



Quarterly update from Windham Public Library – 1/1/2021

- Current hours
 - In-person browsing Monday-Friday 10am-6pm
 - Curbside service Monday-Friday 10am-6pm
 - Proposed hours for ~March after positions hired/trained
 - Monday and Wednesday 10am-7pm
 - Tuesday and Thursday 10am-6pm
 - Friday and Saturday 9am-4pm
- Covid restrictions – visits limited to 30 minutes for browsing or computer use, 15 people in the building (of the 15, only 6 in the Children's Room), masks must be worn
- Staffing – 2 positions posted January 12, 2021
- All Library programs are held virtually through Facebook, Zoom, and YouTube
- Library meeting room being used as staff lunch area and quarantine space for all returned materials – all returned library items are quarantined for 72 hours before being touched/checked in based on best practice recommendations from the Maine State Library for materials handling.
- Library visits and Circulation slowly increasing since reopening
 - October Circulation: , visits: 1,856 Curbside pickups: 96
 - November Circulation: , visits: 1,590 Curbside pickups: 72
 - December Circulation: , visits: 1,651 Curbside pickups: 87

(Pre-pandemic Circulation between 8-10,000 items/month, visits: 4,500-6,000/month)

Respectfully submitted,

Jennifer Alvino, Library Director