



**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		0
19b. Number of winter weeks	49		0
19c. Summer hours open per week		52	0
19d. Number of summer weeks		3	0
19e. Total weeks per year	49	3	0
19f. Total hours per year for this location	2,548	156	0

**II. LIBRARY COLLECTION**

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	21,523	1,453
2. Electronic Books <i>E-books</i>	171,980	
3. Audio Materials	1,342	27
4. Electronic Audio Materials <i>Downloadable</i>	76,537	
5. Video Materials	3,498	237
6. Electronic Video Materials <i>Downloadable</i>	0	
7. Other Materials Owned <i>Describe</i> Hotspots, tablets, Rokus, Chromebook, Kits, Videogames, watt meters, snowshoes, pickleball kits	99	
8a. Electronic Collections <i>Locally Owned or Leased</i>	0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	20	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	82	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	12	

**III. LIBRARY SERVICES**

1. Circulation Transactions	c. Circulation of Other Physical Items		2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	(subset of 1a.)	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
43,046	22,136	396	11,150	10,117	
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	
a. Resident	b. Nonresident	c. TOTAL		a. Method	
1,592	1,051	2,643	No	b. Annual Count	
				Survey Week(s)	
				979	
				5. Library Visits	
				a. Method	
				b. Annual Count	
				Actual Count	
				28,361	
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	1,242	Actual Count	3,769
8. Website Visits	9. Electronic Collection Retrieval				
	a. Local	b. Other	c. Statewide	d. Total	
11,091	0	861	24	885	
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	
5,196	5,587	0	10,783	880	

**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	110	63	9	118	32	332
Total Attendance	1,372	265	39	1,294	920	3,890

**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	110	63	9	118	32
Total Attendance	1,372	265	39	1,294	920
	11f. Onsite In-Person - Subtotal		11g. Offsite In-Person - Subtotal		11h. Total
Number of Programs	318		14		332
Total Attendance	3,190		700		3,890

11i. Describe the library's in-person programs: Storytime, LEGO Club, Adult Coloring, Gentle Yoga, Craft Hour, Books & Benches, Daycare Storytime Visits, Play and Learn, Character Design Classes, FAST (Families and Schools Together), Teen Minute Games, Earth Day Fair, Cupcake Decorating Contest, Storywalk, 3rd Grade school visits, Storytime at the park, Caterpillar meet and greet, Movie Madness, International Taste Test, Family

**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	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

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

12h. Describe the library's live, virtual programs:

**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	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

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

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

**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	\$208,982
<b>Subtotal 1</b>		\$208,982

2. County

a. Home County Appropriation for Library Services Subtotal 2a \$88,387

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
St. Croix	\$330		
<b>Subtotal 2b</b>			\$330

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	
<b>Subtotal 3</b>			

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

Program or Project	Amount	
	\$0	
<b>Subtotal 4</b>		\$0

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

Name	Amount	Name	Amount
<b>Subtotal 5</b>			

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

\$102,464

7. All Other Operating Income

\$6,097

**8. Total Operating Income Add 1 through 7**

\$406,260

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

**VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$183,585	2. Employee Benefits Include maintenance, security, plant operations \$37,412
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3. Library Collection Expenditures				
a. Print Materials \$20,714	b. Electronic Materials \$4,512	c. Audiovisual Materials \$5,154	d. All Other Library Materials \$120	Subtotal 3 \$30,500

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
IFLS/MORE Maintenance		Fee	\$9,814
Subtotal 4			\$9,814

5. Other Operating Expenditures	\$106,439
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6. Total Operating Expenditures Add 1 through 5	\$367,750
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7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	\$0
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**VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

1. Capital Income and Expenditures by Source of Income  
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal	0	\$0	\$0
b. State	0	\$0	\$0
c. Municipal	Library Shelving	\$40,000	\$40,000
d. County	0	\$0	\$0
e. Other	Library Shelving/Moving Books	\$68,779	\$68,779
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue \$108,779	Total Expenditure \$108,779

**VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year	\$5,008
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**IX. TRUST FUNDS**

1. Total Amount of Trust Funds Held by the Library Board at End of Year	\$0
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**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 (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	No MLS	\$62,293	40.00
Youth and Adult Services Librarian	Librarian (MLS)	MLS (ALA)	\$55,487	40.00

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Library Assistant	Clerk - Public Services	Other	\$65,806	85.00

2. Library Staff Full-Time Equivalent (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) Include maintenance, plant operations, and security	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
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>			20,888
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
2. Circulation to Nonresidents Living in the Library's County		653	19,484
3. Circulation to Nonresidents Living in Another County in the Library System		230	354
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		0	0
5. Circulation to All Other Wisconsin Residents		1	6. Circulation to Persons from Out of the State
			166
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)?  No	
		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	
a. Dunn		0	
b. Pepin		2	
c. St. Croix		217	
d.			
e.			

**XII. TECHNOLOGY**

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

1. Self-directed Activities: *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.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	13	0	0
Total Self-Directed Activity Participation	848	0	0
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	13	19	45
Total Self-Directed Activity Participation	21	1,050	1,919

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	b. Last Name	c. Email Address
Samantha	Chester-Moore	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	b. Last Name	c. Email Address
Samantha	Chester-Moore	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 country 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  Anne Kressly	Date Signed
Library Director / Head Librarian Signature  	Library Director / Head Librarian Print or type  Carissa Langer	Date Signed

**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 2023 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](mailto: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
	Anne Kressly	

**COMMENTS**

## SECTION\_I

Standard number of winter weeks

Limited services for 3 weeks while new shelves were installed.--2024-01-29

Limited service number of winter weeks

shelving project--2024-01-30

We had limited services for 3 weeks when we did our shelf installation/project. We had an area where people could still pick up holds, ask questions, have us print, etc., but were not able to come in and browse/use computers. We continued with programs across the hall using the City meeting room. Our hours remained the same.--2024-01-29

Standard total weeks per year

Shelving Project--2024-01-30

## SECTION\_III

11i., Describe the library's in-person programs:

The Teen Advisory Board (TAB) met 12 times (45 attended) in 2023.

Outreach: Put together a take/make craft and library information for an American Legion Event: 45 Crafts/packets handed out.--2024-01-29

## SECTION\_VI

5. Other Operating Expenditures

Operating expenditures is higher because the library purchased library shelves. Total spent was \$68,779.--2024-02-06