



**INSTRUCTIONS:** Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION					
1. Name of Library Prescott Public Library			2. Public Library System IFLS Library System		
3a. Head Librarian First Name Carissa	3b. Head Librarian Last Name Langer	4a. Certification Grade Grade 2	4b. Certification Type Regular	5. Certification Expiration Date 12/31/2025	
6a. Street Address 800 Borner St. N.	6b. Mailing Address or PO Box 800 Borner St. N.	7. City / Village / Town Prescott	8a. ZIP 54021	8b. ZIP4 2011	9. County Pierce
10. Library Phone Number 7152625555	11. Fax Number (715)262-4229	12. Library E-mail Address of Director langer@prescottpubliclibrary.org			
13. Library Website URL www.prescottpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 6,556	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION			
	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	52		
19b. Number of winter weeks	52		
19c. Summer hours open per week			
19d. Number of summer weeks			
19e. Total weeks per year	52		
19f. Total hours per year for this location	2,704		

	<b>PUBLIC SERVICES COVID-19</b>	
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Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

	<b>COVID-19 CLOSURES</b>	
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Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
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Additional building closure and reopening dates, please describe



II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	23,934	1,584
2. Electronic Books <i>E-books</i>	176,442	
3. Audio Materials	1,467	63
4. Electronic Audio Materials <i>Downloadable</i>	73,048	
5. Video Materials	3,308	221
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe hotspots, tablets, game discs, park packs, chromebooks, kits, books/audio, mp3 audiobooks, Rokus</i>	149	
8a. Electronic Collections <i>Locally Owned or Leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	24	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	87	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	16	

III. LIBRARY SERVICES							
1. Circulation Transactions				2. Interlibrary Loans			
a. Total Circulation		b. Children's Materials		a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>	
<del>54,225</del> 44,391		24,521		11,155		10,566	
Method for Counting ILL Transactions Total ILL Transactions							
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)							
WISCAT							
Other (includes OCLC, manual tracking or other methods)							
3. Number of Registered Users			d. Overdue Fines	4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count
1,841	1,173	3,014	No	Survey Week(s)	1,014	Actual Count	25,223
6. Uses of Public Internet Computers				7. Uses of Public Wireless Internet			
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count		
8	8	Actual Count	1,319	Actual Count	3,161		
8. Website Visits	9. Electronic Collection Retrieval						
12,676	a. Local	b. Other	c. Statewide	d. Total			
	0	373	12	385			
10. Uses of Electronic Materials by Users of Your Library							
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials			
5,000	4,834	0	9,834	1,094			

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

**In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)**

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	94	14	4	51	30	193
Total Attendance	1,047	159	21	435	387	2,049

**In-Person Programs and Program Attendance Annual Count**

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	94	14	3	49	30
Total Attendance	1,047	159	15	377	387
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	190	3	190		
Total Attendance	1,733	252	1,985		

11i. Describe the library's in-person programs: Storytime, LEGO Club, Adult coloring, Gentle Yoga, Box Party, D&D, Hooked on fishing, Movie Mondays, Family Craft hour, Books and Benches, Board Game night, Minute Olympics, Author visit, Daycare visit, videogame event, Park program, FAST, Wacky Science, NaNoWriMo writing fest, Holiday workshop, Cocoa & Conversation.

**Live Views of Virtual Programs and Virtual Program Attendance Annual Count**

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	1	2	0	3
Total Live Virtual Attendance	0	0	6	58	0	64
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	

12g. Which platforms does the library use to host the library's live, virtual programs: Zoom

12h. Describe the library's live, virtual programs: Teen V-Day Party, Badger Talks: Beneficial Backyard Bugs, Badger Talks: Sleep, Health and Aging

**Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count**

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	42	0	42
Total Pre-Recorded Program Views	0	0	0	408	0	408

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs: Virtual Yoga

**IV. LIBRARY GOVERNANCE**

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Anne	Kressly	N8060 975 Street	River Falls	54022	kresslya@prescott.k12.wi.u
2. Gerald	Klasen	617 Lake Street N	Prescott	54021	klasenjerry@gmail.com
3. Susan	Oney	N4945 1208th Street	Prescott	54021	susanoney@hotmail.com
4. Amy	Fiege	1525 River Terrace Street	Prescott	54021	aefiege@gmail.com
5. Penny	Peterson	525 Canton Street	Prescott	54021	ppeters2@prescott.k12.wi.u
6. Pat	Knox	807 Riverwood Street	Prescott	54021	pknox@prescottcity.org
7. Tasslyn	Magnusson	1836 Canton Road	Prescott	54021	tasslyn@gmail.com
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
 Include vacancies in this count

7

**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Prescott	\$208,980
Subtotal 1		\$208,980

2. County

a. Home County Appropriation for Library Services	Subtotal 2a	\$83,305
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b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
St. Croix	\$918		
Subtotal 2b			\$918

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount

b. Funds Carried Forward from Previous Year

c. Other State Funded Program

Subtotal 3		
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4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount	
	\$0	
Subtotal 4		\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Subtotal 5			

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$76,115

7. All Other Operating Income

\$5,421

8. Total Operating Income Add 1 through 7

\$374,739

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$208,982

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes



**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	No MLS	\$59,897	40.00				
Programming Coordinator	MLS (ALA)	\$34,359	40.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Library Assistant	Other	\$72,572	85.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
1.00	1.00	2.00	2.13	4.13	



**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			21,951
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.			
	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	418	20,873	21,291
3. Circulation to Nonresidents Living in Another County in the Library System	75	479	554
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	0	0	0
5. Circulation to All Other Wisconsin Residents	5	6. Circulation to Persons from Out of the State	101
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?		8b. If yes, does the library allow residents in adjacent systems to purchase library cards?

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Dunn	9	f.	
b. Pepin	8	g.	
c. St. Croix	378	h.	
d.		i.	
e.		j.	

**XII. TECHNOLOGY**

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i> a. State TEACH line <b>YES</b> <b>50 Mbps wisCNct</b> b. Other broadband connection Local, cable, telco, community network, etc. <b>NO</b>	3. Is the library CIPA compliant?  No
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such a bookmobile? Yes		

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	10	0	4
Total Self-Directed Activity Participation	292	0	19
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	1	24	39
Total Self-Directed Activity Participation	18	1,217	1,546
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name  Samantha	b. Last Name  Barth	c. Email Address  barth@prescottpubliclibrary.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name  Samantha	b. Last Name  Barth	c. Email Address  barth@prescottpubliclibrary.org	

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

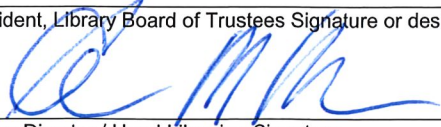

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤ 	Anne Kressly	2/17/2023
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤ 	Carissa Langer	2/17/2023

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Pierce

The Prescott Public Library Board of Trustees hereby states that in 2022 the IFLS Library System
Name of Public Library Name of Public Library System / Service

- did provide effective leadership and adequately met the needs of the library.
did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. Attach additional sheets if necessary.

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

[Handwritten signature]

Anne Kressly

2/17/2023

## COMMENTS

## SECTION\_II

## 6. Electronic Video Materials (downloadable)

They are no longer offered via OverDrive.--2023-01-30

## 8b. Other Electronic Collections (purchased by library system or consortia)

EC\_OTH was misreported in 2021. This total is correct for 2022.--2023-01-31

## 9. Total Electronic Collections (local, system, and statewide)

They were incorrectly entered last year, this year they are correct.--2023-01-31

## Total Local and other databases

EC\_OTH was misreported in 2021. This total is correct for 2022.--2023-01-31

## SECTION\_III

## 4a. Method Used to Count Reference Transactions

We were not recording/counting all transactions we should have/could have been tracking.--2023-01-30

## In-Person Young Adult Programs

Had 11 Teen Advisory Board (TAB) meetings.--2023-01-30

## Live Virtual Young Adult Programs

Was a part of 3 additional Virtual Teen Collaborations with other MORE member libraries.--2023-01-30

## Live Virtual Adult Programs Ages 19+

Was a part of 4 additional Virtual Adult Collaborations with other MORE member libraries.--2023-01-30

## Participation in Drop-in Activities for General Interest

Handed out 76 Take & Make Crafts. Self-directed programs included a monthly add-your-own and hide-and-seek, Beanstack read challenges, Gingerbread house/pumpkin carving/peeps contests and voting, passport program and love stories.--2023-01-30