

# COVID-19 Response

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Mar 9,  
2020,  
12:09 PM

to allstaff,

Hello Everyone,

During situations such as the current COVID-19 concern, it is important that our responses are reasonable and evidence-based. *"Facts, not fear."*

The management team and library board take the safety of our staff and patrons seriously. We are monitoring developments and planning ahead. We are prepared to escalate our response if the situation calls for it. The management team is meeting weekly (or more, if needed) to discuss developments and plan contingencies.

Meanwhile, **your participation is needed** for our response to be most effective. Please review the [Pandemic Response Procedures](#) — they outline what we are doing now and look ahead to what's next if things escalate. We are revising those procedures on an ongoing basis as we take in recommendations from public health agencies and other public service organizations.

For transparency's sake, below please find a link to our Current Operating Assumptions: the factors we consider as we make decisions about what's next. We are updating the "current understanding" info as the situation evolves — if we get new information about how the disease spreads or learn of a change in our local risk level, for example. If you have new information from a credible source, please **let your manager or me know** so we can assess and incorporate.

- [Current Operating Assumptions - COVID-19](#), last updated March 8, 2020

Right now, we are operating at “Response Level I.” If the situation warrants, we will move to Level II. Level II opens up a new menu of possible responses. We may not automatically execute them all right away. We will keep you informed. Please let me know if you have any questions or concerns.

Thank you,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) □ □

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## COVID-19 Response #2

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Wed, Mar 11,  
2020, 5:36  
PM

to allstaff

Hello Everyone,

Two days ago I shared with you information about the Management Team's work to keep ahead of the developing COVID-19 situation. I promised you that we were continuing to assess and adjust and that I would let you know of changes.

The management team met today and, based on recent developments including the declaration of a global pandemic, increasing local community transmission, and a new case in Lake County, we are officially **moving to "Level II"** in our response.

We are canceling public programs through the end of the month.

Experts indicate that social distancing is the thing that can make a real difference. Canceling programming will reduce traffic, and thus, exposure risk. It will also avoid having all those people come within 6' of each other (the amount of separation experts are recommending).

We are making this bold move to protect your health and that of our patrons. I truly believe this action will make a difference -- not only for us, but more widespread, as other libraries see the signal that it's OK to cancel programming with the greater good in mind.

We are making other adjustments, too: Delivery to senior/homebound locations has been reduced or temporarily discontinued at most locations. We are removing the toys from the children's area. Some workspaces have been moved farther apart.

#### LOGISTICS:

Because of the short turnaround time, we will allow a handful of tomorrow's scheduled events to take place: SCORE, Judy Levin Book Discussion, and the Community Use group.

All other programs and community use of our meeting rooms through March 31 will be canceled. Programming staff should inform registered participants using a template that will be provided; IC will take care of mass communications to email subscribers, signage in the library, social media, etc. CEP will contact Community Use folks.

We will be having a staff briefing on Tuesday @ 2pm, in the Annex. It will be recorded, so that you don't have to attend in person.

As always, if you have questions, concerns, or new information, please **share with your manager or me**. Thank you.

## LINKS

- [Pandemic Response Procedures](#)
- [Current Operating Assumptions - COVID-19](#), last updated March 11, 2020

## Cynthia Fuerst

Library Director

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## COVID-19 Response #3

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Thu, Mar 12,  
2020, 3:19  
PM

to allstaff

Hello Everyone,

As you may have heard, several more area libraries have cancelled programming. More colleges have announced online learning.

The management team met again this morning to continue work on contingency plans. We are thinking through what operations might look like if we close the building to the public but staff continue to report, what work-from-home options might be feasible -- that sort of thing.

Your manager may be asking you questions related to this planning: Do you have Wi-Fi and a computer available at home? They may ask you to test some remote access software or whether you would be available to work during certain hours. We are thinking through the scenarios now so that no matter how things change, we have a plan ready to go.

Your responses will help us figure out what our options are in case we need them.

We are also solidifying what the “triggers” are for us to kick in a new level of response. The board meeting is Monday and this will be a hot topic, I am sure.

My priority is to preserve as much normalcy for us all as possible during this crazy time -- including a regular work schedule (and paychecks). And to whatever extent we can continue to provide library services to our patrons, that helps preserve normalcy for them, too. Maybe the way we deliver those services will need to change for a while to be more online or by telephone than in-person -- we will do what we can. I'm confident you all are flexible and creative enough to find solutions and make them work.

Meanwhile, I need everyone to take community health very seriously. A lot of operating options disappear if one of you contract this, so: if you do not feel well, **stay home**. Fever, cough, fatigue: call your doctor immediately. Please do not “just power through.” At the first sign, call in. Thank you.

We will get through this.

Take Care,

Cindy

## COVID-19 Response #4

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Mar 13,  
2020, 2:06  
PM

Hello Everyone,

Based on increasing case counts, evidence of low-level community transmission, and closing decisions by many schools, businesses, and libraries across the country, we are **stepping up our response to Level III**.

We will be closing at 5 PM today and will remain closed until further notice.

Staff should report on Monday as normal, but the library will remain closed to the public. If you were not scheduled for Monday, we will get information to you after the staff meetings.

This was a painful decision, but I am confident it is the right one. As a public library, we pride ourselves on being the heart of the community, the place where everyone gathers. And that is precisely why it is best for us to be closed right now.

The science says that our best move is to minimize close-contact interactions. We can only do that by closing to the public. It's a move that protects both you and our patrons.

As a public service, we need to aim to deliver the most public good we can. Right now, the way we do that is largely focused on you, the staff. By making sure that you have the safety net you need to get through this, we are helping make sure that you can BE the safety net for your family, neighbors and loved ones if they need you.

So -- please know:

- **You will be paid** while we are closed.
- **Flexibility** is the plan. We will do what we can to accommodate needs as they arise. This is an unprecedented situation. No requests are off the table. If you have a specific concern or want to request special consideration at any time, please talk to your department head.
- **Sick time:** Do you need to use sick time to self-quarantine or to care for someone in quarantine? Yes. You need to use sick time for those priorities. And we will give you as much as you need. Including part-time positions who did not previously qualify for sick time. Also including half- and full-time positions who are "out" of sick time. We will work with you on this.
- We are working on the details of what work will look like after Monday. We are looking at ways we maximize social distancing, including a lot of **work-from-home for**

**everyone**, even those of you who have positions that are not at a computer now.  
We're thinking through webinar training and "other work as required"

This is all very much a work in progress, but be assured that it IS in progress. I promise we will keep doing the best we can. I will keep you informed of any updates. Hang in there.

Cindy

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**Cynthia Fuerst**

Library Director

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## VAPLD Update 3/16/19

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Mon, Mar 16,  
2020, 4:22 PM

to allstaff

Hello Everyone,

I hope you are all doing well. I don't have much to report today. There was a RAILS Member Update Meeting this morning, the Management Team met this afternoon, and the Board is meeting tonight.

#### Here is what I do know:

\* **Everyone will be paid as usual on Friday.** Kelly was in today and processed payroll. Most of our employees receive direct deposit, so those funds will be in your account on Friday. Tony is going to reach out to the employees who receive a paper check.

\* **Plan on staying home all of this week.** To keep you, and all of your coworkers safe, we need to limit the number of people in the building. You will be paid for the hours you were scheduled to work.

#### What I need from you:

\* **Check your email daily.** I will be sending daily emails during the week to keep you in the loop on what is happening at the library. Your supervisor may be reaching out to you via email as well. I will know more after the board meeting tonight and sending an email on Tuesday afternoon.

\* **Hang in there.** This is temporary. Try to think of one thing that brings you joy. One thing that always makes me laugh is my goofy dog, Hero. He is a golden retriever, and just a clown. Attached is a photo from when he was a puppy. I hope he makes you smile. If you feel so inclined, send me a photo of something that makes you happy, and I will include it in the upcoming emails.

Until next time,



Cindy

--

**Cynthia Fuerst**

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## VAPLD Wednesday Update



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Wed, Mar 18,  
2020, 12:37  
PM

to allstaff

Hello Everyone,

I hope all is well with you. I don't have much news from the library today, but here is the latest -

**Online Training** - You will be receiving an email today from Tony with information about the online training that we will be implementing. We will be asking all staff to watch a webinar about

Sexual Harassment. This online training is through our insurance company, and it does include a quiz.

**Vacation Time** - If you submitted a vacation request, and your plans have changed, let your supervisor and Tony know. If you want to keep the vacation request as is so that you can disconnect from work (checking emails, online training, etc...) that's fine. We encourage you to take care of yourself and your family during this unusual situation.

**Facebook Live Storybook** - Kelsey, and her adorable daughter Andromeda, did a Facebook Live event today. It was delightful, I believe you can watch a recording of the video by going to the [library's Facebook page](#). YSS Staff is looking at doing FB Live Storytimes three times a week.

**Virtual Library Services** - We are increasing our eMaterials budget to promote the use of e-content. We are also exploring ways to offer programs, book discussion, book talks, etc..online. Right now, many systems such as Zoom (video conferencing), or Kanopy (streaming movies) are struggling to keep up with dramatic increases in demand. We know that they are working to increase capacity, so we need to be a little patient.

**Things that Make Us Happy** - I received a few more photos yesterday, so the [slide show](#) has been updated. It really does bring a smile to my face to see your photos. Thank you for sharing them and being a bright spot in my day.

I will send you an email tomorrow with the latest scoop from the library. Until then...

Be well,

Cindy

## Friday Update

Inbox



Mar 20,  
2020, 4:40  
PM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Hello Everyone,

I hope that this email finds you well. If you watched the Governor's Press Conference this afternoon, you know that the Governor is ordering a "Stay at Home" order from Saturday 3/21 until Tuesday, 4/7. As I understand it, the actions that we have taken as a library have us ahead of the curve - most of the library staff has been working remotely this week, we have been encouraging people to stay home. It's still okay to go to the grocery stores, pharmacies, doctors' appointments, gas stations, and to go outside. We just need to practice social distancing. This does mean that we will all be working remotely for another couple of weeks. My dog thinks this is great.

This morning I attended a video conference meeting with the Village of Buffalo Grove. There were people from the park district, township, ITPLD, and school districts 96, 103, 102, and 125. My takeaway from that conversation: All of the governmental bodies are working together to support one another. The library does have a role to play during these challenging times. We can provide social, emotional, and educational support for our community through various digital platforms. Hang in there, we are going to make it through this.

Here is the latest from the Library

**ZOOM Business Account** - The library just purchased a business subscription to Zoom (video conferencing platform) that will allow us to host and produce more online programs. We will have more information next week, and hope to begin using it very soon.

**Vacation Time** - As mentioned previously, if your vacation plans have changed and you would like to cancel an upcoming vacation request, please contact your manager. You should be aware that vacation time expires on your anniversary date. Vacation time does not carry over into the following year. On your anniversary date, you receive a new bank of time. During this unusual time, if you have vacation time that is about to expire, we encourage you to take time off - unplug, don't check your work emails, etc... Use a mental health day.

**Staff Intranet Access** - IT staff has done a great job of setting up our Staff Intranet to support us while we work remotely. If you are having trouble accessing the Staff Intranet, try this:

*To access the library Intranet you need to first be logged in with your library account.*

*Open a web browser and make sure you are logged out of all personal Gmail accounts.*

*Open a new tab and go to [mail.vapld.info](mailto:mail.vapld.info) and login to your Library account.*

*Once you are logged into your library account and can see your email open a new tab and go to [intranet.vapld.info](http://intranet.vapld.info)*

**Employment Law Update** - With changes being made almost daily on employment laws, both federal and state, it is important for staff to communicate their needs with Human Resources.

Now that Library staff is teleworking. If there is a need for staff to take some sort of sick leave to care for their own COVID-19 illness, a family member or take care of children because their school has closed because of the Coronavirus and unable to telework, the federal government has passed a new law titled the Families First Coronavirus Response Act.

Please email Tony Nitti with your questions, if you have any at [anitti@vapld.info](mailto:anitti@vapld.info). Tony's phone is available to you anytime of day or evening at. 847-401-6653.

**VAPLD EMail Update** - The next email update will be on Monday afternoon. Have a good weekend! I think I am going to binge watch all of the Harry Potter movies.

**Things that Make us Happy** - A few more photos were sent to me, so the slideshow has been updated. I really enjoy seeing what brings you joy. You can find the slideshow on the [Staff Intranet](#).

Have a good weekend, and be well.

Cindy

--

**Cynthia Fuerst**

Library Director

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## VAPLD Tuesday Update



**Cynthia Fuerst**  
<[cfuerst@vapld.info](mailto:cfuerst@vapld.info)>

Tue, Mar 31,  
2020, 4:43 PM

Hello Everyone,


I hope that you are doing well today. You may have heard that the Governor has extended the Executive Order to "Stay at Home" until April 30th. That means the library will be closed through April 30th. I know this is not what any of us want, but it is what is necessary right now.


The good news is that we do have a plan. I shared our *Shelter In Place Strategic Plan* yesterday, and I am attaching it to this email, as well.

Here is the latest news from the Library:

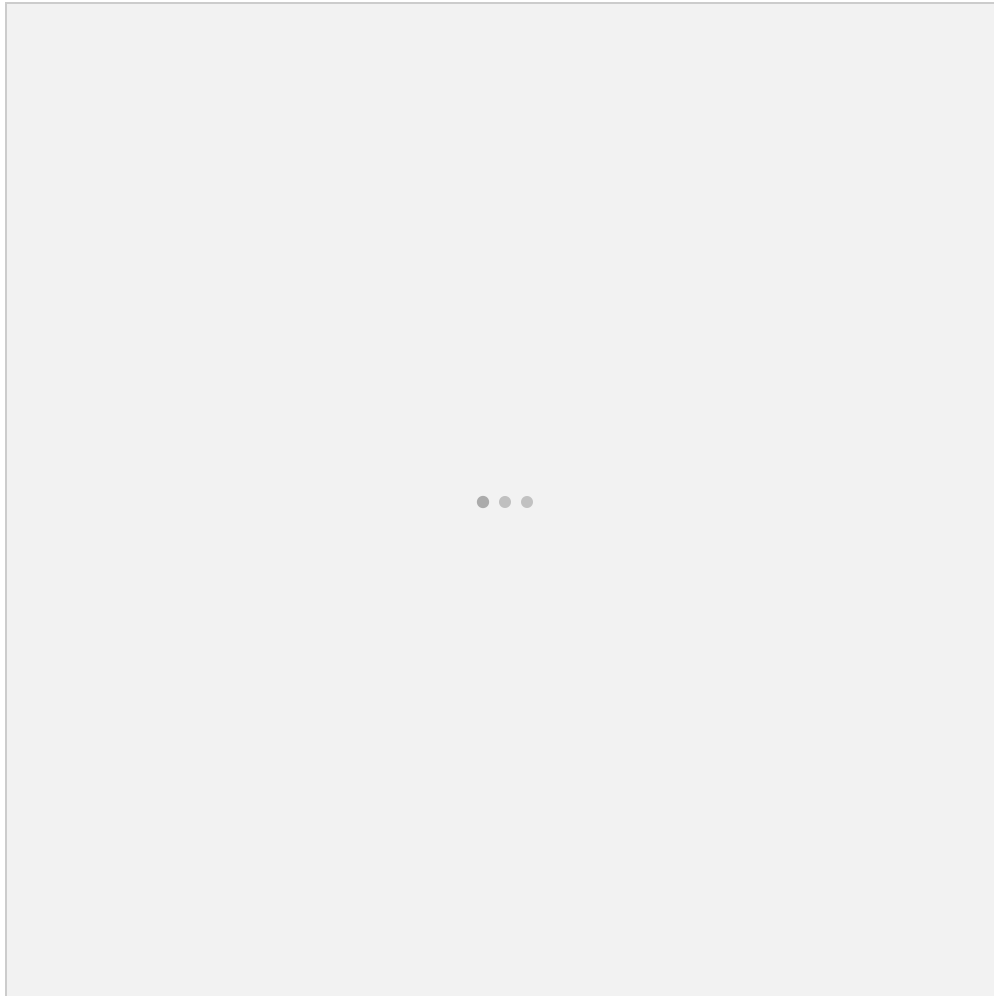
**Tomorrow is Census Day!** - No joke! Tomorrow, April 1st, is Census Day. You can complete your 2020 Census online by clicking [here](#). It only takes a few minutes. You may also want to mark your calendars to watch VAPLD's [Streaming Storytime on Facebook](#) Live tomorrow at 10am. Rumor has it that there will be a special guest appearance!

**Zoom Board Meeting** - The next Board Meeting will be on Monday, April 20th at 7pm via Zoom. It will be a video conference meeting that all of the trustees will be attending remotely, and that you can watch in real time - if you are interested. The link to the meeting will be posted in the library calendar, and included on the Agenda for the meeting. We'll have more information closer to the meeting date.

 **Happy Work Anniversary** - Claudia (CS) 1 year on April 1st.; and to Kathy (BO) 3 years on April 3rd!

 **Happy Birthday** - Ping (CS) April 1st; Laurie B (LO- Circ) April 4th; and to Keith (RIS) April 5th!

**Staff Photo Collage:**



More tomorrow....

Be Well,

Cindy

## Cynthia Fuerst

Library Director

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## VAPLD Staff Update for Tuesday



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Tue, May 19,  
2020, 6:47  
PM

to allstaff

Hello Everyone,

It was so nice to see so many of you today at the All Staff Meeting this afternoon. Here is a recap of the Meeting:

- Thursday's Streaming Storytime marks our 100th online program since the library closed!
- Board Meeting Review:
  - The Finance Committee is recommending that we go with a flat budget for our next fiscal year. This likely means that many of us will not be seeing a salary increase next year.
  - A Resolution regarding [Sexual Harrasment and Discrimination](#) was passed
  - The Remote Work Policy was tabled



- The [Pandemic Reopening Plan](#) was discussed.
  - The Plan is loosely based on the Governor's [Restore Illinois Plan](#)
    - The state's plan has Illinois divided into four regions. McHenry and Kane County have not been as hard hit by COVID-19 as Lake and Cook County.
  - The board supports us proceeding with caution, we do not want to begin offering curbside delivery of materials if COVID-19 has not declined in Lake County.
- **Next Steps**
  - The Management Team is working out more detailed plans on how we will be reopening the library.
    - Schedules will not look like they did pre-COVID-19.
      - For safety reasons, we are limiting the number of staff who can be in the buildings at any one time. Shifts will likely be limited to 3.5 hours to allow cleaning between shifts.
      - Many staff will continue to work remotely.
      - A survey will be going out next week to ask staff about their availability to return to work.
    - In July we will be transitioning to paying staff for the number of hours that they actually work.
      - Staff may continue to work up to the number of hours they typically worked pre-COVID-19. Some staff may work a combination of hours at the library and remotely, others may work all remotely.
      - Staff may use PTO (vacation or personal days) to make up any shortage of hours, or elect to work fewer hours. Just an FYI: IMRF benefits will stay in place, even if a half-timer works fewer than 20 hours; Full-time staff can keep their insurance as long as they average working 30 hours per week.
      - Please talk to your Supervisor and/or Tony. These are unusual times and there may be extenuating situations. We want to work with you to find a solution.
    - Your Supervisor will be sharing with you more information about your return to work plan and schedule when we have more information.
  - Summer Reading Club is going to be all online this year. One of the prizes was going to be see packets, but because of the pandemic we will not be able to hand them out to the public. We will be sending a survey to staff to see if they are interested in the seeds.

Thank you for your patience and understanding as we work through all of the details of reopening the library. I know that you are looking for more solid answers, but there is so much that is still unknown about COVID-19, and we are adapting plans as we learn more about it.

Have a good evening,

Cindy

## VAPLD Staff Update for Monday



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Mon, Jul 6,  
2020, 4:59  
PM

to allstaff

Hello Everyone,

Here is the latest from the Library:

**Expanded Library Services Coming** - Beginning the week of July 13, we will be expanding the hours of curbside service to 9am to 7pm Monday through Thursday, and 9am to 4pm on Friday and Saturday. The virtual library services will also be expanded to 9am-7pm Monday through Thursday, and 9am to 4pm on Friday and Saturday. We are also looking at offering a limited amount of free remote paper printing, book bundles, and 3D prints - more details will be coming soon.

**Sunday Hours** - Just a reminder, you need to have pre-approval from your Manager to work on Sundays. We are hoping to provide more flexibility in hours to staff who are working remotely, but there are employment laws and library policies that we need to work through first. We plan to discuss compensation for Sunday hours at the next Board Meeting which is scheduled for July 20th.

**Changes in Pay Beginning July 12, 2020**

As was discussed previously, beginning July 12, 2020 the library will be paying all of our employees only for the hours they actually work. With the expansion of both Curbside and Virtual library services most employees will be working a similar number of hours to before the building closure.

As we enter the new fiscal year, we have to tighten up what will be considered part of each employee's paid work. Please check with your Manager about webinars you are thinking about attending, and/or extra assignments that you have been doing over the last few months. It is time to sunset some things, like sewing masks which are thankfully no longer in short supply in our community. Unless directed by your Manager, employees will not be paid to attend the Library board meetings or attend library programs. The board meetings are open meetings, the public is welcome to attend; but you will not be paid unless your Manager has asked you to attend the meeting. Over the next few weeks there will be some new projects and training opportunities available for staff to work on from home.

**Expanded Homebound Delivery** - The library is temporarily expanding its [Homebound service](#) to include residents who are in a risk group and trying to minimize outside contact and/or don't have transportation to pick up curbside. Free. Vernon Area Public Library District residents only. To start: call 224-543-1406, email [senior@vapld.info](mailto:senior@vapld.info), or fill out [this form](#). IC will be working to get the word out through local community groups and newspapers.

Have a Great Evening,

Cindy

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**Cynthia Fuerst**

Library Director

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## Summary of July 21st All Staff Meeting

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Wed, Jul 22,  
2020, 11:16  
AM

to allstaff

Hello Everyone,

One thing that I failed to mention at yesterday's All Staff Meeting was that our library received \$534,401 less than we budgeted for Revenues this past fiscal year. That is about a 7% decrease in funding for the year (July 1, 2019 - June 30, 2020). We don't know yet if this is a blip, or an early indicator of things to come. Our library is in a good place financially, but there is some concern about Revenues for next year.

Here is a Summary of Tuesday's All Staff Meeting.

### **Board Meeting ReCap -**

1. The Budget and Appropriation Ordinance Passed. The Budget for this fiscal year is pretty flat. There was about a 1% increase in the Personnel line, but most of that was to adjust salaries because of the increase in minimum wage. Merit increases will be very minimal this year. We are still planning on having the Years of Service Awards, but the amount may be smaller.
2. Remote Work Policy Passed. Similar to the policy that was included with the COVID-19 Temporary Policies, this new policy means that depending on the position, staff may be able to continue working some hours remotely even when the pandemic is over.

3. Sunday Compensation Passed. Beginning August 9, 2020 the library will be paying straight time for hours worked on Sundays. This is in keeping with the norm of other public libraries; gives staff who are working remotely more flexibility to schedule their work; and helps the library control personnel costs.

#### **Curbside Service -**

1. It is going better than expected. We are averaging over 100 cars a day, with an average transaction time is just over a minute.
2. We are increasing the number of items patrons can place on hold at one time to 10 items. We are caught up; the turnaround time may be as little as 24 hours in some incidents. We would rather under promise and over deliver - so the public is being told it is usually between three to four days.
3. 3-D printing is now available, remote printing (10 pages free) is being launched.
4. We have taken the approach that we need to walk before we run - we hope to expand access and hours as we are able. We are working with patrons when they have questions or concerns.

#### **Opening the Building to the Public -**

1. We are sticking with curbside for the foreseeable future. We can't offer curbside and public access at the same time due to space constraints.
2. We can't provide the same library experience as we did pre-covid. No games, legos, or manipulatives for children; no face to face technology assistance; no lingering/seating; no study rooms; no meeting rooms for outside groups; no in person programs; no vending/coffee; etc...
3. Investing in remote access is an investment in future services. People's 'shopping habits' are being shaped by this - they will want more virtual programs, ematerials, curbside pickup, remote access to everything; etc.. even after things have returned to normal.
4. If you need additional technology, access to certain systems, let your supervisor know. We are stretched thin, but we will see what we can do.

#### **EDI (Equity, Diversity, and Inclusion) Update -**

1. Sarah, Becca, and Vinita are leading this initiative. There were two informational meetings for staff last week. If you are interested in helping, please contact one of them and let them know.
2. The Board is fully supportive of this initiative, as is the Management Team. Rachel is the liaison to the EDI committee and reporting to the Management Team and Board.

## Drive-Thru Update -

1. The project is proceeding. It is being paid for with funds from the Special Reserve Fund. The Special Reserve Fund can only be used for capital projects (construction). It can not be used for operational expenses (salaries, books, utility bills, etc..).
2. Engineers will be on site this week. A survey will be completed in the next few weeks, we are working with the Village of Lincolnshire to determine if any zoning variances are going to be required.

Feel free to contact me if you have any questions.

Be Safe,

Cindy

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**Cynthia Fuerst**

Library Director

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## Library's Response to Tier 3 Mitigation and Other News...

Inbox



Thu, Nov 19,  
2020, 6:15  
PM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Greetings,

This week Illinois Governor Pritzker announced that the entire State of Illinois would be moving to [Tier 3 Mitigation](#) levels in an attempt to slow down the spread of COVID-19. With that news, it seems like a good time to send out an all staff email about where things stand for our library.

**Curbside and Virtual Library Services Continue** - For the time being, our library plans to continue to offer contactless curbside pick-up of library materials as well as virtual library services, as indicated in our [Pandemic Reopening Plan](#). If the Governor institutes a 'Stay at Home' executive order (as he did in March) we plan to discontinue curbside, and focus our efforts on virtual library services. The tentative plan would be similar to what was done in the Spring - special projects would be available for staff to complete at home to allow staff to work through the mandatory building closure. More details will be provided, if we need to suspend curbside services. Please know that there has been no discussion of furloughs, or reductions of work hours.



Our library is in a good place, we are more prepared than we were in March. Over the past several months we have focused on beefing up our digital collections, online services, improving remote phone access, perfecting contactless curbside pick-up, and becoming production masters of Zoom and facebook live programs. We have all worked really hard to keep our building safe. Things like installing plexi-glass barriers and fancy air purifiers, to performing extra cleanings throughout the day, and limiting capacity in the building. More importantly, it is the things that you do, like completing the health screening before coming to the building, wearing masks, social distancing, and washing your hands that keep your coworkers safe. Keep up the good work!

**Unhappiness at Curbside** - The vast majority of patrons that are utilizing curbside pick-up are so appreciative of this service.... But there is always one outlier. Last Monday there was an unhappy patron who verbally threatened a staff member. The person never left their car, and did not show a weapon. We did call the police to report and document the incident, and we did close curbside pick-up for the evening. Everyone is okay.

If you ever feel not safe at the library, please let the supervisor know and we will take action.

**Special December Staff Meeting** - The Annual December Staff Inservice Meeting will be held via Zoom this year on December 4, 2020. The Training portion will begin at 10 am, and the staff recognition portion will begin at 2pm.

- **Atlas Training: 12/04/2020 10:00 a.m. - 11:30 a.m.** This is a multi-library event, and registration is required. Please click on the link [Diversity, Inclusion & More](#) for more information and to register for this event. Please register before 11/27/2020. Staff who are available to view the training will be paid.
- **Staff Recognition 12/04/2020 2:00pm - 2:30pm.** Wear your favorite holiday garment, deck out your zoom background, grab a festive snack, and join us to recognize staff celebrating special anniversaries. . <https://vapld.zoom.us/j/98761505844>

**Drive Thru Update** - We continue to make progress on the project, but there are just a lot of hoops to jump. The good news is that the Lincolnshire Board of Review gave us approval on Tuesday night, and we are now ready to go out to Bid. There will be a mandatory bid meeting on



the afternoon of December 1st, and the Bid opening will be on December 14th. The goal is for the Board to award the project at their December 21st meeting.

**It's Alive** - If you happened to attend the Board Meeting on Monday, you will know I made a rather dramatic exit from the meeting. I had not been feeling well all day with stomach flu symptoms. I tried to tough out the meeting. I couldn't do it, and my husband took me to the hospital. They gave me fluids, anti-nausea medicine, and ran a bunch of tests (including Covid). Everything came back fine - no COVID - and I am feeling much, much better.

**Happy Thanksgiving** - I suspect that Thanksgiving is going to look different for many of us this year. My family is staying home this year, but that isn't stopping my husband, Bruce, from grilling an entire turkey.... for 3 of us. If you are traveling out of state, or will be having out of state visitors staying with you, please do let your supervisor know..... And if you happen to have any good recipes for leftover turkey, let me know. 😊

There are many things to be grateful for this year, and I wish you and your family a very happy holiday.

Be Safe and Be Well,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

[300 Olde Half Day Road, Lincolnshire, IL 60069](http://300%20Olde%20Half%20Day%20Road%2C%20Lincolnshire%2C%20IL%2060069)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## One Year Closed

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Mar  
12, 10:22  
AM

to allstaff

Hello Everyone,

On March 13, 2020, our library made the decision to close the building due to the COVID19 Pandemic. We were one of the first libraries in Lake County to close, and we will likely be one of the last libraries to reopen. As I think back upon the last twelve months, I feel a mix of emotions - grief and frustration, mixed with gratitude and hope. It has been a really, really challenging year... but there have been bright spots. It makes me think of the quote, "Everyone wants happiness. No one wants pain. But you can't have a rainbow, without a little rain."

Here are some of my "rainbows:"

**The Board of Trustee.** I am very grateful for their support of the staff. They listened and followed the science to do what was in the best interest of the staff and community during this public health crisis. No staff were furloughed; policies were made to the benefit of staff; they listened and led with compassion.

**The Management Team.** I am incredibly grateful for the way they pulled together to support one another and me. Their passion for our library, community, and staff was made crystal clear this year. They have worked crazy long hours to make the impossible possible.

**The Staff.** I am so grateful for the trust, patience, flexibility, and ingenuity of our staff over the past twelve months. The library asked a great deal of staff this year. While the year was challenging, there have been so many innovations and successes at our library. All of them are due to the amazing VAPLD staff. You are superheroes in my eyes.

Really, all I just want to convey my thanks and sincere appreciation to all of you. I feel very fortunate to be Director here and to have such an amazing team.

I am hopeful for our future. We know so much more than we did a year ago. We have a vaccine. The end of the Pandemic is in sight, and I am confident that our library will emerge stronger and better than before.

Be safe and be well.

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info)  

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Re Opening Message

Inbox



Tue, Mar  
23, 12:41  
PM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Hello Everyone,

Over the past very challenging year, we have done everything in our power to keep you and the people we serve safe.

We proceeded “with an abundance of caution.” In the face of many unknowns, we always chose the safer path.

And our approach has worked: We have provided reliable, continuous service, without any illness- or exposure-related shutdowns. To the best of our knowledge, no one caught COVID while working at the library and no patrons were exposed to COVID while using their library. Contributing **zero** to community spread is an achievement we should all be very proud of.

This spring, it feels like the end of this pandemic might be in sight. Numbers are moving in the right direction. More people are getting vaccinated every day.

In a spirit of cautious optimism, we are moving forward with plans to welcome the public back into the building after the construction project is finished.

**We are aiming to open doors on June 1.** As you can imagine, there is a lot of work to be done in the building and with the collections between now and then for that to happen.

As part of that transition, we will need to bring more staff back into the library for more hours. We are working out how many people and how many hours it will take to accomplish what is needed while still providing a safe, socially distanced working environment. **We are planning to expand in-person work around mid-April.**

Our safety protocols are built on a foundation of minimizing interpersonal contact and shared indoor space. That will continue — we will expand in-person work as is required to be ready for June 1 and no more than that. Tasks that can be accomplished at home will continue to happen from home.

Right now the library meets or exceeds every CDC office safety guideline including air quality, social distancing, barrier use, PPE use, surface disinfection and entry screening. We do not intend to compromise that high standard.

You should also know that plans will include a fail-safe measure — if local metrics move in the wrong direction, we will put on the brakes. But as long as things look promising, we will move forward with the plan.

We will share more specifics as they are known. We aim to be as transparent with opening back up as we were about shutting down a year ago and will have more info for you soon.

Be Safe and Be Well,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info)  

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Building Reopening Status Update

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Apr  
30, 9:30  
AM

to  
allstaff

Hello Everyone,

As has been shared previously, we will move forward with the next stage in the Building Reopening Plan when

1. construction is complete, AND
2. local spread of COVID comes down below the red zone ("High"), AND
3. the CDC forecast shows stable or declining numbers for at least 2 weeks following the date of service change

Every Friday, we will update you and the board with where things are at. We originally thought we'd do this on Mondays, but it looks like the CDC updates their date mid-week, not Mondays, so we'll go ahead and share it with you as soon as we've processed the update.

We will continue to operate a Contactless Service model until construction is complete, for obvious reasons. Right now that date is more than 4 weeks away. So, the forecast doesn't come into play for our operations just yet. But we'll start sharing the info with you right now so everyone knows what to expect when it does start to matter.

Every Friday, you will get an email from me with the following info:

Current Level of Community Transmission: **HIGH**

Current service model: **Contactless**

Forecast Level of Community Transmission: **HIGH**

Forecast service model: **no change**

If you'd like, you can dig deeper into the data summary [here](#), the current status for Lake County [here](#), and the forecast [here](#).

I hope that is clear and concise. If you have any questions, please let me or your manager know.

For now, carry on. No changes happening just yet.

One more note: **74 employees** have responded to the [April Staff Survey](#). It will remain open until 11:45 p.m. this Sunday. Please weigh in with your thoughts.

Be Well,

Cindy

## Weekly Building Reopening Status May 7, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, May  
7, 8:00  
AM

to allstaff

Happy Friday,

This week's outlook:

Current Level of Community Transmission: **HIGH**

Current service model: **Contactless**

Forecast Level of Community Transmission: **Substantial**

Forecast service model: **Possible**

It is looking like when construction is completed, we might be able to open for in person browsing. The situation is still fluid. Construction is running a few days behind schedule, and



the number of COVID cases needs to continue to trend downward in Lake County. Keep your fingers crossed!

If you'd like, you can dig deeper into the data summary [here](#), the current status for Lake County [here](#), and the forecast [here](#).

One more item worth noting: India is currently in the midst of the world's worst COVID outbreak.

To those of you who have family and friends in India, our thoughts are with you. If the library can be of help to you, please let me know.

If you are looking for a way to help India, you might want to check out this article from NPR - [How to help India during its COVID surge - 12 places you can donate](#).

Be Well,

Cindy

.

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## April Staff Survey Results



Tue, May  
11, 3:48  
PM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Hello Everyone,

Many thanks to everyone who took the time to complete the April Staff Survey. The April Staff Survey Results can be found [here](#). Spoiler alert: The two findings that I am most pleased to see:

- 98.5% of staff feel safe working in the building.
- 94% of staff will be fully vaccinated by the end of May, before we open to the public.

Based on feedback received from this month's survey, we are planning to change the service hours that will be in effect when we reopen the building to the public. Our hours will be Monday - Thursday 9am to 9pm; Friday - Saturday 9am to 5pm; and on Sundays 10am to 5pm.

We will not be doing a staff survey in May. We will continue to work on addressing the concerns identified in the April surveys while we wait for construction to be completed.

When we do open the building to the public, we want you to be able to give us more immediate feedback, so we'd like you to use the [Comments, Questions, and Suggestions Form](#) on the intranet to share what you think we need to know. The form is anonymous. Staff can also use this form if they feel there is a safety issue that needs to be addressed or they can say something to their supervisor.

We'll do a survey again in June to ask what is working well and what we still need to work on.

Just a reminder - the May All Staff Meeting will be next Tuesday (5/18) at 1:30 on [Zoom](#).

Be Well,

Cindy

--

**Cynthia Fuerst**

Library Director

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[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Building Reopening Status - May 14, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, May  
14, 9:00  
AM

to allstaff

Happy Friday,

This week's outlook:

Current Level of Community Transmission: **Substantial**

Current service model: **Contactless**

Forecast Level of Community Transmission: **Substantial**

Forecast service model: **Possible Change once construction is completed**

It looks like when construction is completed, we may be able to open for in person browsing. The situation is still fluid. Construction is running a few days behind schedule, and the number of COVID cases needs to continue to remain stable and/or trend downward in Lake County. Keep your fingers crossed!

If you'd like, you can dig deeper into the data summary [here](#), the current status for Lake County [here](#), and the forecast [here](#).

**Reminder** - You still need to wear a mask in the building..... for now.

You may have heard that the CDC changed their [Mask Guidance](#) yesterday. Their new recommendation is that fully vaccinated individuals no longer need to wear a mask, or socially distance unless required by state or local laws. As of Thursday, Illinois still requires masks to be worn.

The Management Team is monitoring the situation, and will let you know if changes will be made in our procedures.

--

**Cynthia Fuerst**

Library Director

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Building Reopening Status - May 21, 2021



Fri, May  
21, 9:33  
AM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Happy Friday,

This week's outlook:

Current Level of Community Transmission: **Substantial**

Current service model: **Contactless**

Forecast Level of Community Transmission: **Substantial**

Forecast service model: **Possible Change once construction is completed**

We are planning to open for in person browsing once construction is completed - tentatively in about three weeks!

If you'd like, you can dig deeper into the data summary [here](#), the current status for Lake County [here](#), and the forecast [here](#).

Be well,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Building Reopening Status - May 28, 2021



Cynthia Fuerst <cfuerst@vapld.info>

Fri, May  
28, 8:00  
AM

to allstaff

Happy Friday Everyone

This week's outlook:

Current Level of Community Transmission: **Substantial**

Current service model: **Contactless**

Forecast Level of Community Transmission: **Moderate**

Forecast service model: **Possible Change of service once construction is completed**

We are planning to open for in person browsing once construction is completed - tentatively in about two weeks! Because community transmission levels of COVID are declining, we may be able to even offer a few tables and chairs for patrons when we open.

For more information click [here](#).

Be well,

Cindy

--

**Cynthia Fuerst**

Library Director

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[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

## Weekly Building Reopening Status - June 4, 2021



Cynthia Fuerst <cfuerst@vapld.info>

Fri, Jun  
4, 8:00  
AM

to allstaff

Hello Everyone,

Current Level of Community Transmission: **Moderate**

Current service model: **Contactless**

Forecast Level of Community Transmission: **Moderate**

Forecast service model: **Change of service once construction is completed**

We are planning to open for in person browsing once construction is completed. There are just a few loose ends that are being worked on today - the big one being our HVAC system. We have our first round of inspections scheduled for Friday afternoon, and if we pass, we are on track to open the building to the public on Monday, June 14th. Because community transmission levels of COVID are declining, we plan to offer a few tables and chairs for patrons when we open.



For more information click [here](#).

Be well,

Cindy

--

**Cynthia Fuerst**

Library Director

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[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

**BUILDING RE-OPENING!!!**



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Mon, Jun  
7, 3:32  
PM

to allstaff

Hello Everyone,

**I am extremely pleased to announce that our building will be re-opening to the public on Monday, June 14, 2021.**

Our [Building Reopening Plan](#) has been updated, so please take a moment to review this information. Things have changed (for the better) since April when the plan was originally shared with you. As you probably heard, on Friday, Illinois will be moving to Phase 5 of the Restore Illinois Plan - lifting many of the restrictions that have been in place for most of the pandemic.

Construction ran 23 days longer than expected. There is still much that needs to be completed, and just like everything else the past 15 months - much of it is out of our control. So things may not be perfect on Monday, but it will still be great. People have missed the library and will be glad to be back.

I appreciate everyone's patience and understanding as we make the final push to open next Monday. If you have questions, please talk with your Supervisor.

Be Well,

Cindy

--

## Cynthia Fuerst

Library Director

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

# Weekly Library Level of Service Status - June 10, 2021

## Inbox



Fri, Jun  
11, 8:00  
AM

Cynthia Fuerst <cfuerst@vapld.info>

to allstaff

Happy Friday Everyone

This week's outlook:

Current Level of Community Transmission: **Moderate**

Current service model: **Contactless**

Forecast Level of Community Transmission: **Moderate**

Forecast service model: **Change of level of service to "2+: Building Open + some Small Programs & Activities"**

Woot Woot! We are opening the building for in person browsings on Monday (6/14)! We will have a few tables and chairs for patrons when we open, and we plan to roll out some of the additional amenities listed under "Stage 2: Small Programs & Activities" over the next few weeks.

Just a reminder, when we open on Monday, everyone will be required to wear a mask in public areas of the library.

For more information click [here](#).

Be well,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) □ □

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status - June 17, 2021



Fri, Jun  
18, 8:00  
AM

Cynthia Fuerst <cfuerst@vapld.info>

to allstaff

Happy Friday Everyone,

This week's outlook:

Current Level of Community Transmission: **Moderate**

Current service model: **2+: Public Service Areas Open / Modified**

Forecast Level of Community Transmission: **Moderate**

Forecast service model: **Change of level of service to "3: Small Programs & Activities"**

We made it through the first few days of being open! We will be adding additional seating, study rooms, and the Quiet Reading Room over the next few weeks to move fully to Stage 3.

For more information click [here](#).

Be well,

Cindy

--  
**Cynthia Fuerst**

Library Director

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[300 Olde Half Day Road, Lincolnshire, IL 60069](http://300%20Olde%20Half%20Day%20Road%2C%20Lincolnshire%2C%20IL%2060069)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status - June 25, 2021



Fri, Jun  
25, 8:00  
AM

Cynthia Fuerst <cfuerst@vapld.info>

to allstaff

Happy Friday Everyone,

This week's outlook:

Current Level of Community Transmission: **Low**

Current service model: **2+: Public Service Areas Open / Modified**

Forecast Level of Community Transmission: **Low**

Forecast service model: **Change of level of service to "3: Small Programs & Activities"**

We will be adding additional seating, as well as opening the study rooms and media lab on July 5th. We will pause for two weeks, and then plan to add more seating, services, and amenities. As long as the numbers continue to trend downward, the plan is to gradually increase library services until we are back to full operations.

For more information click [here](#).

Be well,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) □ □

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status - July 2, 2021



Fri, Jul 2,  
8:00 AM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Happy Friday Everyone,

This week's outlook:

Current Level of Community Transmission: **Low**

Current service model: **2+: Public Service Areas Open / Modified**

Forecast Level of Community Transmission: **Low**

Forecast service model: **Change of level of service to "3: Small Programs & Activities"**

We will be adding additional seating, as well as opening the study rooms and the media lab on July 5th. We will pause for two weeks, and then plan to add more seating, services, and amenities. As long as the numbers continue to trend downward, the plan is to gradually increase library seating and services.

For more information click [here](#).

Be well,

Cindy

--

**Cynthia Fuerst**

Library Director



## Weekly Library Level of Service Status - July 9, 2021



Fri, Jul 9,  
8:00 AM

Cynthia Fuerst <cfuerst@vapld.info>

to allstaff

Happy Friday Everyone,

This week's outlook:

Current Level of Community Transmission: **Low**

Current service model: **Some Small Programs & Activities**

Forecast Level of Community Transmission: **Low**

Forecast service model: **Additional Small Programs & Activities**

We added some additional seating this week, and opened the study rooms and the media lab. We are pausing for two weeks, and then plan to add more seating, services, and amenities. As

long as the numbers continue to trend downward, the plan is to gradually increase library seating and services.

For more information click [here](#).

Be well,

Cindy

P.S. - If you haven't already done so, please take a few minutes to complete the [July Staff Survey](#).

Thanks!

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status - July 16, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Jul  
16, 8:00  
AM

to allstaff

Happy Friday Everyone,

This week's outlook:

Current Level of Community Transmission: **Moderate**

Current service model: **Some Small Programs & Activities**

Forecast Level of Community Transmission: **Low**

Forecast service model: **Some Small Programs & Activities**

Lake County bumped up to "Moderate" this week, but is projected to go back to "Low" in the next two weeks. The increase is at least partially due to the delay in reporting because of the July 4th holiday. We will continue to monitor the situation.

We plan on adding some additional seating next week. Our neighboring libraries report that bringing back the furniture has not caused an increase in the number of patrons coming back to the building.

For more information click [here](#).

Be well,

--

## Cynthia Fuerst

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

[300 Olde Half Day Road, Lincolnshire, IL 60069](http://300%20Olde%20Half%20Day%20Road%2C%20Lincolnshire%2C%20IL%2060069)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status - July 23, 2021



Fri, Jul  
23, 8:00  
AM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Happy Friday Everyone,

This week's outlook:

Current Level of Community Transmission: **Moderate**

Current service model: **Some Small Programs & Activities**

Forecast Level of Community Transmission: **Moderate**

Forecast service model: **Some Small Programs & Activities**

We are planning on holding steady for the next few weeks. No changes in library operations are planned.

For more information click [here](#).

Be well

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info)  

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status - July 30, 2021

### Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Jul  
30, 8:00  
AM

to allstaff

Greetings!

This week's outlook:

Current Level of Community Transmission: **Moderate**

Current service model: **Some Small Programs & Activities**

Forecast Level of Community Transmission: **Substantial**

Forecast service model: **Public Areas Open (Modified)**

Unfortunately, the COVID numbers are moving in the wrong direction. We are not planning any changes for the next two weeks, as levels are forecasted to remain "Moderate." If the four week forecast is right, and we reach Substantial levels of community transmission, we will roll back some library services.

For more information click [here](#).

Just an FYI... While 91% of our staff is fully vaccinated, the CDC is recommending that even fully vaccinated individuals wear a mask if the level of community transmission of COVID is at Substantial. Therefore, if levels reach Substantial in Lake County, all staff will be required to wear a mask in staff areas as well as public areas. I know this is disappointing, but the Delta variant is highly contagious, and many of our staff have young children and/or immunocompromised people in their homes.

Under Moderate, masks are optional in staff areas; but you may wish to consider wearing one out of consideration of your coworkers.

I'm keeping my fingers crossed that this unfortunate trend will stall and begin to reverse before we reach Substantial.

Be safe, and be well,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## VAPLD Staff Update for Wednesday

Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Wed, Jul 15,  
2020, 6:21  
PM

to allstaff

Hello Everyone,

I think there is some truth in that old saying, 'No news, is good news.' Things are going very well with curbside services, and there just hasn't been much news to report from the library. We do not have a date for allowing the public back inside the building. The Management Team will be recommending to the Board on Monday that we stick with curbside and virtual library services for the foreseeable future because there has been an uptick in COVID-19 cases in Lake County.

Because we are settling into a new normal, it is time for these daily updates to go back to being weekly updates. Beginning next week, we will be sending out a weekly all staff update on Tuesdays. The Management Team has worked hard to be good communicators for the past few months, and we will continue to be as transparent and open as possible about any changes that may be coming up. So there may be an occasional email from me to all staff, if there is big news to share.

Here is the latest from the Library:

**July Board Meeting** - The next Board of Trustees meeting will be on Monday, July 20th. The [agenda](#) has been posted on our website. You can attend the board meeting by clicking on this link: <https://vapld.zoom.us/j/99023181518>.

**All Staff Meeting** - An All Staff Meeting has been scheduled for Tuesday, July 21st at 1pm. An invitation has been sent to allstaff. Here is the link to the meeting: <https://vapld.zoom.us/j/96266232184> . Please note that this meeting is scheduled for Tuesday afternoon - not Monday.

**Summer Travel** - If you are planning on traveling out of state this summer, please let your supervisor know. A number of areas throughout the US are experiencing spikes in COVID-19 cases. We want to take precautions to keep the library a safe workplace, which may mean that individuals who visit COVID-19 Hotspots will be asked to self quarantine.



Have a good evening,

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Mask Requirement for Staff

### Inbox



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Tue, Aug  
3, 12:54  
PM

to allstaff

Hello Everyone,

Beginning tomorrow all staff will be required to wear a mask, regardless of their vaccination status, when working in the building. This includes staff only work areas. If you are vaccinated and working alone, you may remove your mask.

This change is being made due to the rapid rise in the number of COVID cases, and new mask guidelines from the CDC.

Hang in there, this is just one baby step back. We will get through this together.

Be safe, and be well,

Cindy

--

**Cynthia Fuerst**

Library Director

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## Weekly Library Level of Service Status - August 6, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Aug  
6, 8:00  
AM

to allstaff

Hello All!

This week's outlook:

Current Level of Community Transmission: **Substantial**

Current service model: **Some Small Programs & Activities**

Forecast Level of Community Transmission: **Substantial**

Forecast service model: **Public Areas Open (Modified)**

For more information click [here](#).

Lake County reached the "Substantial" level of Community Transmission much more quickly than the CDC forecasted. The CDC is forecasting that levels of Community Transmission will slightly decline over the next four weeks, but stay at the "Substantial Level." We are looking at rolling back some library services.

The Quiet Reading Room is not yet open, Study Rooms are operating at a reduced capacity. We are looking at reducing the number of seating - but the number of people coming into our building is well below 50% of capacity.

Be safe, and be well,

Cindy

---

## Cynthia Fuerst

Library Director

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# Change of Library Service Update



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Tue, Aug  
10, 9:23  
AM

to allstaff

Hello Everyone,

Due to the rapid increase in the level of Community Transmission of Covid in Lake County, we are pulling back some library services:

- Facility staff have removed most of the tables and chairs from the public areas.
- Study rooms are closed to the public.
- The time limit on the computers is being reduced to a one hour maximum.

When working a public service desk, please be mindful of the distance between yourself and the patron.

As of yesterday, the level of Community Transmission of COVID is **High** in Lake County. The last CDC forecast has us back in **Substantial** over the next four weeks.

Thank you,

Cindy

--

**Cynthia Fuerst**

Library Director

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## Weekly Library Level of Service Status, August 13, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Aug  
13, 8:00  
AM

to allstaff

Greetings,

This week's outlook:

Current Level of Community Transmission: **High**

Current service model: **Grab & Go**

Forecast Level of Community Transmission: **High**

Forecast service model: **Grab & Go**

For more information click [here](#).

The levels of Community Transmission in Lake County reached High earlier this week. The CDC is forecasting that Community Transmission will increase over the next four weeks, moving us further in the wrong direction. With 90% of the staff being vaccinated, and the other mitigation efforts that are in place at our library like universal masking, the plexiglass barriers, enhanced ventilation, reduced capacity of visitors, etc... We feel that we can safely manage a "Grab & Go" library service model.

A revised Library Services Chart is included at the end of this week's [Service Status & Outlook Forecast](#)

Be safe, and be well,

Cindy

--

**Cynthia Fuerst**

Library Director

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# Weekly Library Level of Service Status, August 20, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Aug  
20, 8:46  
AM

to allstaff

reetings,

This week's outlook:

Current Level of Community Transmission: **High**

Current service model: **Grab & Go**

Forecast Level of Community Transmission: **High**

Forecast service model: **Grab & Go**

For more information click [here](#).

The CDC is forecasting that Community Transmission will increase over the next four weeks, moving us further in the wrong direction. With 90% of the staff being vaccinated, and the other mitigation efforts that are in place at our library like universal masking, the plexiglass barriers, enhanced ventilation, reduced capacity of visitors, etc... We feel that we can safely manage a "Grab & Go" library service model.

A revised Library Services Chart is included at the end of this week's [Service Status & Outlook Forecast](#)

Be safe, and be well,

Cindy

--

**Cynthia Fuerst**

Library Director

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status for August 27, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Aug  
27, 8:00  
AM

to allstaff

Hello All,

This week's outlook:



Current Level of Community Transmission: **High**

Current service model: **Grab & Go**

Forecast Level of Community Transmission: **High**

Forecast service model: **Grab & Go**

For more information click [here](#).

The CDC is forecasting that Community Transmission will remain at High over the next four weeks. No changes in library services are anticipated at this time.

With 92% of the staff being vaccinated, and the other mitigation efforts that are in place at our library like universal masking, the plexiglass barriers, enhanced ventilation, reduced capacity of visitors, etc... We feel that we can safely manage a "Grab & Go" library service model.

Be safe, and be well,

Cindy

--

**Cynthia Fuerst**

Library Director

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[300 Olde Half Day Road, Lincolnshire, IL 60069](#)

**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status for September 3, 2021



Fri, Sep  
3, 8:00  
AM

**Cynthia Fuerst**  
<cfuerst@vapld.info>

to allstaff

Greetings!

This week's outlook:

Current Level of Community Transmission: **High**

Current service model: **Grab & Go**

Forecast Level of Community Transmission: **High**

Forecast service model: **Grab & Go**

For more information click [here](#).

No changes in library services are anticipated at this time.

Have a Happy, Healthy, and Safe Labor Day Holiday.

Cindy

--

## Cynthia Fuerst

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) □ □

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

# Weekly Library Service Update fir September 10,2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Sep  
10, 9:01  
AM

to allstaff

Hello there!

Bad news, good news.

Bad news- Covid transmission is still at high and forecasted to remain at high. No changes in library services are planned for the next two weeks.

Good news- Catherine created an online Covid Dashboard for our library. It has all of the information you need in one place. You can see it here:

<https://intranet.vapld.info/covid-dashboard>

Have a good weekend!

Cindy

--

**Cynthia Fuerst**

Library Director

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Service Update for September 17, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Sep  
17, 8:00  
AM

to allstaff

Happy Friday!

Covid transmission is still at high and forecasted to remain at high. No changes in library services are planned for the next two weeks.

You can checkout our Covid dashboard here:

<https://sites.google.com/vapld.info/vapld-intranet/covid-dashboard?pli=1>

Have a good weekend!

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) ☐ ☐

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Service Update for September 24, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Sep  
24, 9:04  
AM

to allstaff

Hello Everyone,

No changes in library services are planned for the next week or two.

Since the [COVID Dashboard](#) is on the Staff Intranet, and updated frequently, I am no longer going to be sending these weekly Friday emails. We will still be including this information in the weekly 'Staff Blast' that is sent out on Tuesdays.

If there is an upcoming change in Library Services planned, I will send out an All Staff Email, but if no changes are planned, I will not be sending an email.

Have a good weekend,

Cindy

--

**Cynthia Fuerst**

Library Director

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**MAIN:** 847-634-3650 || **DIRECT:** 224-543-1448

## Weekly Library Level of Service Status - October 29, 2021



**Cynthia Fuerst**  
<cfuerst@vapld.info>

Fri, Oct  
29, 9:16  
AM

to allstaff

Hello Everyone,

Here is this week's outlook:

Current Level of Community Transmission: **High**

Current service model: **Public Service Areas Open**

Forecast Level of Community Transmission: **High**

Forecast service model: **Public Service Areas Open**

The most current information about COVID-19 in our immediate area can be found on the Library's [COVID-19 Dashboard](#).

No changes in library services are anticipated at this time.

Even though levels of Community Transmission of COVID are at "High," I have made the decision to stick with the **"Substantial"** Service model that we have been operating under for the past 11 days.

I know that this is a change from what we announced in June, but we have more information today than we did in June. Some reasons why I made this decision:

- While Lake County passed over into "High" this week, our immediate geographic area has generally been staying lower than the rest of Lake County. Lake County is forecasted to hover just above the line between "Substantial" and "High" for the next few weeks.

The return of public seating last week had zero impact on the number of people coming through our doors.

- 
- Our door count has consistently been about 37% of what it was before the pandemic since we reopened the building in June.
- 93% of VAPLD staff are fully vaccinated.
- Approximately 70% of individuals 12 and older in the zip codes we serve are fully vaccinated.
- Public Demand/Need

Our library continues to meet or exceed the safety recommendations of the CDC and IDPH. Our library has implemented many preventative strategies which have proven to be effective:

- Requiring masks for everyone entering into the building
- Providing PPE for staff
- Installation of Plexiglass barriers
- Actively promoting social distancing / reduced seating
- Increased cleaning frequency
- Installation of an enhanced HVAC system

Please let me know if you have any questions or concerns.

Cindy

--

**Cynthia Fuerst**

Library Director

Vernon Area Public Library District // [vapld.info](http://vapld.info) □ □

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