

Monday - May 18, 2026

Hortonville Public Library Board of Trustees Meeting Agenda

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
- II. Roll call
- III. Agenda changes (to change the position of an item already on the agenda)
- IV. Public comment
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- April 20, 2026
 - b. Payment of bills and vouchers
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget
- VII. Discussion on Trustee Essentials
 - a. Essential #20- "The Library Board and Building Accessibility"
 - b. Essential #21- "The Library Board and Accessible Services"
- VIII. Friends of the Hortonville Library update
- IX. Future meeting dates
 - a. June 15, 2026- 5:00 pm
 - b. July 20, 2026- 5:00 pm
- X. Items to add for future agendas
 - a. Policy review
- XI. Motion to adjourn

Posted by: Alexandra Krause, Hortonville Public Library Director
05/15/2026

Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Library Director at 920-779-5000 with as much advance notice as possible.

Monday - April 20, 2026

Hortonville Public Library Board of Trustees Meeting Minutes

5:00pm – Convenes in Municipal Services Center- Community Room- 531 N. Nash St. Hortonville, WI

- I. Call to order by presiding officer
Meeting called to order at 5:01 pm by President Mike Wirkus.
- II. Roll call
Trustees in attendance: Mike Wirkus, Kristi Compton, Lex Jandourek, Carrie Lathrop, Christina King. Trustees Absent: Stephanie Holtz, Holly Dietsler. Others present: Library Director, Allie Krause; Jeanne Bellile
- III. Agenda changes (to change the position of an item already on the agenda) - **None**
- IV. Public comment - **None**
- V. Consent agenda
 - a. Library Board of Trustees meeting minutes- March 23, 2026
 - b. Payment of bills and vouchers**Motion by Christina King to approve the consent agenda including vouchers in the amount of \$23,097.60. Seconded by Carrie Lathrop. Roll call vote, all aye.**
- VI. Director's report (provided by Library Director)
 - a. Personnel
 - b. Programming
 - c. Statistics
 - d. Ongoing projects & miscellaneous
 - e. Meetings & continuing education
 - f. Budget**Library Director Krause presented the Director's Report as in the packet.**
- VII. Discussion on Trustee Essentials
 - a. Essential #18- "Library Board Appointments and Composition"
 - b. Essential #3- "Bylaws- Organizing the Board for Effective Action"**Trustees discussed Essentials 18 and 3 provided by DPI.**
- VIII. Friends of the Hortonville Library update
 - a. Book and Bake Sale: May 8-9
 - i. Volunteers needed!**Mike Wirkus shared updates on the Book & Bake Sale.**
- IX. Future meeting dates
 - a. May 18, 2026- 5:00 pm
 - b. June 15, 2026- 5:00 pm
- X. Items to add for future agendas
 - a. Policy review
- XI. Motion to adjourn
Motion by Christine King to adjourn at 5:21 pm. Seconded by Carrie Lathrop. Approved by voice vote.

Respectfully submitted by Kristi Compton on April 20, 2026

5.18.26 Invoices

2026	BMO	\$2,183.12
2026	MSI	\$127.58
2026	Shiocton Public Library	\$11.00
2026	Appleton Public Library	\$10.00
2026	Wells Fargo	\$180.00
2026	Gilbert's	\$4.65
2026	Midwest Tap	\$21.24
2026	4Imprint	\$577.01
2026	Andie Meyer	\$6.00
2026	Dan Higgins	\$25.56
	Total:	\$3,146.16

Library Board of Trustees Meeting- May 18, 2026 Director's Report

- Staff Update

- None

- Programming & Outreach

- Summer program registration opens June 8

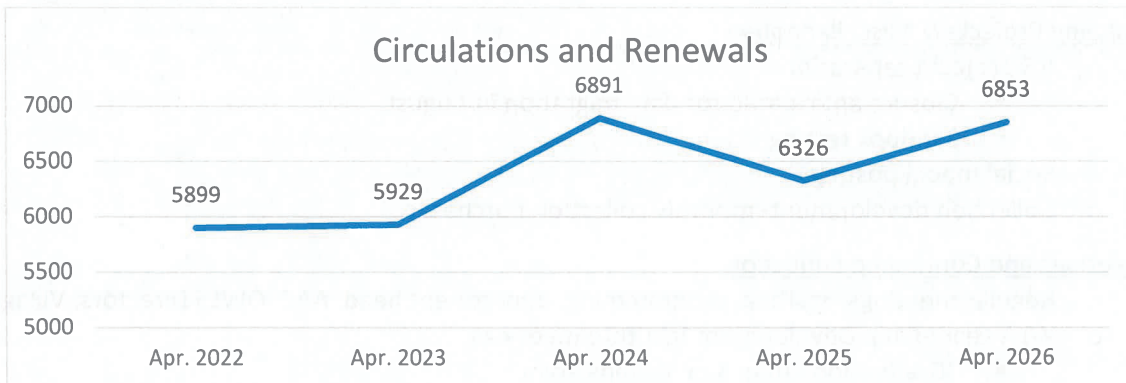
- Programming starts June 15

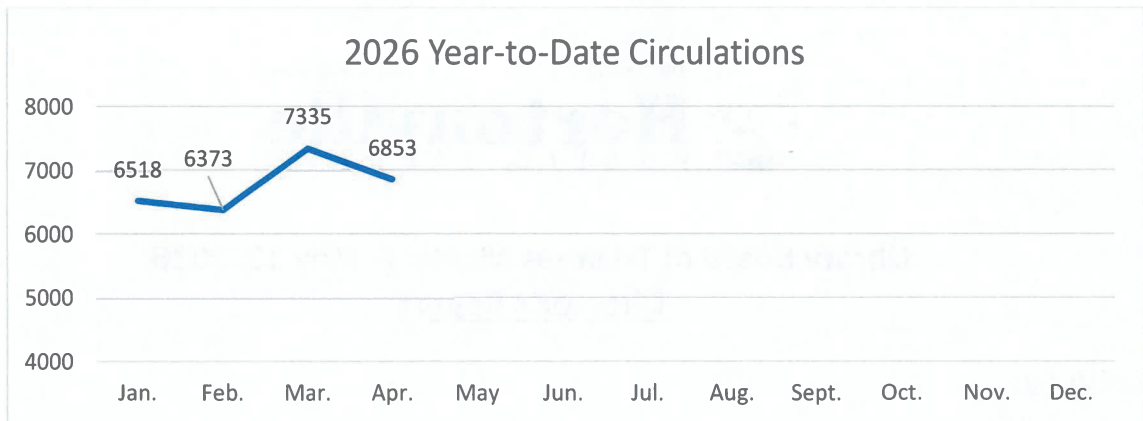
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|--|---|
| <ul style="list-style-type: none"> • Splash into Summer @ Alonzo • Retro Tech Show & Tell • After Hours Quiet Club • Farmer's Market • Book Talk • Middle School Book Club • Prehistoric Pets w/ J&R • Unearth a Saturday • Bingo for Books • Storytime On the Road • Tween Crochet Club • Baby & Me Time • Unearth Soil Secrets • Family Trivia Night | <ul style="list-style-type: none"> • True Crime Club • Storytime and Stay and Play • Papermaking w/ Kimberly-Clark • Dinosaur Gardens • 10:15 Book Club • Screen & Stitch • Keepsake Coasters • Fenway Foundation Meet & Greet • Dinosauria 101 • Lego Lab: Dino Edition • Family Puzzle Party • Escape Room • Adult Trivia Night • DIY Resin Jewelry • Mini-Golf in the Library • Eraser Mini Prints |
|--|---|

- Fall program planning underway

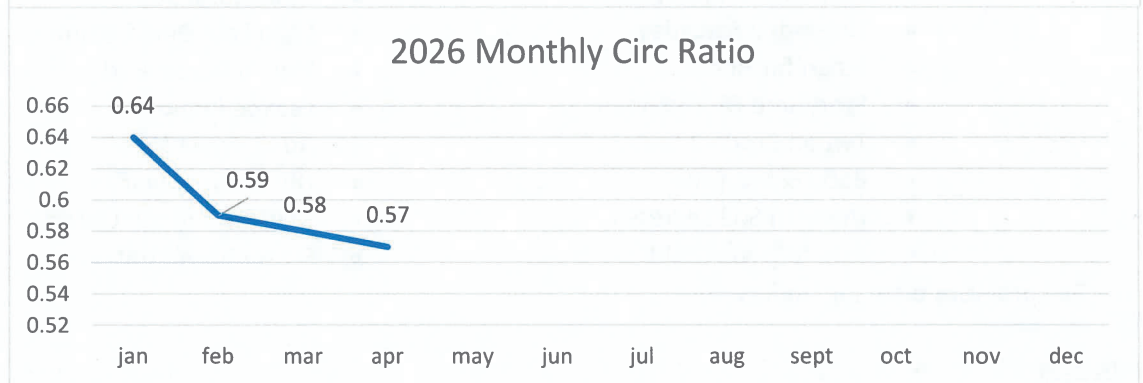
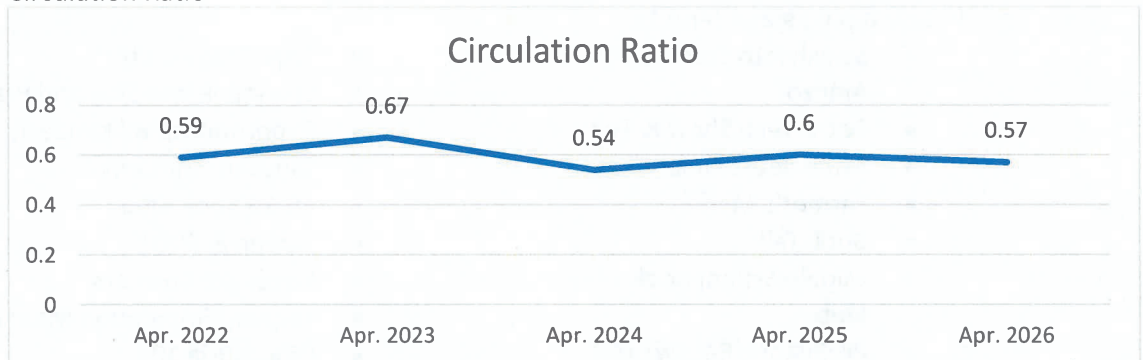
- Statistics

- Circulation and renewals





○ Circulation Ratio



● Ongoing Projects & Miscellaneous

- ILS project preparation
 - Closure anticipated for data migration in August
 - Sandbox testing
- Social media postings
- Collection development- monthly collection purchases

● Meetings and Continuing Education

- Regular meetings: Staffing, programming, department head, AAC, OWLS Directors, Village Board
- WLA Leadership Development Institute meetings
 - "Graduation" June 3 in Stevens Point
- WLA-WISL meetings

● Budget

- Updated budget spreadsheet provided via Director
- Payments/vouchers are presented to the Library Board as part of the consent agenda

STORY TIMES

CHILDREN'S STORY TIME • 10 AM
EVERY FRIDAY

BABY & ME TIME • 10 AM

JUNE 24, JULY 8, JULY 22, AUGUST 12

STORY TIME ON THE ROAD • 10 AM

JUNE 23 - ALONZO PARK

JULY 14 - LIVING TREE ESTATES

JULY 21 - JENNERJOHN PARK

MONTHLY EVENTS

10:15 BOOK CLUB • 10:15 AM

JUNE 3, JULY 1, AUGUST 5

AFTER HOURS QUIET CLUB • 6 PM

JUNE 15, JULY 13, AUGUST 10

BOOK TALK • 6:30 PM

JUNE 17, JULY 15, AUGUST 19

MIDDLE SCHOOL BOOK CLUB • 2 PM

JUNE 18, JULY 16, AUGUST 13

UNEARTH A SATURDAY • 9 AM

JUNE 20, JULY 18, AUGUST 15

FIBER FUN: CROCHET CLUB • 2 PM

JUNE 23, JULY 14, AUGUST 11

TRUE CRIME CLUB • 6:30 PM

JUNE 25 & AUGUST 20

UNEARTH A STORY™



531 N. NASH ST.
HORTONVILLE, WI 54944



(920) 779-4279



WWW.HORTONVILLELIBRARY.ORG

FOLLOW US ONLINE:



LIBRARY HOURS

MONDAY	9 AM - 6 PM
TUESDAY	9 AM - 6 PM
WEDNESDAY	9 AM - 8 PM
THURSDAY	9 AM - 8 PM
FRIDAY	9 AM - 6 PM
SATURDAY	9 AM - 1 PM
SUNDAY	CLOSED



UNEARTH A STORY™

2026 SUMMER LIBRARY PROGRAM

JUNE 15 - AUGUST 15

SIGN-UP STARTS JUNE 8TH



UNEARTH A STORY™



JUNE

- JUNE 6** **SPLASH INTO SUMMER • 1:00 PM**
- JUNE 15** **RETRO TECH SHOW & TELL • 1:00 PM**
- JUNE 19** **PREHISTORIC PETS WITH J&R AQUATIC ANIMAL RESCUE • 10:00 AM**
- JUNE 22** **BINGO FOR BOOKS • 1:00 PM**
- JUNE 24** **GARDEN SOIL SECRETS REVEALED • 6:30 PM**
- JUNE 25** **FAMILY TRIVIA NIGHT* • 6:00 PM**
- JUNE 26** **PAPERMAKING WITH KIMBERLY-CLARK • 2:00 PM**
- JUNE 29** **DINOSAUR GARDEN* • 2:00 PM**

JULY

- JULY 3 - JULY 5** **LIBRARY CLOSED**
- JULY 7** **SCREEN & STITCH • 5:00 PM**
- JULY 10** **ADULT CRAFT: KEEPSAKE COASTERS* • 4:00 PM**
- JULY 15** **MEET & GREET WITH FENWAY FOUNDATION HORSES • 10:00 AM**
- JULY 17** **DINOSAURIA 101* • 3:00 PM**
- JULY 20** **LIBRARY CLOSED**
- JULY 21** **LEGO LAB - DINO EDITION* • 3:00 PM**
- JULY 23** **FAMILY PUZZLE PARTY* • 1:00 PM**
- JULY 25** **ESCAPE ROOM* • 9:30 AM**
- JULY 30** **TRIVIA NIGHT - ADULTS ONLY • 6:00 PM**
- JULY 31** **ADULT CRAFT: DIY RESIN JEWELRY* • 4:00 PM**

AUGUST

- AUG 1** **TEEN NIGHT: MINI-GOLF IN THE LIBRARY • 7:00 PM**
- AUG 14** **ADULT CRAFT: ERASER MINI PRINTS* • 4:00 PM**

VISIT US AT THE GREENVILLE FARMER'S MARKET

SELECT WEDNESDAYS | 3 - 6 PM

- JUNE 10
- JUNE 17
- JUNE 24
- JULY 8

CHECK OUT OUR CALENDAR OF EVENTS FOR MORE INFORMATION!



*** - REGISTRATION REQUIRED FOR THIS EVENT**

2026 APPROVED LIBRARY BUDGET
Library - FUND 200

Hortonville Public Library
 updated 05/15/2026

ACCT #	DESCRIPTION	2026 APPROVED BUDGET	YTD	2026 ACCOUNT REMAINING	2026 PERCENT REMAINING
REVENUE					
INTERGOVERNMENTAL REVENUES					
200-43-43720-000	COUNTY AID - OWLS	\$ 230,123.00	\$ 116,692.50	\$ 113,430.50	50.71%
200-43-43721-000	LIBRARY GRANTS	\$ 600.00	\$ -	\$ 600.00	0.00%
INTERGOVERNMENTAL REVENUES TOTALS		\$ 230,723.00	\$ 116,692.50	\$ (114,030.50)	50.58%
PUBLIC CHARGES FOR SERVICE					
200-46-46710-000	LIBRARY COPIES & FAXES	\$ 500.00	\$ 583.27	-\$83.27	116.65%
200-46-46711-000	LIBRARY COLLECTION AGENCY	\$ -	\$ 32.00	-\$32.00	
200-46-46712-000	LIBRARY MATERIAL REPLACEMENT	\$ 750.00	\$ 325.19	\$ 424.81	43.36%
PUBLIC CHARGES FOR SERVICE TOTAL		\$ 1,250.00	\$ 940.46	\$ (309.54)	75.24%
MISCELLANEOUS REVENUE					
200-48-48100-000	LIBRARY INTEREST ON INVESTMENTS	\$ 4,300.00	\$ 1,546.74	\$ 2,753.26	35.97%
200-48-48300-000	SALES OF PROPERTY/EQUIPMENT	\$ -	\$ -	\$ 0.00	
200-48-48500-000	LIBRARY DONATIONS	\$ 2,000.00	\$ 106.36	\$ 1,893.64	5.32%
200-48-48600-000	LIBRARY DONATIONS FOHL	\$ 3,000.00	\$ -	\$ 3,000.00	0.00%
MISCELLANEOUS REVENUE TOTAL		\$ 9,300.00	\$ 1,653.10	\$ (7,646.90)	17.78%
OTHER FINANCING SOURCES					
200-49-49210-000	TRANSFER FROM GENERAL FUND	\$ 150,792.20	\$ 150,792.20	\$ 0.00	100.00%
200-49-49300-000	FUND BALANCE APPLIED	\$ -	\$ -	\$ 0.00	
OTHER FINANCING SOURCES TOTAL		\$ 150,792.20	\$ 150,792.20	\$ -	100.00%
FUND 200 REVENUE		392,065	270,078.26	-121,987	68.89%
EXPENDITURE					
LIBRARY DIRECTOR					
200-55-55110-110	PAYROLL	\$ 60,446.58	\$ 20,897.85	\$ 39,548.73	34.57%
200-55-55110-111	LONGEVITY	\$ 1,675.22	\$ 1,692.50	(17.28)	101.03%
200-55-55110-120	FICA	\$ 4,624.16	\$ 1,658.04	\$ 2,966.12	35.86%
200-55-55110-135	HEALTH INSURANCE WAIVER PAYMENTS	\$ -	\$ -	\$ -	

200-55-55110-170	RETIREMENT	\$	4,352.15	\$	1,626.50	\$	2,725.65	37.37%
200-55-55110-330	TRAVEL, SEMINARS	\$	2,500.00	\$	1,419.30	\$	1,080.70	56.77%
LIBRARY DIRECTOR TOTAL		\$	73,598.11	\$	27,294.19	\$	46,303.92	37.09%
LIBRARY STAFF								
200-55-55111-110	PAYROLL	\$	149,784.44	\$	50,855.96	\$	98,928.48	33.95%
200-55-55111-111	LONGEVITY	\$	1,452.50	\$	462.89	\$	989.61	31.87%
200-55-55111-120	FICA	\$	11,458.51	\$	3,923.34	\$	7,535.17	34.24%
200-55-55111-170	RETIREMENT	\$	10,784.48	\$	2,650.60	\$	8,133.88	24.58%
200-55-55111-330	TRAVEL, SEMINARS	\$	3,000.00	\$	135.85	\$	2,864.15	4.53%
LIBRARY STAFF TOTAL		\$	176,479.93	\$	58,028.64	\$	118,451.29	32.88%
LIBRARY EMPLOYEE BENEFITS								
200-55-55112-132	HEALTH INSURANCE, HRA ADMIN FEES	\$	14,471.60	\$	4,408.33	\$	10,063.27	30.46%
200-55-55112-133	HRA REIMBURSEMENTS	\$	4,500.00	\$	179.72	\$	4,320.28	3.99%
200-55-55112-134	DENTAL	\$	773.20	\$	248.44	\$	524.76	32.13%
200-55-55112-136	LIFE/DISABILITY INSURANCE	\$	750.00	\$	309.66	\$	440.34	41.29%
200-55-55112-140	CLOTHING ALLOWANCE	\$	800.00	\$	248.40	\$	551.60	31.05%
200-55-55112-395	HEALTH (TESTS, EAP)	\$	200.00	\$	-	\$	200.00	0.00%
LIBRARY EMPLOYEE BENEFITS TOTAL		\$	21,494.80	\$	5,394.55	\$	6,036.98	25.10%
LIBRARY OPERATIONS								
200-55-55113-202	PROFESSIONAL SERVICES	\$	4,700.00	\$	1,496.21	\$	3,203.79	31.83%
200-55-55113-204	MAINTENANCE CONTRACTS	\$	7,300.24	\$	1,433.70	\$	5,866.54	19.64%
200-55-55113-213	LIBRARY AUDIT	\$	800.00	\$	-	\$	800.00	0.00%
200-55-55113-220	UTILITIES	\$	6,500.00	\$	2,952.23	\$	3,547.77	45.42%
200-55-55113-310	OFFICE SUPPLIES	\$	10,000.00	\$	475.56	\$	9,524.44	4.76%
<i>200-55-55113-312</i>	<i>OWLS MEMBERSHIP</i>	<i>\$</i>	<i>18,166.00</i>	<i>\$</i>	<i>18,166.00</i>	<i>\$</i>	<i>-</i>	<i>100.00%</i>
200-55-55113-320	MEMBERSHIP & DUES	\$	500.00	\$	18.43	\$	481.57	3.69%
200-55-55113-340	BUILDING MAINT. SUPPLIES	\$	200.00	\$	-	\$	200.00	0.00%
200-55-55113-390	OTHER SUPPLIES/EXPENSES	\$	-	\$	-	\$	-	#DIV/0!
<i>200-55-55113-399</i>	<i>PROPERTY AND LIABILITY INSURANCE</i>	<i>\$</i>	<i>1,000.00</i>	<i>\$</i>	<i>1,000.00</i>	<i>\$</i>	<i>-</i>	<i>100.00%</i>
LIBRARY OPERATIONS TOTAL		\$	49,166.24	\$	25,542.13	\$	23,624.11	51.95%
LIBRARY PROGRAMS								
200-55-55114-380	PROGRAMS - ADULT	\$	5,000.00	\$	321.84	\$	4,678.16	6.44%
200-55-55114-381	PROGRAMS - TEENS	\$	1,500.00	\$	287.84	\$	1,212.16	19.19%

200-55-55114-382	PROGRAMS - CHILDRENS	\$	5,000.00	\$	375.93	\$	4,624.07	7.52%
	LIBRARY PROGRAMS TOTAL	\$	11,500.00	\$	985.61	\$	10,514.39	8.57%
	LIBRARY MATERIALS							
200-55-55115-380	LIBRARY BOOKS - ADULT	\$	13,000.00	\$	3,345.44	\$	9,654.56	25.73%
200-55-55115-381	LIBRARY BOOKS - TEEN	\$	9,000.00	\$	874.26	\$	8,125.74	9.71%
200-55-55115-382	LIBRARY BOOKS - CHILDRENS	\$	11,000.00	\$	668.14	\$	10,331.86	6.07%
200-55-55115-383	LIBRARY BOOKS- KITS	\$	1,500.00	\$	-	\$	1,500.00	0.00%
200-55-55115-390	LIBRARY BOOKS - ADULT LG PRINT	\$	2,000.00	\$	545.92	\$	1,454.08	27.30%
200-55-55115-399	LIBRARY BOOKS - MAG & NEWSPAPER	\$	900.00	\$	-	\$	900.00	0.00%
	LIBRARY MATERIALS TOTAL	\$	37,400.00	\$	5,433.76	\$	31,966.24	14.53%
	LIBRARY AUDIO VISUAL							
200-55-55116-380	LIBRARY A/V ADULT	\$	1,700.00	\$	(60.51)	\$	1,760.51	-3.56%
200-55-55116-381	LIBRARY A/V TEEN	\$	-	\$	-	\$	-	
200-55-55116-382	LIBRARY A/V CHILDRENS	\$	900.00	\$	(361.37)	\$	1,261.37	-40.15%
200-55-55116-383	LIBRARY A/V VIDEO GAMES	\$	3,000.00	\$	-	\$	3,000.00	
<i>200-55-55116-390</i>	<i>LIBRARY A/V E-BOOKS/ERESEARCH</i>	<i>\$</i>	<i>2,595.00</i>	<i>\$</i>	<i>2,594.92</i>	<i>\$</i>	<i>0.08</i>	<i>100.00%</i>
	LIBRARY AUDIO VISUAL TOTAL	\$	8,195.00	\$	2,173.04	\$	6,021.96	26.52%
	LIBRARY BUILDING MAINTENANCE							
100-55-55150-110	LIBRARY BLDG MAINT- PAYROLL	\$	5,000.00	\$	973.00	\$	4,027.00	19.46%
100-55-55150-111	LIBRARY BLDG MAINT- LONGEVITY	\$	45.50	\$	-	\$	45.50	0.00%
100-55-55150-120	LIBRARY BLDG MAINT- FICA	\$	400.64	\$	74.40	\$	326.24	18.57%
100-55-55150-135	LIBRARY BLDG MAINT- HEALTH INS WAIVER	\$	-	\$	-	\$	-	
100-55-55150-170	LIBRARY BLDG MAINT- RETIREMENT	\$	369.60	\$	1.84	\$	367.76	0.50%
100-55-55150-202	LIBRARY BLDG MAINT-PROF SERV	\$	530.00	\$	101.85	\$	428.15	19.22%
100-55-55150-340	LIB BLDG MAINT - SUPPLIES	\$	500.00	\$	-	\$	500.00	0.00%
100-55-55150-390	LIB BLDG MAINT - OTHER	\$	500.00	\$	-	\$	500.00	0.00%
	LIBRARY BUILDING MAINTENANCE TOTAL	\$	7,345.74	\$	1,151.09	\$	6,194.65	15.67%
	LIBRARY DONATIONS EXPENSED							
200-55-55117-390	LIBRARY DONATIONS EXPENSED	\$	1,000.00	\$	(311.88)	\$	1,311.88	-31.19%
200-55-55117-391	LIBRARY DONATIONS EXPENSED FOHL	\$	3,000.00	\$	449.61	\$	2,550.39	14.99%
200-55-55117-399	LIBRARY DONATIONS MATERIALS	\$	2,000.00	\$	-	\$	2,000.00	0.00%
	LIBRARY DONATIONS TOTAL	\$	6,000.00	\$	137.73	\$	5,862.27	2.30%

TE20: The Library Board and Building Accessibility

Role of the Board, Director, and Municipality

As the governing body for the library, the board has a responsibility to ensure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The director has the responsibility to keep the board aware of current issues related to building accessibility. Although the municipality, as the parent agency for the library, is ultimately responsible for ADA compliance, it is very important that the board and director work closely with the municipality to ensure equitable access to the library for all people in the community.

ADA Background on Building Compliance

The Americans with Disabilities Act is a federal law passed in 1990. It is a civil rights law for people with disabilities that ensures people are not discriminated against because they have a disability. Two parts of the law apply particularly to public libraries. Title I requires equal employment opportunities for individuals with disabilities. Title II prohibits discrimination on the basis of disability in state and local government services (including public library buildings and services).

The law provides that all people, including those who have disabilities, have essentially the same rights of access to public buildings and services. The law requires certain universal design characteristics to make buildings accessible to people with disabilities. These building specifications are called ADAAGs (ADA Accessibility Guidelines) and the UFAS (Universal Federal Accessibility Standards). Since the 1970s, Wisconsin's building codes for public buildings have followed higher standards than the federal guidelines. For that reason, many Wisconsin library buildings were already in compliance with the federal law when it was passed. However, some older public libraries remain inaccessible.

The law requires funding agencies to write and maintain an ADA Accessibility Plan. The first step in developing a plan is to evaluate the building and identify areas that do not meet the standards. Then the plan has to specify how the building will be modified, or in some cases replaced, to attain compliance. Finally, the plan has to indicate a time frame within which the problem shall be addressed, typically within five years. The plan should also be updated regularly.

The law requires "reasonable" modifications to buildings. The law permits buildings to remain unchanged if the modifications would be too costly, as long as the plan indicates that the problems are to be resolved if remodeling is undertaken or a new building is built.

While many libraries have made excellent progress toward compliance, some libraries have made little or no progress in making their buildings accessible. The responsibility to address and correct the problems is one that is shared by the board and the municipality.

General Access Issues

Below is a general overview of the requirements of the law. For details on each requirement, please refer to the Americans with Disabilities Act Technical Assistance Manual, or contact the Great Lakes ADA Center. See below for contact information.

All buildings open to the public must meet federal specifications, but government buildings are held to a higher standard by those specifications. There are some specific regulations for public libraries, which are discussed below. There are also some exceptions for designated historical buildings.

Outside the Library

Your review can start with consideration given to features outdoors. There should be appropriate curb cuts at the sidewalk, and there must be adequate parking reserved for people with disabilities. The law specifies how many parking stalls must be provided, the way the stalls must be painted, the wording on the signs for that parking area and their placement. The law also specifies how buildings must be signed to indicate accessible entrances.

The entrance itself is of critical importance to an accessible building. It may be necessary to create a new entrance if a ramp cannot easily resolve the problems steps create. Automatic door openers are not required by the ADA but are certainly very helpful to people who have disabilities. If the library does not have an automatic door opener, the law requires a doorbell or some other way for the person who uses a wheelchair or who cannot open the door to signal a need for assistance. The law specifies the acceptable weight limit for the door and the type of door handles that must be used.

Inside the Library

The federal specifications indicate that all public areas of the building should be accessible to those with physical disabilities; e.g., to someone who uses a wheelchair. However, if a staff person should become disabled, or a person with a disability is hired, all staff areas would have to be modified to make them accessible as well.

The regulations define an “accessible path” and specify the width of doorways and aisles, turn radius at certain points in the room, requirements for the floor surfaces, and bathrooms’ signage and design, including stalls, toilets, counter tops, legroom under counters and placement of grab bars, mirrors, soap, and towel dispensers. The law specifies the placement and design of water fountains and public telephones. The height

of service desks is also specified. Lever door hardware must be used, rather than round doorknobs.

All levels of the building must be accessible, and all meeting rooms. The person with a disability should not be expected to leave the building and enter a lower level from an outside entrance; he or she should be able to get to different levels in the building using an elevator.

The federal law, updated in 2011, indicates that certain types of permanent directional signs must have certain font size and spacing, tactile characters and Braille, contrast, and positional mounting. The most common ones include labels on rooms, such as bathroom doors, and elevator instructions.

Specific ADA Regulations for Public Libraries

Public libraries must meet all the general requirements indicated above and address the following areas as well.

Reading and Study Areas

A certain percentage of the seating area must be accessible to people using wheelchairs so that they can sit at a table. Specific clearances must be allowed between pieces of furniture so people who use wheelchairs can move between them.

Checkout Areas

At least one part of the checkout desk has to be a specific height for people who use wheelchairs. Security gates must accommodate wheelchairs.

Library Catalogs

Accessible workstations must be available for use of an online catalog. (Though not specifically addressed in the technical guidelines, this point falls under the need to make services accessible.)

Magazine and Reference Areas

There must be access to these areas for people who use wheelchairs, and there is a maximum height for shelving in these areas.

Book Stacks

There is not a maximum height for the general book stacks, but the library staff must accommodate people by helping them get the materials they need. There are width specifications between the book stacks, and there must be a turn radius at the end of each one.

Everyone Benefits When the Libraries are Accessible

Generally, when the topic of accessible buildings comes up, people tend to think that the benefit of the modifications is for people who use wheelchairs or walkers, or perhaps people who use leg braces or crutches. But the reality is that accessible buildings make life easier for everyone. Most people become at least temporarily disabled at some point in life. They may break an arm and not be able to open a heavy door. They may be using crutches because they broke a leg, had a hip replacement, or had surgery for a sports injury.

When parents arrive at the library with a child in a stroller, they appreciate being able to walk right in and not having to squeeze through aisles and around tables. Healthy, active seniors appreciate not having to struggle with heavy doors and having safety bars in the bathroom. Children appreciate service counters that are at their height and don't force them to stand on tiptoe or look way up to talk to library staff. And busy library staff appreciate doors that open automatically when they approach with an armload of heavy books.

Discussion Questions

1. Has the municipality or board completed an ADA Plan and building assessment? If so, has it been updated?
2. What accessibility concerns were identified in the early 1990s and what has been done to resolve them? Can more progress be made?
3. How many taxpayers in the community are unable to access the services of their public library because they cannot enter or move freely through the building, due to a disability? What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
4. Have board members experienced difficulty in getting themselves or family members into non-accessible buildings? Do board members appreciate electronic doors at the grocery store and elevators in multistory buildings? How do these features make life easier for them, and how might an accessible library building benefit the community?
5. Are other municipal buildings accessible? Are there community meeting rooms in other buildings that are accessible? Are area stores, doctors' offices, post offices, etc., accessible? How does the library building compare?

Sources of Additional Information

- [Americans with Disabilities Act Title II Regulations](#)
- *Pocket Guide to the ADA: Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities, Version 3.0* edited by Evan Terry Associates. International Code Council, 2010.
- [Great Lakes ADA Center](#) (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232,
- Your library system staff
- Division for Libraries and Technology staff

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TE21: The Library Board and Accessible Services

Role of the Board and the Director

The board is the governing body for the library and, as such, has a responsibility to assure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA). The section of the ADA that will be discussed in this Trustee Essential requires that all library services must be accessible to people with disabilities. However, people with disabilities are not the only population in the community for whom using the library may be difficult, limited, or minimized.

The library should consider all special populations when discussing issues of access - physical and otherwise. Defining and identifying special populations depends on each library community. Special populations include - but are not limited to: English language learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills. The library director has the responsibility to stay abreast of current issues related to making services accessible and to present the options to the board for its consideration.

ADA Background on Accessible Services

The ADA, passed in 1990, was written to ensure that people who had disabilities would not be denied access to the services and buildings that everyone else had access to.

The requirement to provide accessible services is not dependent on a building's being accessible. Public library services must be made available in some way if the building is not accessible. The best way to provide access to most library services is to have an accessible building. But some accommodations can and must be made until such time as the building is remodeled or a new building is constructed. Provision of certain services may require accommodations even if the building is accessible.

Types of Disabilities that may Require Accommodations to Make Library Services Accessible

Mobility impairments

People who use wheelchairs, crutches, and/or braces may have difficulty accessing library services, even if they can get into the building. Other people may also need accommodations, if they have limited ability to walk, or to reach, or grasp, or turn pages. If the building itself is not accessible, the problem of providing access to services is more

complicated. Some libraries offer services by phone and make selections for their patrons and then either bring the materials out to the people who cannot come into the building or else deliver them to their homes. Some libraries offer a drive-up window with customized service to make pickup and delivery easier for people with disabilities—and provide a great convenience to the general public. Many libraries offer outreach services to nursing homes. One helpful service public libraries can provide is to refer people with severe mobility limitations to the Wisconsin Talking Book and Braille Library, from which they can access recorded materials and automatic page turners if they are unable to hold a book or turn pages.

Tables and seating areas should be designed so those patrons who use wheelchairs have adequate access to them. Computer workstations can be adapted in several ways to make use of computers easier for people who use wheelchairs. The table must accommodate wheelchairs in terms of height and legroom under it. A long cord can be added to the keyboard so it can be lifted down onto the tray of a wheelchair. A trackball can be added as an alternative to a mouse, or in addition to one. Trackballs are easier for some people to manipulate. The service desk is required to have at least one section that is no higher than 36 inches. Service dogs (certified dogs should be wearing a collar or backpack that identifies them as trained service companions) must be allowed to accompany their owners in public buildings.

All library patrons, including those who have any type of disability, should be welcomed, and staff should try to talk directly to them, rather than to friends or family who may be with them. Children with physical disabilities should be welcomed at programs that are developmentally appropriate for them. Accommodations at story hours or other programs should be made to help every child feel comfortable, accepted, and an active participant in the program.

The library collection should include resource materials on physical disabilities. Some collections include toys adapted for children with mobility impairments. Library publicity should routinely include a phone number (and a TDD number if available) to call if accommodations are needed.

Blindness and vision impairments

Public libraries frequently act as an intermediary in connecting people who are blind with the Wisconsin Talking Book and Braille Library, where they can receive audio recordings of books and Braille materials. Computer workstations can be adapted with software that reads the text aloud. This feature can be very helpful to people with learning disabilities, adults who are just starting to learn to read, and people who are learning English. The library's webpage should follow universal design recommendations, so that it can be read easily by people who use a screen reader.

The library can purchase or borrow DVDs that have descriptive narration and captioning. Library materials in Braille can be added to the collection. The library's regular collection

of CDs, computer software and recorded books can be made accessible to patrons who are blind if clear Braille labels are added. Braillist organizations may be able to do this for the library at very little cost. Large-print materials should be available for both adult and child patrons who have some vision but can more easily read large-print. Library brochures and fliers should be routinely printed in large print, or large print versions should be made available. Audio materials may also be of interest to patrons who have limited vision. The library can also, upon request, be a referral point to the Wisconsin Center for the Blind and Visually Impaired in Janesville, especially if the patron is a child.

Computer workstations can easily be adapted for large print, often using the features built into the standard computer, although larger monitors also help. The ability to change the background colors and contrasts is also very helpful. Many libraries offer in-house magnifiers; some allow them to be checked out. An intensely bright table or floor lamp that can be moved around in the library is a very useful accommodation. Some libraries have machines that can enlarge photos or text. Some have machines that can read text out loud. Computer scanners can also be used to scan and then enlarge text and images. Photocopy machines can be used to enlarge pages of text for people who use large print. Some libraries have adapted toys for children who are blind or who have severe vision impairments.

Deafness and hearing impairments

As with many disabilities, the biggest barrier to service for people who are deaf is often other people's attitude. People who are deaf may use sign language, read lips, use an interpreter, write their communication, or use a combination of all of these when they want to access public library services. Service desk staff need training to understand how best to offer services to people who are deaf or who have a significant hearing loss. Patrons should be allowed to decide individually how they want to communicate, and the staff should try to work with each patron to meet his or her needs.

Programs for both adults and children and all public meetings should routinely include sound amplification by the use of a microphone. This single accommodation is typically enough to meet the needs of most people who are hearing impaired. A closed sound system (such as a hearing loop) which amplifies the sound only for the person using the equipment can also be used. Libraries must provide an interpreter for any programs or meetings when one is requested.

Libraries should routinely flash their lights when announcements are made, especially for emergency announcements, and to warn patrons that the library is closing soon. Flashing lights is a technique commonly used with people who are deaf to get their attention. It alerts the patron that something important is happening. Adaptations can be made in story hours to help a child who is deaf or hearing-impaired get more out of the program. Some libraries circulate special toys that light up or vibrate for children who are deaf.

Libraries often order open- and closed-captioned videos. All libraries should have current information on deafness and hearing loss in their collections.

Developmental delays / brain injury / mental illness

People who have a developmental delay, have suffered a brain injury, or have emotional or mental illness may need accommodations when they are in the library. Staff should be trained to treat all patrons with respect, to enforce all rules fairly, and to be tolerant of behavior that may be unusual but not threatening or may be involuntary. Staff should strive to make all patrons feel welcome in the library.

Age restrictions for programs are sometimes relaxed for people who have developmental delays and for whom the programs might be appropriate for their mental age rather than their chronological age. Extra assistance and reminders are sometimes needed when patrons with developmental or emotional disabilities attend programs and meetings at the library. The library can be an important resource for families who have a member with a developmental delay, a brain injury, or an emotional illness. More importantly, the public library has a role in making the family and individual feel accepted and a part of the larger community. Being at a public library is a very “normalizing” experience.

Discussion Questions

- What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
- If people in wheelchairs or who are blind, or deaf, or have developmental disabilities are not currently using the library, what barriers do you think the library has to overcome so that these people become library patrons?
- Make a list of at least five things that have no new cost the library could do to make its services accessible.

Sources of Additional Information

- The DLT Special Services page at <http://dpi.wi.gov/pld/yss> has links to resources and agencies serving people with various types of disabilities.
- Wisconsin Talking Book and Braille Library, 813 West Wells Street, Milwaukee, WI 53233-1436, (414) 286-3045, toll-free within Wisconsin: (800) 242-8822, fax: (414) 286-3102, e-mail: wtbbl@milwaukee.gov
- Wisconsin Center for the Blind and Visually Impaired, 1700 W. State Street, Janesville, WI 53546-5344, (608) 758-6100, toll-free: (800) 832-9784, outreach toll-free: (866) 284-1107, fax: (608) 758-6161 www.wcbvi.k12.wi.us/
- Wisconsin School for the Deaf, 309 W. Walworth Avenue, Delavan, WI 53115, (262) 740-2066, e-mail: webmaster@wsd.k12.wi.us
- Wisconsin Outreach for the Deaf and Hard of Hearing, N25 W23131 Paul Road, Suite 100, Pewaukee, WI 53072-5734, (888) 656-8556.
- [Great Lakes ADA Center](#) (MC 728), 1640 W. Roosevelt Road, Room 408, Chicago, IL 60608, (312) 413-1407 or (800) 949-4232,
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