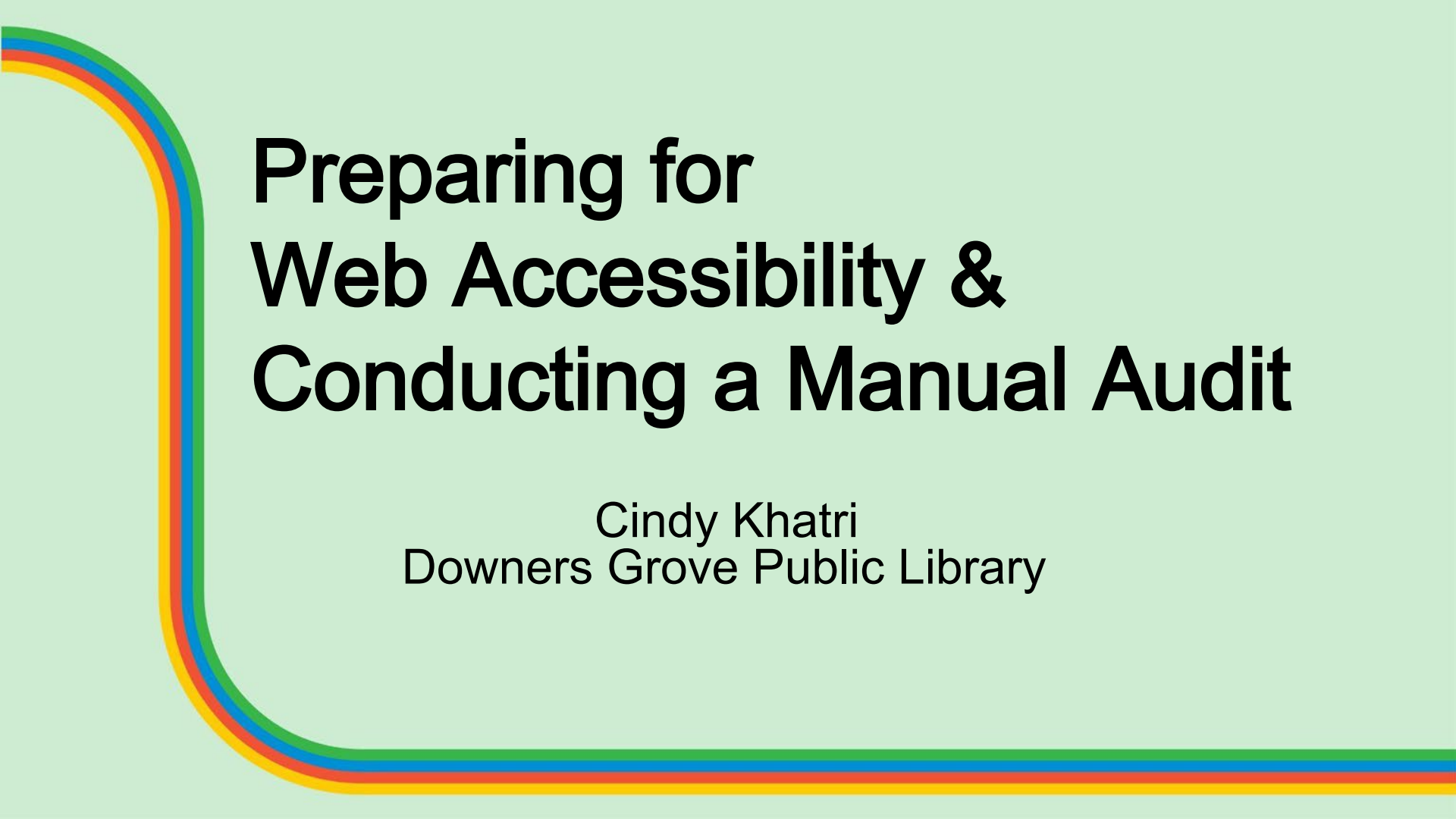




Preparing for Web Accessibility & Conducting a Manual Audit

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Downers Grove Public Library

Today's Session

- REMINDER: I am not a legal expert! We're doing our best and are still learning
- Brief overview of what the ADA Title II digital accessibility requirements are
- Immediate action items you can implement today
- A basic guide of how to conduct a manual audit with a mini demonstration
- Resources to learn more
- Q&A



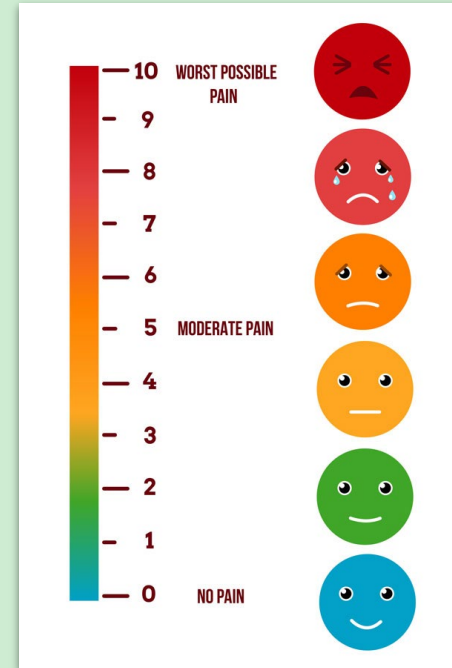
What Are the Requirements? What is WCAG?

- In April 2024, the DOJ ruled that state and local government entities need to be digitally accessible, including services, programs, activities through websites and mobile apps
 - Populations less than 50,000 - April 26, 2028
 - Populations greater than 50,000 - April 26, 2027
- Web Content Accessibility Guidelines (WCAG) create guidelines that determine what is needed; the DOJ has selected WCAG 2.1 AA as the technical standard
 - POUR Method
 - Perceivable, Operable, Understandable, Robust



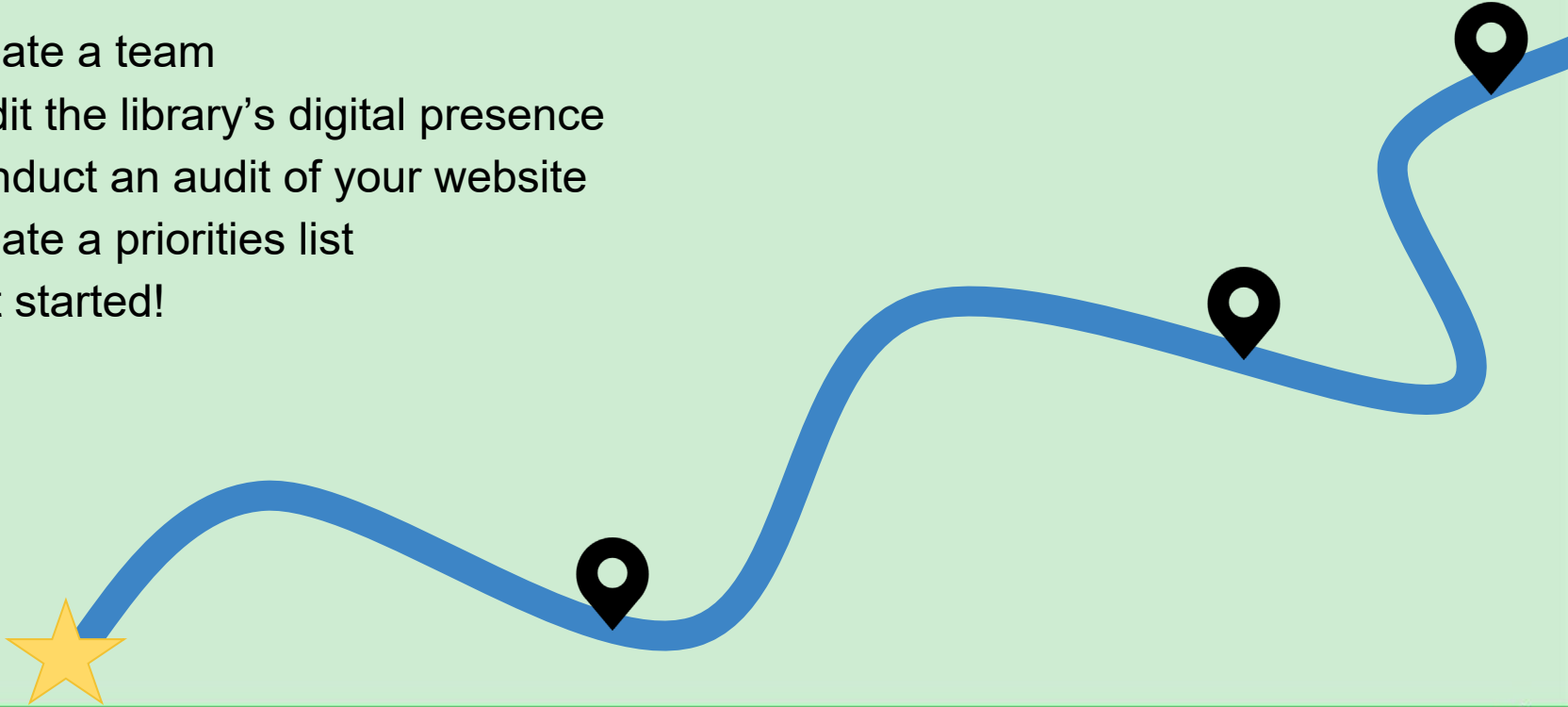
You Tell Me: Where are you in your preparation?

- A. Just started - HELP!
- B. We know a little bit, but are still in the process of figuring it out
- C. Staff are trained and ready
- D. Not sure



The Preliminary Road Map

- ☐ Create a team
- ☐ Audit the library's digital presence
- ☐ Conduct an audit of your website
- ☐ Create a priorities list
- ☐ Get started!



Create a Team

- Who has knowledge about the new requirements?
- Who has the skill set to help remediate issues?
- Who manages the budget and workflow to make the fixes happen?
- Do you have an ADA Coordinator?



Team To - Dos

- Create a shared space where you can keep track of what you're working on
- Create and post an accessibility statement on your website
 - Explain the purpose of your statement
 - Acknowledge the standard you are working towards
 - Provide a way to submit feedback



Audit Your Digital Presence

- Website*
 - Third party sites that appear to be yours (and provide services via contract)
- Communication channels and patron interaction points
 - Apps
 - Digital signage
 - Email platforms
 - Public computers
 - Programs
 - Social media
- 3rd Party Vendors
 - Get vendor statements
 - Ask for VPATS



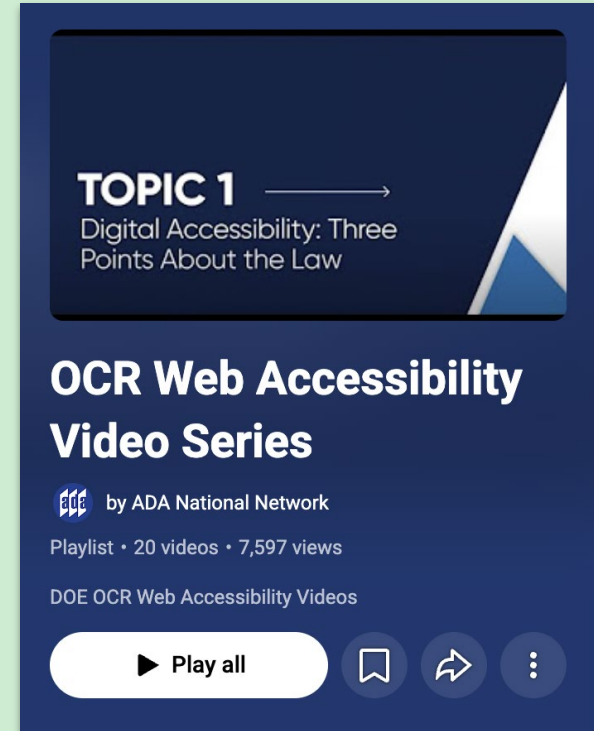
Audit Your Website

- *This is the largest and most urgent presence to look at because:
 - Most public and easily accessed
 - Has most impact for patrons
 - Will be where people are looking for vulnerabilities
- Libraries who have shared the investigation process have said:
 - Office of Civil Rights will send notification letters and work with the library to create a timeline for resolution
 - Keep documentation of your remediation process
 - Maintenance is ongoing - stay informed with updated standards, continue testing, and check in on accessibility features regularly



Audit Your Website

- OCR looks at the following criteria when assessing accessibility:
 - Keyboard access, magnification, reflow, visual focus indicators, skip links, logical reading order, link naming, color contrast and color independence, alt-text, tables and buttons, forms, heading structure, document video accessibility
- Search YouTube: “OCR Web Accessibility Video Series” by “ADA National Network”



Audit Your Website

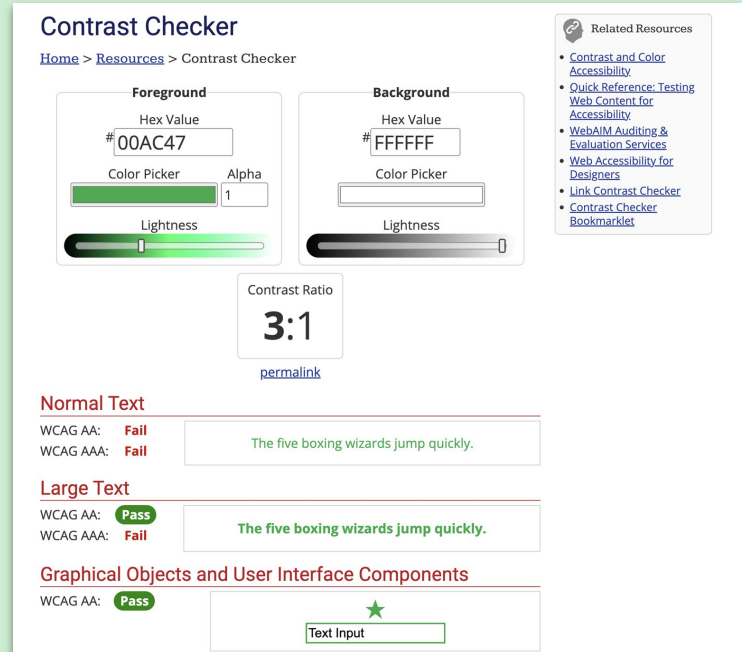
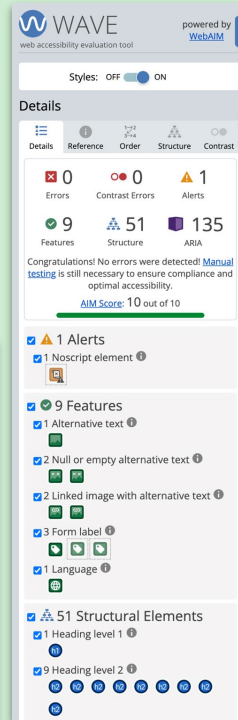
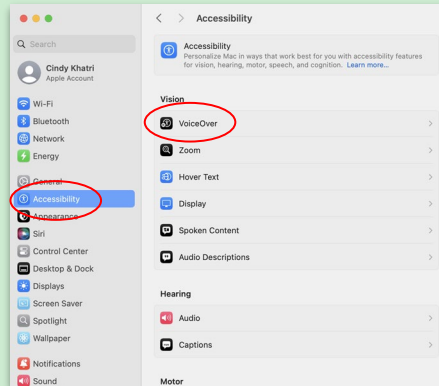
- Create a spreadsheet
- Utilize the evaluation headers that the OCR will use
- Decide on approximately 30 -40 pages to test
 - First-level landing pages
 - Most used and popular pages (check your analytics!)
 - An example of templated pages
 - Some of your more popular 3rd party vendor pages (programs calendars)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
1	Page/Link	Reviewer	Keyboard Access	Magnification	Reflow	Visual Focus Indicator	Skip Links	Logical Reading Order	Links Labeled	Color Contrast	Color Independence	Alt-Text	Tables & Forms	Buttons	Heading Structure	Document Accessibility	Validated via WAVE	NOTES
2	Home Page	Cindy	☒	☒	☒	☒	☐	☐	☒	☐	☐	☐	☒	☐	☐	☒	☒	Visual focus needs to be catalog button; Just For ir picks fails; frame around
3	elibrary	Cindy	☒	☒	☒	☐	☒	☒	☐	☒	☒	☒	☒	☒	☒	☒	☒	Visual focus needed on e
4	Book a Room	Cindy	☒	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒	☒	☒	☒	☒	Alt text is too long; check
5	Book an Expert	Cindy	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	Remove to direct to form
6	Just for Kids	Cindy	☒	☒	☒	☒	☐	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	Skip link via Communico
7	Just for Teens	Cindy	☒	☒	☒	☒	☐	☒	☒	☒	☒	☒	☒	☒	☒	☐	☒	Dropdowns are labeled a



Tools to Help the Audit

- WAVE
- WebAIM Contrast Checker
- Where to find screen readers
 - Voice Over on Mac
 - JAWS



Create a Priorities List

- What major themes come out of the to -do lists?
- What can library staff do?
- What needs a website developer or a third party professional?
 - Create a timeline
 - Give them clear expectations and information
- Which vendors do you need to talk to?



Things to Keep in Mind

- OCR is looking for a good-faith effort
- Document everything!
 - What are the issues? How are you planning on fixing them? What is the timeline?
 - Emails with staff and developers
- Vendor statements are key
- This is a long-term and permanent change. Once the deadline passes, we must continue the work. Begin building expectations into your staff responsibilities and vendor contracts
- Continue to audit your digital presence annually (or more!), and keep up to date on new standards



Request for Vendor Statement - EXAMPLE

The Downers Grove Public Library is requesting statements from all of its third -party vendors concerning web accessibility compliance to the ADA Title II updates. Under these new guidelines, the library must provide accessible content that meets the WCAG 2.1, Level AA standards, including all content provided by third -party vendors. The library is legally mandated to follow these guidelines by April 24, 2026, and our ability to maintain our current use of your services relies on your organization's compliance with these standards.

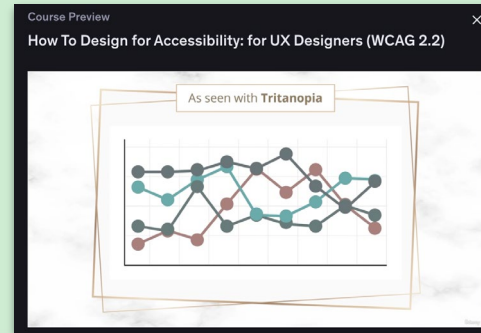
Can you please share your organization's accessibility statement if you have one, or information about how your organization is ensuring compliance with the new requirements?

Thank you for your time and attention to this matter.



Resources

- Great Lakes ADA Center
 - ada@adagreatlakes.org
 - 312-413-1407 (voice/relay)
- WAVE tool
- WebAIM Contrast checker or Coolors.co
- Udemy - *How to Design for Accessibility: for UX Designers (WCAG 2.2)*



Questions?

