

Annual Report for Public and Association Libraries 2025 Outline of Major Changes

Important

- The State Library due date for the annual reports will be April 1, 2026.

Other Notes

- Counting Opinions will host the 2025 Annual Report on their platform, LibPAS.
- There will be some amount of re-numbering due to questions added, removed, or re-ordered since the 2024 Annual Report. Not all instances of re-numbering are noted in this outline.

Changes to Part 4: Library Transactions

- Q4.8 Circulation of Adult Other Materials and Q4.9 Circulation of Children's Other Materials are being changed to
 - 4.8a Circulation of Adult Other Materials - Non-Audio/Visual
 - 4.8b Circulation of Adult Other Materials - Audio/Visual
 - 4.9a Circulation of Children's Other Materials - Non-Audio/Visual
 - 4.9b Circulation of Children's Other Materials - Audio/Visual

Changes to Part 5: Electronic Use

- Questions 5.1 to 5.6 and 5.10 to 5.12 were added in the 2024 report and require answers for the 2025 report.

Changes to Part 7: Minimum Public Library Standards

- Added new questions (required).

Question 4: Board Approved Policies - Please indicate if your library has the following board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law:

- 4a. Policy for materials selection and reconsideration of such selection (Y/N)
- 4b. Policy for public use of library space (Y/N)
- 4c. Codes of conduct (Y/N)
- 4d. Policy for confidentiality of library records (Y/N)
- 4e. Policies for personnel (Y/N)
- 4f. Policy for disaster preparedness (Y/N)
- 4g. Policy for financial controls (Y/N)

Changes to Part 9: Service Outlet Information

Added new Federal questions (optional for 2025, mandatory 2026 and beyond):

- **Question 16 Total Number of Meeting Spaces Available to the Public**
 - A meeting space is a room or area designated by your library for the purpose of holding meetings, whether in-person or virtual. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms. Count the total number of meeting spaces available to members of the public, including all reservable and non-reservable meeting spaces. Count meeting spaces available for public use, even if they are also used for nonpublic events (e.g., library staff meetings).
- **Question 17 How many of the above meeting spaces are reservable?**
 - A reservable meeting space is a room or area designated by your library for the purpose of holding meetings that members of the public can reserve in advance or at the time of use. Examples of meeting spaces include meeting rooms, study rooms/pods, alcoves, auditoriums, and conference rooms. Count the number of meeting spaces that members of the public can reserve in advance or at the time of use. Count reservable meeting spaces available for public use, even if they are also used for nonpublic events (e.g., library staff meetings). This count is a subset of Total Number of Meeting Spaces Available to the Public (Question 16).
- **Question 18 Number of Times Members of the Public Reserved Meeting Spaces**
 - Count the total number of reservations made in advance or at the time of use during the reporting period. Count both free and paid reservations, and reservations during and outside regular library hours. Do not count times when members of the public used the space without a reservation. Do not count the number of attendees. Exclude reservations for library programs and events. If a room was reserved for a multi-day event, count each day as a separate reservation. For example, if a group reserves the meeting room on Friday and Saturday, count this as two reservations.
- Deleted former Question 17 (**Does this outlet have meeting space available for public use?**).
- Deleted former Question 19 (**Total number of non-library sponsored programs, meetings and/or events at this outlet**).

Changes to Part 10: Officers and Trustees

- Guidance at the start of the section has been updated to clarify that entries should reflect Officers and Board Members as of February 1, 2026.