CLINTONVILLE PUBLIC LIBRARY

LIBRARY BOARD MEETING
AT CLINTONVILLE PUBLIC LIBRARY
75 Hemlock St., Clintonville, WI 54929
4:00 PM
THURSDAY MARCH 12, 2026

March 6, 2026

Brandon Braden	Troy Kuhn
Jeanne Writt	Jeanine Supanich
Penny Leder	Polly Goodell
Mike Hankins	

Agenda

1. Call to Order; Roll Call
2. Approval of Agenda
3. Citizens Forum
4. Friends of the Library Report
5. Approval of Minutes from February 12, 2026
6. Approval of February Financial and Special Accounts Reports
7. Approval of March 2026 bills
8. Discussion of Librarian's Report
9. Discussion/Possible Action on Rules of Conduct Policy
10. Discussion on Hoopla Trends
11. Discussion on Trustee Essentials Chapter 20: The Library Board and Building Accessibility
12. Set Next Meeting Day and Time
13. Adjourn   JS/jh

Posted: Clintonville City Hall, Clintonville Public Library, Community Center
Please note, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact Clintonville Public Library at 715-823-4563

www.clintonvillelibrary.org
e-mail: cpl@clintonvillelibrary.org

AGENDA INFORMATION

March 6

Discussion/Possible Action on Rules of Conduct Policy (Page 24)
Info: In your packet is an updated Rules of Conduct Policy. The only change is adding text that points to the definition of service animals in Wis. Stat. 106.52(1)(fm) and a link to the statute. I'm hoping this can be helpful when patrons bring in pets for staff to point to the policy when asking them to take their pet outside of the Library. We haven't had issues with this recently, but I thought this would be a helpful addition to our policy.

Action: Looking for approval of the change to the policy.

Discussion on Hoopla Trends (Pages 25-26)
Info: Last month, Brandon mentioned wanting to see data related to Hoopla usage and cost, along with those who use all their borrows each month, from when we started with Hoopla to present. In your packet are graphs showing these trends since 2017. The major change showcased in the graphs is the upward trajectory starting in 2022 to now. There was an uptick in not only usage, but the cost as well.

Action: No action is required. This is for discussion only.

Discussion on Trustee Essentials Chapter 20: The Library Board and Building Accessibility (Pages 27-30)
Info: In your packet is the material from Chapter 20 of Trustee Essentials.

Action: No action is required. This is purely for review and discussion.

Library Board
Library Meeting Room - Wisconsin Room
2026-02-12
https://clintonvillelibrary.org/library-board/

Attendance
Brandon Braden - Council Rep
Jeanne Writt - Vice President
Penny Leder
Mike Hankins -
Troy Kuhn - Secretary - School District Rep
Jeanine Supanich - President - ABSENT
Polly Goodell

Call to order 4:04 JW

Approval of Agenda - MH, PL

Citizen Forum Report - No one present

Friends of Library Report
- Two Handouts
    - Events Handout and Information
    - Contributions

Approval of Minutes - January 8, MH and BB
        Motion - to approve as amended with correct spelling of Goodell

Financial and Special Accounts Reports - December 2025

        Motion - BB and PG

        Roll Call
                Brandon Braden - Y
                Jeanne Writt - A
                Penny Leder - Y
                Mike Hankins - Y
                Troy Kuhn - Y
                Jeanine Supanich - Y
                Polly Goodell - Y

Bills - February 2026

Motion - PL and PG $49,156.47

Roll Call
        Brandon Braden - Y
        Jeanne Writt - Y
        Penny Leder - Y
        Mike Hankins - Y
        Troy Kuhn - Y
        Jeanine Supanich - A
        Polly Goodell - Y

Librarian's Reports - Discussion
- April OWLS staff attending meeting
- Discussion of OWLS Hot Topics for presentation to our group
- Discussion of staffing changes

Job Descriptions - Discussion/Action
- Jamie made changes - This makes them more correct

Motion to approve as presented - TK and BB

State Annual Report - Discussion/Action
- Most are the same or very similar
- Audiobooks increased 30+%
- Hoopla and Libby - Discussion for understanding and if/how to collect data

Motion to approve as presented - BB and PG

Statement Concerning Public Library System Effectiveness - Discussion/Action

Motion to approve as presented - PG and PL, MH abstain

Next Meeting Day - 2026-3-12 (4:00 pm)
TK, MH, BB - Pre Approved Absences

Adjourn - BB and MH 4:48 pm

Submitted by Troy Kuhn, Secretary

CLINTONVILLE PUBLIC LIBRARY
FINANCIAL STATEMENT
FEBRUARY 2026

EXPENDITURES

ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	to date 2026 % SPENT	February 2025 % SPENT
204-55110-41-	1100	SALARIES - STAFF	17,641.36	43,163.56	227,843.00	184,679.44	**19%**	18%
204-55110-41-	1110	JANITOR SALARIES	1,136.18	2,750.85	19,679.00	16,928.15	**14%**	15%
204-55110-41-	1500	EMPLOYEE BENEFITS	5,292.45	17,444.84	85,037.00	67,592.16	**21%**	15%
		TOTAL SALARIES	**24,069.99**	**63,359.25**	**332,559.00**	**269,199.75**	**19%**	**17%**
204-55110-41-	2100	INFORMATION TECHNOLOGY	58.68	104.88	19,000.00	18,895.12	**1%**	3%
204-55110-41-	2250	TELEPHONE SERVICE	246.99	453.45	2,200.00	1,746.55	**21%**	8%
204-55110-41-	2260	GAS	0.00	0.00	4,200.00	4,200.00	**0%**	34%
204-55110-41-	2270	WATER AND ELECTRICITY	1,488.12	1,488.12	12,000.00	10,511.88	**12%**	13%
204-55110-41-	3110	POSTAGE	0.00	0.00	1,000.00	1,000.00	**0%**	65%
204-55110-41-	3112	COPIES	156.21	156.21	2,500.00	2,343.79	**6%**	0%
204-55110-41-	3122	STAFF DEVELOPMENT	50.00	50.00	2,000.00	1,950.00	**3%**	5%
204-55110-41-	3123	MAINTENANCE SUPPLIES	191.64	191.64	1,500.00	1,308.36	**13%**	9%
204-55110-41-	3150	OFFICE SUPPLIES	145.00	145.00	3,000.00	2,855.00	**5%**	2%
204-55110-41-	3260	SUBSCRIPTIONS & PERIODICAL	0.00	0.00	150.00	150.00	**0%**	0%
204-55110-41-	3261	MARKETING	0.00	0.00	0.00	0.00	**0%**	0%
204-55110-41-	3269	BOOKS - ADULT	922.49	933.89	14,545.00	13,611.11	**6%**	8%
204-55110-41-	3270	BOOKS - JUVENILE	1,156.27	1,170.63	14,545.00	13,374.37	**8%**	8%
204-55110-41-	3272	eCONTENT	2,433.70	2,433.70	9,000.00	6,566.30	**27%**	30%
204-55110-41-	3280	PROGRAMS	259.19	403.12	3,000.00	2,596.88	**13%**	18%
204-55110-41-	3285	FINE ARTS & AV - ADULT	267.57	267.57	3,500.00	3,232.43	**8%**	5%
204-55110-41-	3286	FINE ARTS & AV - JUVENILE	78.98	78.98	3,000.00	2,921.02	**3%**	2%
204-55110-41-	3310	TRAVEL & TRAINING EXPENSES	751.09	751.09	1,500.00	748.91	**50%**	32%
204-55110-41-	3490	OTHER OPERATING EXPENSES	70.23	839.78	1,200.00	360.22	**70%**	8%
204-55110-41-	3560	BUILDING REPAIR/MAINTENANC	65.00	288.50	5,000.00	4,711.50	**6%**	18%
204-55110-41-	5110	INSURANCE ON BUILDINGS	0.00	0.00	4,633.00	4,633.00	**0%**	96%
204-55110-41-	5130	INSURANCE-GEN. LIABILITY	0.00	0.00	1,644.00	1,644.00	**0%**	43%
		SUBTOTAL	**8,341.16**	**9,756.56**	**109,117.00**	**99,360.44**	**9%**	**14%**
		TOTAL OPERATING EXPENSES	**32,411.15**	**73,115.81**	**441,676.00**	**368,560.19**	**17%**	**17%**

CAPITAL FUND

ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	% SPENT	% SPENT
401-57610-41-	8102	COMPUTER & EQUIPMENT	0.00	0.00	0.00	0.00	**0%**	0%
401-57610-41-	8103	OFFICE FURNITURE & EQUIPME	0.00	0.00	0.00	0.00	**0%**	0%
401-57610-41-	8200	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	**0%**	0%
		SUBTOTAL	**0.00**	**0.00**	**0.00**	**0.00**	**0%**	**0%**
		TOTAL EXPENDITURES	**32,411.15**	**73,115.81**	**441,676.00**	**368,560.19**	**17%**	**17%**

REVENUE

ACCOUNT	ACCT	DESCRIPTION	FEBRUARY	YTD	BUDGET	BALANCE	to date 2026 %REC'D	to date 2025 %REC'D
204-41110-41		GENERAL PROPERTY TAXES	0.00	0.00	244,017.00	(244,017.00)	**0%**	0%
204-43790-41		OWLS SUPPORT	0.00	0.00	184,209.00	(184,209.00)	**0%**	0%
204-46710-41		LIBRARY FEES	89.32	188.47	750.00	(561.53)	**25%**	13%
204-46711-41		COPY MACHINE REVENUE	354.69	611.04	4,000.00	(3,388.96)	**15%**	21%
204-48110-41		INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	**0%**	0%
204-48900-41		MISCELLANEOUS REVENUE	0.00	186.05	8,700.00	(8,513.95)	**2%**	0%
204-49300-41		FUND BALANCE APPLIED	0.00	0.00	0.00	0.00	**0%**	0%
		SUBTOTAL	**444.01**	**985.56**	**441,676.00**	**(440,690.44)**	**0%**	**0%**
		TOTAL REVENUE	**444.01**	**985.56**	**441,676.00**	**(440,690.44)**	**0%**	**0%**

CLINTONVILLE PUBLIC LIBRARY
SPECIAL ACCOUNTS REPORT
AS OF FEBRUARY 28, 2026

204-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2025 BALANCE
204 FUND CARRYOVER FROM PREVIOUS YEAR		87,106		92,355
EXCESS BUDGET REVENUE/FUND CARRYOVER SPENT		0		-5,249
TOTAL 204 FUND BALANCE		**87,106**		**87,106**

805-41-ACCOUNT DESCRIPTION	FEBRUARY	CURRENT BALANCE	INTEREST YTD	12/31/2025 BALANCE
CDS				
6501084081 Gift & Memorial CD due 9/5/2026 First State Bank 3.80%				
Miller	0.00	1,571.95	57.65	1,514.30
Gift & Memorial	0.00	14,658.78	421.12	14,237.66
Gift & Memorial CD Balance	0.00	**16,230.73**		**15,751.96**
6501084096 Mantin Savings CD due 9/5/2026 First State Bank 3.80%	0.00	**13,406.55**	395.46	**13,011.09**
6501084066 Combined CD due 9/5/2026 at First State Bank 3.80%				
Thompson	0.00	13,712.69	794.25	12,918.44
Schultz	0.00	36,043.01	2,094.48	33,948.53
Mantin	0.00	14,023.44	811.47	13,211.97
OES	0.00	13,906.91	807.11	13,099.80
Combined CD Balance	0.00	**77,686.05**		**73,178.74**
BILLINGS ESTATE DONATION				
6501084075 CD due 9/5/2026 First State Bank 3.80%	0.00	239,816.49	7,074.06	**232,742.43**
6501084072 Billings CD due 9/5/2026 First State Bank 3.80%	0.00	221,466.61	6,532.77	**214,933.84**
Total Billings Estate Donation	0.00	**461,283.10**		**447,676.27**
SAVINGS ACCOUNT (Mantin Funds) at Fox Communities				
120574 BALANCE - JANUARY 1		2,272.46		2,271.33
INTEREST RECEIVED	0.00	0.00	0.00	1.13
OTHER REVENUE	0.00	0.00	0.00	0.00
SUBTOTAL	0.00	2,272.46	0.00	2,272.46
EXPENDITURES	0.00	0.00	0.00	0.00
SAVINGS ACCOUNT BALANCE		**2,272.46**		**2,272.46**
BANK BALANCE SUBTOTAL		**570,878.89**		**551,890.52**
GIFT & MEMORIAL ACCOUNT				
BALANCE - JANUARY 1		21,828.73		22,583.02
805-48500-41 DONATIONS/CONTRIBUTIONS*	10,150.00	10,150.00		150.00
805- SUBTOTAL		31,978.73		22,733.02
55110-41-3492 EXPENDITURES**	0.00	0.00		904.29
SUBTOTAL		**31,978.73**		**21,828.73**
TOTAL 805 FUND BALANCE		**602,857.62**		**573,719.25**

GIFT & MEMORIAL ACCOUNT DETAIL

805-48500-41 *DONATIONS/CONTRIBUTIONS	FEBRUARY
In Memory of Ginny Federwitz	100.00
Carnegie Corporation	10,000.00
In Memory of Robert Arkens	50.00
TOTAL DONATIONS	10,150.00

805-
55110-41-3492 **EXPENDITURES

	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
TOTAL EXPENDITURES	0.00

TOTAL 204 & 805 LIBRARY FUND BALANCE	**689,963.62**	**660,825.32**

CLINTONVILLE PUBLIC LIBRARY
MONTHLY TRANSACTIONS
MARCH 2026
This is to certify that the expenditures listed in this document are duly authorized for
payment at a regular meeting of the Board of Trustees held on March 12, 2026

RECEIPTS

204-41110-41	GENERAL PROPERTY TAXES		0.00
204-43790-41	OWLS SUPPORT		0.00
204-46710-42	LIBRARY FEES - February		80.33
204-46710-42	LIBRARY FEES - March to date		0.00
204-46711-42	COPY MACHINE REVENUE - February		232.51
204-46711-42	COPY MACHINE REVENUE - March to date		96.78
204-48900-41	MISCELLANEOUS REVENUE		
	Meeting Room Usage		20.00
204-48900-41		TOTAL MISCELLANEOUS REVENUE	20.00
		204 ACCOUNTS SUBTOTAL	**429.62**
401-57610-41-	CAPITAL FUND		0.00
		TOTAL REVENUE	**429.62**

EXPENDITURES

204-55110-41-

1100 SALARIES-STAFF

Staff	February salaries		17,641.36 *
1100 SALARIES-STAFF		TOTAL	17,641.36

1110 SALARIES-MAINTENANCE

Maintenance staff	February salaries		1,136.18 *
1110 SALARIES-MAINTENANCE		TOTAL	1,136.18

1500 EMPLOYEE BENEFITS

Total staff	February benefits		5,292.45 *
1500 EMPLOYEE BENEFITS		TOTAL	5,292.45

2100 COMPUTER EXPENSES

Integrated Solutions	Content on City website		46.68
2100 COMPUTER EXPENSES		TOTAL	46.68

2250 TELEPHONE

Spectrum	February bill		49.14 *
2250 TELEPHONE		TOTAL	49.14

2260 GAS

We Energies	February bill		883.09 *
2260 GAS		TOTAL	883.09

2270 WATER & ELECTRICITY

Clintonville Utilities	February bill		1,416.51 *
2270 WATER & ELECTRICITY		TOTAL	1,416.51

3110 POSTAGE

Collaborative Summer Library Program	shipping		35.00
Demco	Shipping		6.00
School Life	shipping		12.36
3110 POSTAGE		TOTAL	53.36

3112 COPIES

Amazon	8 1/2 x 14 Copy Paper		12.79
James Imaging Systems	Copier Lease & Usage		153.80
3112 COPIES		TOTAL	166.59

3122 STAFF DEVELOPMENT
3122 STAFF DEVELOPMENT   TOTAL   0.00

3123 MAINTENANCE SUPPLIES
Amazon	Cleaning Wipes	25.56
Amazon	Extension Cord	16.99
Amazon	Outlet Covers	14.84
Amazon	Vacuum Cleaner Bags	15.98
Amazon	Staff Only Signs	14.54
Parks & Rec	Ice Melt, Garbage Bags, Paper Towels	94.60

3123 MAINTENANCE SUPPLIES   TOTAL   182.51

3150 OFFICE SUPPLIES
Amazon	Storage Bags & Sugar	29.16
Amazon	Toner Cartridge	71.48
Demco	Book Covers	166.29
ELM USA Inc.	Disc Cleaner machine usage	25.00

3150 OFFICE SUPPLIES   TOTAL   291.93

3260 SUBSCRIPTIONS & PERIODICALS

Cardmember Service	Subscription-Consumer Reports		39.00
3260 SUBSCRIPTIONS & PERIODICALS		TOTAL	39.00

3261 MARKETING

3261 MARKETING		TOTAL	0.00

3269 BOOKS-ADULT

Amazon	adult books		53.97
Amazon	adult books		394.97
Amazon	adult books		48.95
Amazon	adult books		76.00
Amazon	adult books		15.00
Amazon	adult books		105.00
Amazon	adult books		209.64
Amazon	credit		-2.31
Amazon	adult books		280.14
Gale Cengage	Large print books		92.22
Gale Cengage	Large print books		26.24
Gale Cengage	Large print books		48.00
3269 BOOKS-ADULT		TOTAL	1,347.82

3270 BOOKS-JUVENILE

Amazon	children's books		401.63
Amazon	children's books		57.52
Amazon	children's books		8.44
Amazon	children's books		38.29
Amazon	children's books		21.43
Amazon	children's books		12.99
3270 BOOKS-JUVENILE		TOTAL	540.30

3272 eCONTENT

Midwest Tape	Hoopla		747.50
3272 eCONTENT		TOTAL	747.50

3280 PROGRAMS

Amazon	Program Supplies		63.70 MR
Amazon	Program Supplies		41.98 MR
Amazon	Program Supplies		6.98 MR
Amazon	Program Supplies		43.12 MR
Amazon	Program Supplies		2.99 MR
Amazon	Program Supplies		45.93 MR
Cardmember Service	Walmart/Beach Storytime Supplies		84.97 MR
Collaborative Summer Library Program	Summer Reading Program Materials		106.59 MR
School Life	Summer Reading Program Materials		445.00 MR
Tadych's Marketplace Foods	Tortoise Food		3.78 MR
Tadych's Marketplace Foods	Program Supplies		32.72 MR
Tadych's Marketplace Foods	Tortoise Food		1.98 MR
Tadych's Marketplace Foods	Read Across America Cake & Ice Cream		101.95 MR
3280 CHILDREN'S PROGRAMS		TOTAL	981.69

3285 A/V MATERIALS-ADULT

Amazon	movies		200.68
3285 A/V MATERIALS-ADULT		TOTAL	200.68

3286 A/V MATERIALS-JUVENILE

Amazon	movies		19.96
3286 A/V MATERIALS-JUVENILE		TOTAL	19.96

3310 TRAVEL & TRAINING EXPENSES

Cardmember Service	Library Legislative Day Hotel & Parking		174.00
Cardmember Service	Library Legislative Day Meal		18.45
3310 TRAVEL & TRAINING EXPENSES		TOTAL	192.45

3490 OTHER EXPENSES

Amazon	Archival Boxes		77.98 MR
Cardmember Service	Nametags		6.88
GFL Environmental	Garbage Service		22.50
GFL Environmental	Garbage Service		22.50
State of WI Dept. of Justice	Background Check		7.00
Unique Management Services, Inc.	Accounts sent to collections		9.85
3490 OTHER EXPENSES		TOTAL	146.71

3560 BUILDING REPAIR/MAINTENANCE

3560 BUILDING REPAIR/MAINTENANCE	TOTAL	0.00

5110 INSURANCE ON BUILDINGS

5110 INSURANCE ON BUILDINGS	TOTAL	0.00

5130 INSURANCE - GENERAL LIABILITY

5110 INSURANCE - GENERAL LIABILITY	TOTAL	0.00

204-55110-41 ACCOUNTS TOTAL		**31,183.46**

GIFT & MEMORIAL ACCOUNT (805-55110-41-3492)

GIFT & MEMORIAL ACCOUNT	TOTAL	0.00

COMPUTERS & EQUIPMENT (401-57610-41-8102)

COMPUTERS & EQUIPMENT	TOTAL	0.00

OFFICE FURNITURE & EQUIPMENT (401-57610-41-8103)

OFFICE FURNITURE & EQUIPMENT	TOTAL	0.00

CAPITAL IMPROVEMENTS (401-57610-41-8200)

CAPITAL IMPROVEMENTS	TOTAL	0.00

*prepaid **additional bill	**GRAND TOTAL**	**31,183.46**
***adjusted amount MR=Miscellaneous Revenue		

JAMIE HEIN, LIBRARY DIRECTOR'S REPORT:

<u>Library Legislative Day</u>
I attended Library Legislative Day on Tuesday, February 10. Since this is a non-budget year, the message to legislators is thank you for their support since there was unanimous support for a $3 million increase for public library systems for two years. Before we met with legislators, there was a morning briefing session featuring Rep. Tony Kurtz, Legislative Aide Danielle Zimmerman, Rep. Karen Hurd, Rep. Tip McGuire, Sen. Mary Felzkowski, Dr. Jill Underly, and in his final Library Legislative Day appearance, Gov. Tony Evers. After the briefing session, I met with legislative aides for Rep. Elijah Behnke and Sen. Eric Wimberger. It was a great day as always to continue growing the relationships with our state legislators and tell them all the great things libraries are doing in their districts.

<u>Immigration Webinars</u>
I attended a couple webinars centered around immigration and what libraries should do if ICE agents visit the library. Both were provided a lot of great information even if it is hard to feel ready if ICE shows up at the library.

<u>Trustee Tales</u>
I missed adding the monthly Trustee Tale last month so there are two this month: Benefits of Wisconsin's Public Library Systems and Filming in the Library. These can be found on pages 20-23 in your packet. We are fortunate that we haven't had any issues with filming in the library and I feel we are prepared if someone comes in looking to do a first amendment audit.

HANNAH DAHLMAN, YOUTH SERVICES LIBRARIAN'S REPORT:

YOUTH SERVICES FEBRUARY 2026 REPORT

Beach Day Storytime

Winter is long and even though February is the shortest month, it often feels like the longest. I wanted to do a special storytime celebration to help beat the winter blues! I bought a bunch of beach themed decorations, including several blow up palm trees and beach balls and decked out the children's department. After our usual storytime, I had two crafts available for kiddos to do, 6 sand sensory bins for them to dig and play in, hula hoops and beach balls to play with, a scavenger hunt to complete (with seashells as the prize!), and each kiddo got a lei and sunglasses to keep as well. I also had lots of yummy food available after storytime. We all had a blast!

Spa Day

I held my annual Palentine's Day spa party again this month, and it was a hit! I had a face mask and cucumbers station, a nail salon station, and a temporary tattoo station (which is easily the favorite station every year). And of course, lots of yummy snacks. The kids always have fun choosing their face masks and tattoos, and picking out which color for their nails. It's such a joy watching the kids have fun and relax and hang out together. This program always draws a good crowd, and I look forward to doing it every year!

Program Numbers

Storytimes: 78 kids, 35 adults
DIY Crafts: 16 kids, 3 adults
Lego club: 23 kids, 5 adults
ASA: 13 kids
Games: 24 kids, 1 adults
Fictional friend: 195 kids, 2 adults
St. Martin's visits: 127 kids, 11 adults
Teen night: 11 kids

ASHLEY BORMAN, TECHNICAL SERVICES LIBRARIAN'S REPORT:

February started off strong. I joined a newly formed group for our region of adult services librarians. The initial meeting was on February 3rd. Those who attended introduced themselves and shared some information about what their libraries have to offer adults beyond the materials and computers. The hope is that this group will become similar to the group that exists for youth services librarians. We will have meetings where we can network and talk about issues or brainstorm ideas.

In February, I also started running reports on patrons and collections, to start cleaning up records in preparation for the migration we will be doing in August. There are a lot of notes on items and accounts that are either outdated and need to be removed, or need to be addressed but have been missed.

I continue to work on the obituary index as I have time.

I attended a couple of webinars and as always, I continue to purchase, catalog, and process materials.

Jamie hired a new front desk staff member, Lexus. I spent several hours training her on her first day. I think she will do well here.

I started planning a craft swap for later this spring.

February Programs

Our February Craft was painted clay hearts. We had 13 people in attendance. In March we will be making beaded succulents.

Blood Drive/ Tansy Lederhaus Presentation-Lois and I worked together to set up doing the blood drive in conjunction with the Friends Speaker presentation by Tansy Lederhaus. The blood drive was a success. We had 22 people sign up and were able to collect 17 units of blood. Tansy did her presentation following the end of the blood drive and we had 38 people show up for that. It was a wonderful day and a great way to get involved with another organization.

Upcoming Programs

March 5, 6pm: Adult Crafting - Beaded Succulents

April 2, 6pm: Adult Crafting – Garden Signs

April 13-21 – Craft Supplies Swap Donations Accepted

April 22-23 – Craft Swap Pick-Up Days

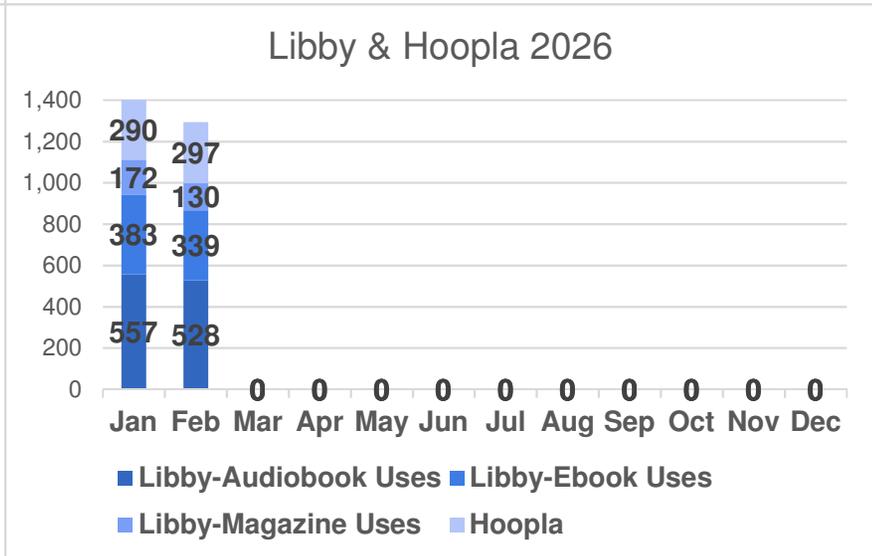**UPCOMING WORKSHOPS, MEETINGS, & CLASSES:**
- PLA Conference April 1-3 in Minneapolis.
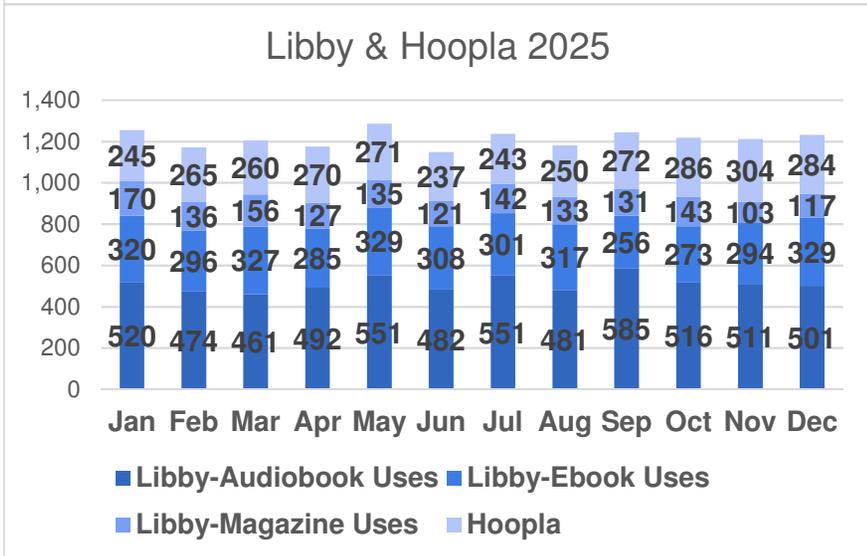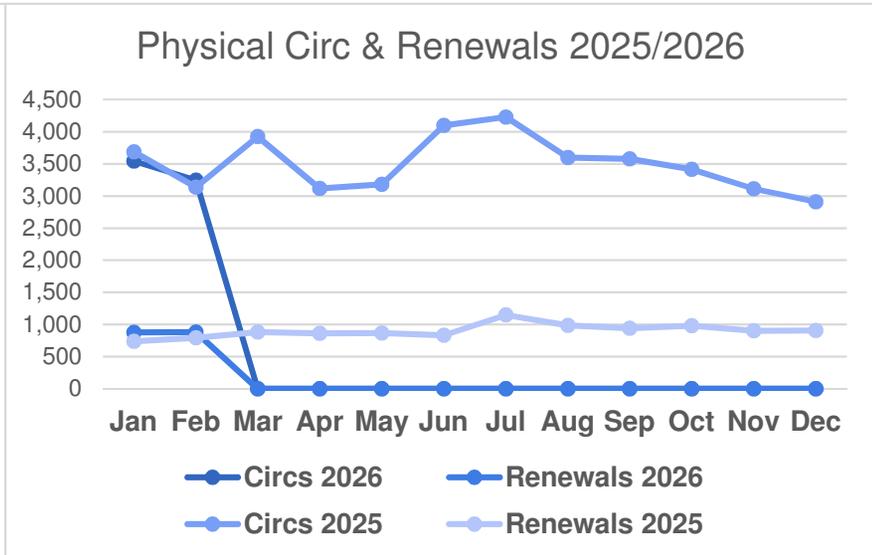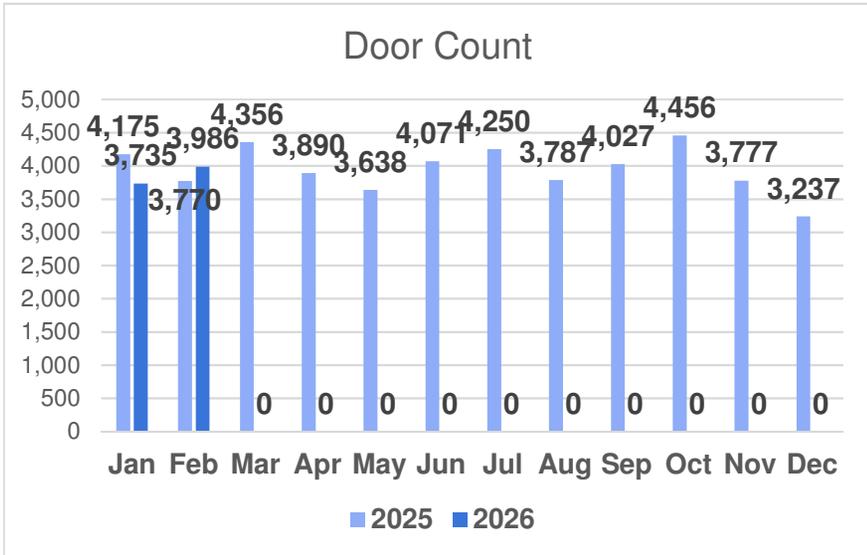
GIFTS AND MEMORIALS:
The following individuals and organizations donated funds to the Library:
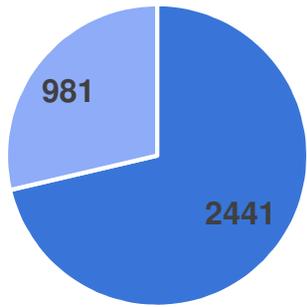- $50 donated in memory of Robert Arkens by Dan & Kathy Mitchell.

CLINTONVILLE PUBLIC LIBRARY
2026 MONTHLY ACTIVITIES REPORT

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	month 2025 Feb	to date 2026	month 2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015
Days open	26	24	0	0	0	0	0	0	0	0	0	0	23	50	49	296	302	285	250	179	301	302	303	304	302
DOOR COUNT																									
Door count	3,735	3,986	0	0	0	0	0	0	0	0	0	0	3,770	7,721	7,945	54,892	53,021	41,924	17,094	18,387	80,656	78,764	79,106	84,369	84,469
Avg per day open	144	166											164	154	162	185	176	147	68	103	268	261	261	278	280
CIRCULATION																									
Circs	3,543	3,245	0	0	0	0	0	0	0	0	0	0	3,137	6,788	6,825	43,590	42,867	39,508	26,127	22,410	61,388	68,751	73,866	79,700	78,394
Renewals	878	881	0	0	0	0	0	0	0	0	0	0	794	1,759	1,534	9,980	8,252	8,268	6,623	7,526	19,020	20,472	20,325	20,331	19,543
Subtotal Circulation	4,421	4,126	0	0	0	0	0	0	0	0	0	0	3,931	8,547	8,359	53,570	51,119	47,776	32,750	29,936	80,408	89,223	94,191	100,031	97,937
Avg circ per day open	170	172											171	171	171	181	169	168	131	167	267	295	313	329	324
Overdrive-Audiobook Uses	557	528	0	0	0	0	0	0	0	0	0	0	474	1,085	994	4,689	4,614	4,869	4,002	3,555	3,171	2,361	1,914	1,641	1,439
Overdrive-Ebook Uses	383	339	0	0	0	0	0	0	0	0	0	0	296	722	616	3,791	3,747	4,182	3,742	4,355	3,124	2,861	3,136	3,100	2,893
Overdrive-Magazine Uses	172	130	0	0	0	0	0	0	0	0	0	0	136	302	306	1,324	1,206	509	166	339	378	n/a	n/a	n/a	n/a
Hoopla	290	297	0	0	0	0	0	0	0	0	0	0	265	587	510	2,516	2,138	1,582	1,313	1,660	1,432	1,124	697	n/a	n/a
Total Circulation	5,823	5,420	0	0	0	0	0	0	0	0	0	0	5,102	11,243	10,785	65,890	62,824	58,918	41,973	40,296	88,513	95,569	99,938	104,864	102,269
INTERLIBRARY LOAN																									
Total loaned	2,237	2,048	0	0	0	0	0	0	0	0	0	0	2,281	4,285	4,614	25,111	29,086	29,124	24,414	14,565	32,480	33,304	35,627	34,944	29,908
Total borrowed	1,087	991	0	0	0	0	0	0	0	0	0	0	799	2,078	1,785	11,793	11,199	11,087	9,911	8,494	17,913	19,708	21,559	22,876	22,268
Net	1,150	1,057											1,482	2,207	2,829	13,318	17,887	18,037	14,503	6,071	14,567	13,596	14,068	12,068	7,640
REGISTERED BORROWERS		1st Q	%		2nd Q	%		3rd Q	%		4th Q	%													
Adult													2,585	2,441	2,585	2,585	2,911	2,916	2,988	2,941	3,577	3,807		3,973	4,326
Juvenile													1,150	981	1,150	1,150	1,344	1,308	1,358	1,349	1,743	1,873		1,961	2,032
Teen																									
Total borrowers													3,769	3,461	3,769	3,769	4,301	4,263	4,397	4,342	5,370	5,710		5,963	6,390
Resident													2,039	1,895	2,039	2,039	2,400	2,299	2,441	2,395	2,851	2,968		3,080	3,218
Nonresident													1,730	1,566	1,730	1,730	1,901	1,964	1,956	1,947	2,519	2,742		2,883	3,172
PROGRAMMING																									
Adult programs in library	2	3	0	0	0	0	0	0	0	0	0	0	2	5	4	27	27	49	55	27	37	25	37	56	30
Attendance	9	53	0	0	0	0	0	0	0	0	0	0	3	62	15	260	234	4,411	8,820	1,989	196	129	255	279	181
Adult outreach programs	2	1	0	0	0	0	0	0	0	0	0	0	0	3	1	13	0	1	1	16	5	0	0	0	0
Attendance	21	7	0	0	0	0	0	0	0	0	0	0	0	28	15	141	0	40	46	218	166	0	0	0	0
Teen programs in library	1	1	0	0	0	0	0	0	0	0	0	0	3	2	6	26	22	4	0	30	89	38	12	19	14
Attendance	9	11	0	0	0	0	0	0	0	0	0	0	69	20	105	485	331	67	0	1,303	529	282	61	107	86
Juvenile programs in library	20	18	0	0	0	0	0	0	0	0	0	0	8	38	17	103	56	31	27	146	383	308	245	248	265
Attendance	537	492	0	0	0	0	0	0	0	0	0	0	564	1,029	979	9,028	3,298	1,068	1,028	10,528	6,803	5,914	5,378	5,742	5,594
Juvenile outreach programs	1	1	0	0	0	0	0	0	0	0	0	0	2	2	3	12	13	32	2	22	121	70	65	86	84
Attendance	35	41	0	0	0	0	0	0	0	0	0	0	38	76	70	1,039	2,263	2,016	303	324	1,988	1,393	985	1,290	1,187
General Interest programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
Attendance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0										
Total programs	26	24	0	0	0	0	0	0	0	0	0	0	15	50	31	181	118	117	85	241	635	441	359	409	393
Total attendance	611	604	0	0	0	0	0	0	0	0	0	0	674	1,215	1,184	10,953	6,126	7,602	10,197	14,362	9,682	7,718	6,679	7,418	7,048
Meeting Rm (not lib pgrms)	13	10	0	0	0	0	0	0	0	0	0	0	15	23	38	240	190	185	0	73	277	175	154	154	76
VOLUNTEERS																									
Number	4	7	0	0	0	0	0	0	0	0	0	0	2	11	4	30	26	20	16	6	45	55	25	1	15
Hours worked	12.00	13.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.50	26	14	107	79	56	54	26	125	233.00	162.00	8.00	43.00
COMPUTER STATS																									
Public Computer sessions	252	296	0	0	0	0	0	0	0	0	0	0	282	548	553	2,266	1,936	1,939	1,043	1,177	5,141	6,273	7,458	7,395	8,541
Wireless sessions	518	564	0	0	0	0	0	0	0	0	0	0	509	1,082	1,066	6,999	7,370	5,562	4,072	2,492	6,353	6,630	7,711	7,807	7,147
Total website page views	2,331	1,434	0	0	0	0	0	0	0	0	0	0	1,842	3,765	3,110	13,795	16,291	17,267	22,123	19,775	30,272	35,689	38,599	37,431	30,904
Facebook Followers	1,845	1,859	0	0	0	0	0	0	0	0	0	0	1,501	1,859	1,501	1,482	1,370	1,214	1,067	1,020	959	833	736	650	578

Hoopla Statistics 2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Registered patrons	4	3	0	0	0	0	0	0	0	0	0	0	525
Number of Active Patrons	100	98	0	0	0	0	0	0	0	0	0	0	
Audiobooks borrowed	228	221	0	0	0	0	0	0	0	0	0	0	449
BingePass	4	7	0	0	0	0	0	0	0	0	0	0	11
Comics borrowed	1	1	0	0	0	0	0	0	0	0	0	0	2
eBooks borrowed	42	51	0	0	0	0	0	0	0	0	0	0	93
Movies borrowed	9	8	0	0	0	0	0	0	0	0	0	0	17
Music borrowed	3	5	0	0	0	0	0	0	0	0	0	0	8
TV episodes borrowed	3	4	0	0	0	0	0	0	0	0	0	0	7
Total borrows	290	297	0	0	0	0	0	0	0	0	0	0	587
Total cost per month	$725.85	$747.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$1,473.35

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Clintonville Public Library February 2026 Programs & Circulation Statistics

Door Count

Month	2025	2026
Jan	4,175	3,735
Feb	3,770	3,986
Mar	4,356	0
Apr	3,890	0
May	3,638	0
Jun	4,071	0
Jul	4,250	0
Aug	3,787	0
Sep	4,027	0
Oct	4,456	0
Nov	3,777	0
Dec	3,237	0

Legend: 2025, 2026

Physical Circ & Renewals 2025/2026

Legend: Circs 2026, Renewals 2026, Circs 2025, Renewals 2025

Libby & Hoopla 2025

Month	Libby-Audiobook Uses	Libby-Ebook Uses	Libby-Magazine Uses	Hoopla
Jan	520	320	170	245
Feb	474	296	136	265
Mar	461	327	156	260
Apr	492	285	127	270
May	551	329	135	271
Jun	482	308	121	237
Jul	551	301	142	243
Aug	481	317	133	250
Sep	585	256	131	272
Oct	516	273	143	286
Nov	511	294	103	304
Dec	501	329	117	284

Legend: Libby-Audiobook Uses, Libby-Ebook Uses, Libby-Magazine Uses, Hoopla

Libby & Hoopla 2026

Month	Libby-Audiobook Uses	Libby-Ebook Uses	Libby-Magazine Uses	Hoopla
Jan	557	383	172	290
Feb	528	339	130	297
Mar	0			
Apr	0			
May	0			
Jun	0			
Jul	0			
Aug	0			
Sep	0			
Oct	0			
Nov	0			
Dec	0			

Legend: Libby-Audiobook Uses, Libby-Ebook Uses, Libby-Magazine Uses, Hoopla

4th Quarter Registered Borrowers

981 (Juvenile)
2441 (Adult)

■ Adult ■ Juvenile

4th Quarter Registered Borrowers

1566 (Nonresident)
1895 (Resident)
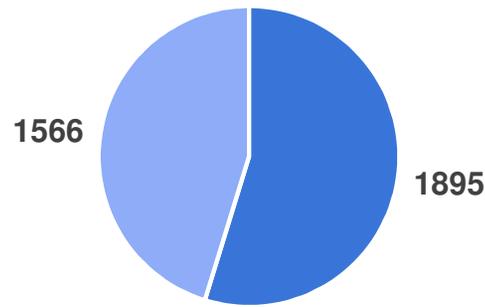
■ Resident ■ Nonresident

Interlibrary Loan 2025

Month	Total loaned	Total borrowed
Jan	2,333	986
Feb	2,281	799
Mar	2,360	1,020
Apr	2,257	860
May	2,104	962
Jun	1,982	904
Jul	2,181	1,097
Aug	2,059	1,047
Sep	2,142	1,057
Oct	2,274	1,011
Nov	2,086	1,013
Dec	1,970	1,219
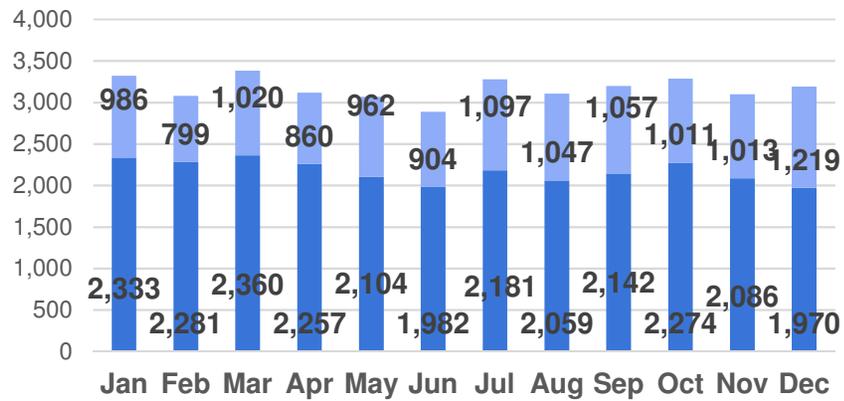
■ Total loaned ■ Total borrowed

Interlibrary Loan 2026

Month	Total loaned	Total borrowed
Jan	2,237	1,087
Feb	2,048	991
Mar	0	0
Apr	0	0
May	0	0
Jun	0	0
Jul	0	0
Aug	0	0
Sep	0	0
Oct	0	0
Nov	0	0
Dec	0	0

■ Total loaned ■ Total borrowed

18
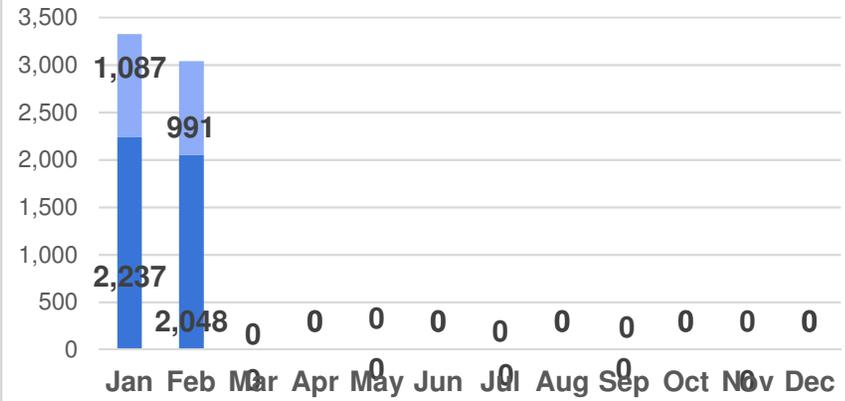
LIBRARY PROGRAMMING FEB 2026

KIDS PROGRAMS
18 Programs
492 Attendees

TEEN PROGRAMS
1 Program
11 Attendees

ADULT PROGRAMS
3 Programs
53 Attendees

OUTREACH
2 Programs
48 Attendees

TOTAL PROGRAMS
24 Total Programs
604 Attendees

Meeting Room Uses

Month	2025 Meeting Room Uses	2026 Meeting Room Uses
Jan	23	13
Feb	15	10
Mar	14	0
Apr	19	0
May	16	0
Jun	11	0
Jul	11	0
Aug	16	0
Sep	9	0
Oct	12	0
Nov	11	0
Dec	14	0

Public Computer & WiFi Sessions 2025

Month	Public Computer Sessions	Wireless Sessions
Jan	271	557
Feb	282	509
Mar	234	628
Apr	230	591
May	260	651
Jun	213	588
Jul	229	607
Aug	217	584
Sep	251	612
Oct	281	643
Nov	176	605
Dec	220	548

Public Computer & WiFi Sessions 2026

Month	Public Computer sessions	Wireless sessions
Jan	252	518
Feb	296	564
Mar	0	0
Apr	0	0
May	0	0
Jun	0	0
Jul	0	0
Aug	0	0
Sep	0	0
Oct	0	0
Nov	0	0
Dec	0	0

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Trustee Tale

Trustee Tale is a joint project of the Manitowoc-Calumet Library System, Nicolet Federated Library System, Outagamie Waupaca Library System, Winnefox Library System and Wisconsin Valley Library System.

If you have questions, comments, or suggestions for future articles, contact your system director.

Benefits of Wisconsin's Public Library Systems

By Bradley Shipps, Director
Outagamie Waupaca Library System

There are 381 public libraries in Wisconsin with 467 local outlets, and every single one of them belongs to one of fifteen regional public library systems. System membership comes with many benefits that strengthen a local library's ability to serve its community beyond what it can accomplish with local resources alone.

Expanded access and resource sharing

System membership guarantees mutual borrowing and interlibrary loan, allowing patrons to access millions of items statewide rather than being limited to a single local collection. Delivery networks and coordinated interlibrary loan services make this sharing efficient and reliable.

Systems assist with regional planning, service agreements, and coordination with neighboring systems and other types of libraries (academic, school, and special libraries). As a result of efficient statewide coordination, Wisconsin ranks highly in the nation for library resource sharing.
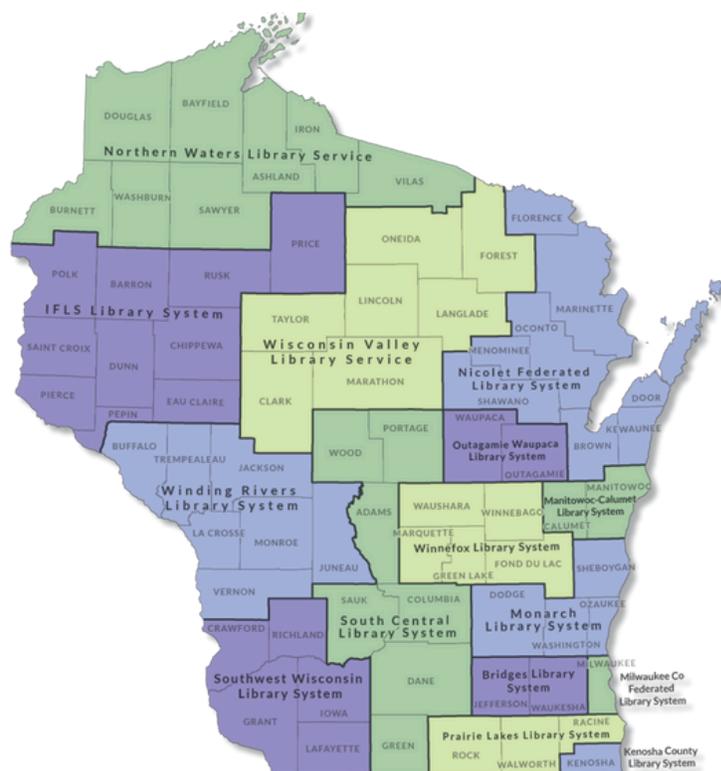
Cost savings and economies of scale

Systems provide shared infrastructure—such as online catalogs, delivery services, and technology platforms—that would be too expensive for individual libraries to operate alone. By avoiding duplication of services, communities save money while receiving higher-quality service.

Improved service quality

System-funded services enhance local

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operations through access to backup reference services, professional consultation, and promoting and facilitating inclusive services for underserved populations. Additionally, systems promote cooperation rather than competition among libraries, improving service consistency across municipalities of different sizes and types.

Technology and innovation

Systems support technology planning, shared catalogs, IT infrastructure, and cybersecurity, helping libraries adopt new technologies safely and affordably.

Support for local library boards of trustees

Regional systems also directly support library boards in carrying out their governance and oversight responsibilities.
- Systems provide training for trustees, helping boards understand their statutory roles, governance responsibilities, and emerging issues in the library field. Ongoing education strengthens trustee decision-making and leadership
- System staff offer expert advice on policy development, planning, budgeting, technology, hiring, and service models, giving boards access to specialized knowledge they may not have locally.
- Because systems receive and manage state funding, they help ensure compliance with statutory requirements and standards of service, supporting boards in meeting legal obligations.
- Systems play a leadership role in statewide advocacy for libraries, indirectly benefiting local boards and communities. Systems play a supporting role in local advocacy efforts, providing data and communications support.

In short, membership in a regional public library system allows a Wisconsin public library to offer broader access, better services, and greater efficiency than it could alone. For library boards of trustees, systems provide training, expert guidance, and accountability frameworks that strengthen governance and help ensure equitable, high-quality library service for all residents of the state.

References
This article was drafted with the assistance of ChatGPT to pull relevant information from the following sources. The final article was edited for readability and reviewed for accuracy by system staff.
- Trustee Essentials, Chapter 17: Membership in the Library System
- Trustee Essentials, Chapter 26:The Public Library System Board—the Broad Viewpoint
- WLA Library Legislative Day handout "Wisconsin's Public Library Systems"

https://owlsweb.org/trustee-tale/
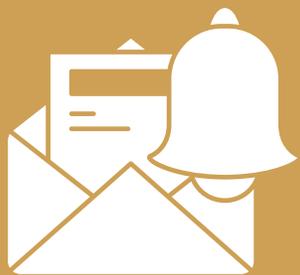
Filming in the Library

By Hanhah Good Zima, Outreach Coordinator Nicolet Library System

Over the last several years, public libraries have seen a significant increase in "First Amendment audits." These audits involve an individual's right to film in any public building. They test that right by going into public spaces and recording videos. Based on their output, their goal is to create videos of their encounters with police, security officers, and public officials that document possible violations of the camera person's First Amendment rights. The video is then posted to social media outlets and used as evidence for a legal claim against the targeted agency or officials. Additionally, the auditor may seek to create a confrontation which would make the video more interesting and increase the views it will receive online.

The best practice for dealing with these "auditors" is to not engage with them and allow them to film as long as they comply with all library policies, including but not limited to those regarding behavior, media, and staff harassment.

Users Filming in the Library

Libraries are allowed to create policies which regulate filming behavior in order to protect patron privacy. Policies can be put in place that allow patrons to use the library free of harassment, intimidation or threats to their safety. Regardless of the specifics of each situation, policies regarding filming in the library should be as specific as possible and consistently enforced. Any restrictions should be content-neutral; however, libraries can enforce time, place, and manner restrictions on filming.

If filming is allowed, behavior and other policies should be carefully crafted to protect users from intimidation and harassment, as well as

to ensure that any evidence of an individual's library use is kept confidential, similar to the confidentiality of circulation records. Library users should not expect to be free from observation, except in those spaces within libraries where users have an expectation of privacy, such as bathrooms, study rooms, or offices, and those spaces should be clearly marked as private spaces.

Users Filming Library Workers

Policies concerning users filming in the library should also address the issue of users filming library workers. In their capacity as employees, library workers do not have the same privacy rights as library users. Furthermore, courts have upheld the right to record public employees carrying out their duties in public spaces. However, filming in the library should not monopolize library workers' time or interfere with the performance of their duties. Filming that interferes with or harasses workers should be addressed by the library's behavior policies. Additionally, private spaces reserved for use by the staff should be clearly identified by signage which states it is a private, staff-only space that bars entry by the public.

Library Worker Training

Library workers should be trained on all policies and procedures related to video surveillance in the library. They should feel confident in their knowledge and comfortable enforcing the policies consistently. Library workers should also be trained on professional ethics and issues of equity, diversity, and inclusion to appropriately guide the development and enforcement of policies.

Sources:
https://www.ala.org/advocacy/privacy/guidelines/videosurveillance
https://www.oif.ala.org/auditing-the-first-amendment-at-your-public-library/

Clintonville Public Library
Rules of Conduct Policy
Approved: December 11, 2025

The purpose of the Rules of Conduct policy is to:
- Protect the rights of individuals using library services
- Assist staff members in conducting library business effectively
- Preserve library materials and facilities

Failure to comply with this policy may result in removal from the library and/or restriction of library privileges determined by the Library Director. Violations may also result in criminal prosecution.
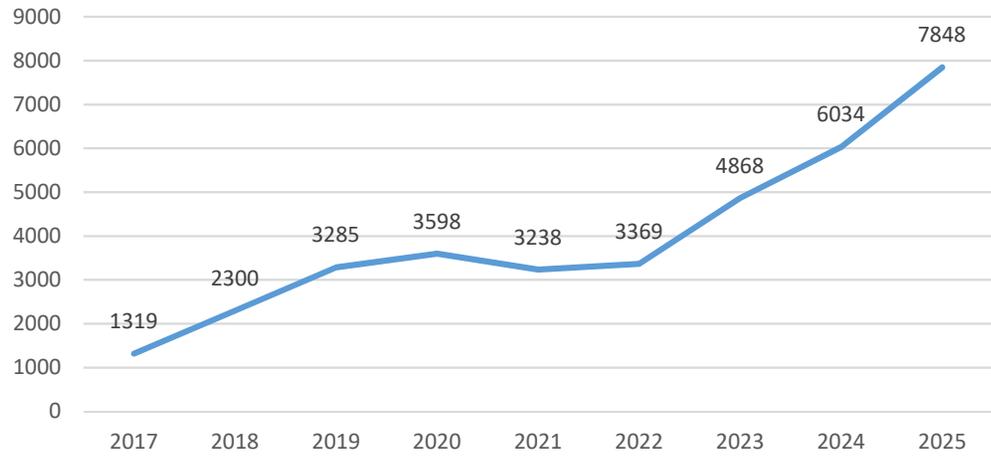
The Library does not allow:

- Any behavior that is disruptive to library use
- Sleeping
- Loitering
- Soliciting or selling
- Misuse of restrooms
- Not wearing shoes/shirt
- Petitioning/distributing materials
- Smoking or use of electronic smoking devices
- Alcohol or being under the influence of alcohol
- Controlled substances or under the influence of any controlled substance according to Wisconsin State Statutes
- No pets or other animals are allowed in the library unless they are part of a library program or a service animal as defined in Wis. Stat. 106.52(1)(fm)service animals or part of a library program.
- Theft or damage of library materials
- All firearms, explosives, and any item deemed a dangerous weapon in Wisconsin Statute sec. 939.22(10)

If a juvenile patron violates this policy, or any other rule or regulation, staff may ask the child to leave and contact caregivers, guardians or the police.

The Library Director may reconsider a decision to suspend library privileges upon written or in-person request by the patron (or parent or guardian) if information submitted by the patron warrants such modification. Written notice will be given by the Library Director with the final decision.
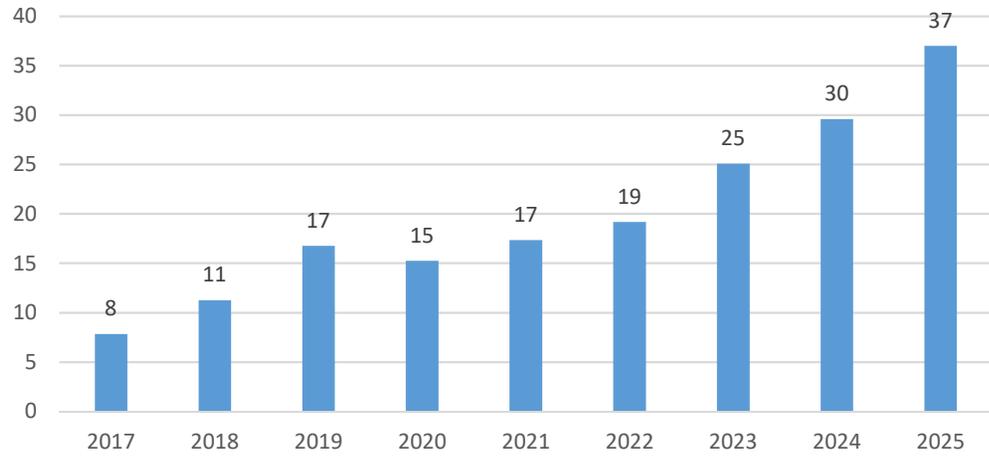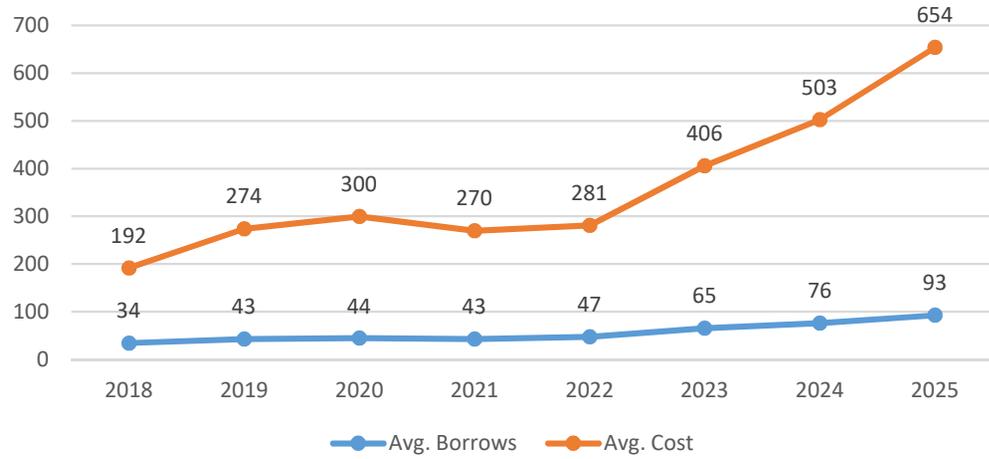
Hoopla Total Cost by Year

Year	Cost
2017	1319
2018	2300
2019	3285
2020	3598
2021	3238
2022	3369
2023	4868
2024	6034
2025	7848

Hoopla Total Borrows by Year

Year	Borrows
2017	276
2018	412
2019	514
2020	533
2021	512
2022	566
2023	783
2024	915
2025	1110

25
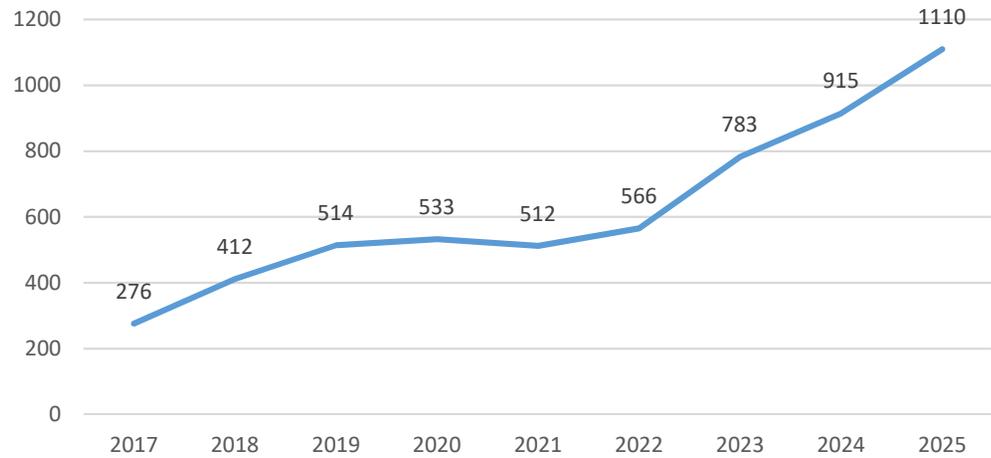
Average of Hoopla Users who max out by year

Year	Value
2017	8
2018	11
2019	17
2020	15
2021	17
2022	19
2023	25
2024	30
2025	37

Average Borrows & Cost of Hoopla by Year

Year	Avg. Borrows	Avg. Cost
2018	34	192
2019	43	274
2020	44	300
2021	43	270
2022	47	281
2023	65	406
2024	76	503
2025	93	654

The Library Board and Building Accessibility

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Role of the Board / Role of the Director / Role of the 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

In This Trustee Essential

- The role of the board and the library director in ensuring that the library building is accessible

- How the library building can equitably accommodate all members of the community, including those with disabilities

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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

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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.

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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*. The most helpful section for building accessibility questions is the *Title II Technical Assistance Manual* available at: www.ada.gov/taman2.html.

- *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, www.adagreatlakes.org

- Your library system staff (See Trustee Tool B: Library System Map and Contact Information.)

- Division for Libraries and Technology staff (See *Trustee Tool C: Division for Libraries and Technology Contact Information*.)

This Trustee Essential provides only a general outline of the law and should not be construed as legal advice in individual or specific cases where additional facts might support a different or more qualified conclusion.

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