasks can only be conducted on site				Operations support, duties/tasks can only be conducted on site	Borrower services	Senior pages	PT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Borrower services	Pages	PT

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								Department	Title	FT/PT
✓	Virtual programming, correspondence, training, etc	✓	Telephone reference, on site duties and responsibilities	✓	System services - can access remotely	✓	Public services - operations	Adult Outreach services/Information services Audubon	Librarian I	FT
✓	Virtual programming, correspondence, training, etc	✓	Telephone reference, on site duties and responsibilities	✓	System services - can access remotely	✓	Public services - operations	Children's Programming/information Services Clearfield	Librarian I	FT
✓	Virtual programming, correspondence, training, etc	✓	Telephone reference, on site duties and responsibilities	✓	System services - can access remotely	✓	Public services - operations	Children's Programming/information Services Eggertsville-Snyder	Librarian I	FT
✓	Virtual programming, correspondence, training, etc	✓	Telephone reference, on site duties and responsibilities				✓	Public services - operations	All four Amherst Branches	Librarian I PT	PT
										
✓	Virtual programming, correspondence, training, etc. System services can access remotely	✓	Telephone reference, on site duties and responsibilities	✓	System services - can access remotely	✓	Public Services operations	Adult Outreach services/Information Service Clearfield	Librarian II	FT
✓	Virtual programming, correspondence, training, etc. System services can access remotely	✓	Telephone reference, on site duties and responsibilities Oversee virtual programming	✓	System services - can access remotely	✓	Public Services operations	Children's programming/juvenile Outreach/ Information Services Audubon	Librarian II	FT
		✓	Duties/tasks can only be conducted on site			✓	Operations support, duties/tasks can only be conducted on site	Audubon, Clearfield, Eggertsville-Snyder, Williamsville	Clerk Typist PT	PT