

OFFICE OF THE SECRETARY OF STATE
TOBIAS READ
SECRETARY OF STATE

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NOTICE OF PROPOSED RULEMAKING
INCLUDING STATEMENT OF NEED & FISCAL IMPACT

CHAPTER 543
STATE LIBRARY

FILED
03/20/2026 3:18 PM
ARCHIVES DIVISION
SECRETARY OF STATE

FILING CAPTION: Updating and clarifying rules for distributing Ready to Read Grants annually to public libraries.

LAST DAY AND TIME TO OFFER COMMENT TO AGENCY: 05/15/2026 9:30 AM

The Agency requests public comment on whether other options should be considered for achieving the rule's substantive goals while reducing negative economic impact of the rule on business.

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Filed By:
Susan Westin
Rules Coordinator

HEARING(S)

Auxiliary aids for persons with disabilities are available upon advance request. Notify the contact listed above.

DATE: 05/15/2026

TIME: 9:05 AM - 9:30 AM

OFFICER: Wendy Cornelisen

REMOTE HEARING DETAILS

PHONE NUMBER: 503-378-5015

SPECIAL INSTRUCTIONS:

Please contact Jessica Sokoloff at 503-378-5015 or jessica.sokoloff@slo.oregon.gov for remote hearing details.

NEED FOR THE RULE(S)

These rule changes do the following:

1. Update the rules to match current practice for Ready to Read Grants.
2. Making definitions consistent with definitions elsewhere in the Administrative Rules.
3. Include a new definition for a "federated library system" and processes by which such systems access grants.
4. Use actual dates rather than referring to the fiscal year.
5. Move or refer population calculation-related provisions to Division 80: Public Libraries.
6. Set a hard due date for grant applications.
7. Change grant appeals process.

DOCUMENTS RELIED UPON, AND WHERE THEY ARE AVAILABLE

No documents

STATEMENT IDENTIFYING HOW ADOPTION OF RULE(S) WILL AFFECT RACIAL EQUITY IN THIS STATE

These rules changes may indirectly affect racial equity in the state. Some public libraries use Ready to Read Grants to reach underserved parts of their community, including Black, Indigenous, and People of Color.

FISCAL AND ECONOMIC IMPACT:

Libraries that fail to meet the modified rules may not receive Ready to Read Grants for that year. However, the updates largely reflect current practice. The only substantive change that could affect public libraries is setting a hard deadline for when applications are due.

COST OF COMPLIANCE:

(1) Identify any state agencies, units of local government, and members of the public likely to be economically affected by the rule(s). (2) Effect on Small Businesses: (a) Estimate the number and type of small businesses subject to the rule(s); (b) Describe the expected reporting, recordkeeping and administrative activities and cost required to comply with the rule(s); (c) Estimate the cost of professional services, equipment supplies, labor and increased administration required to comply with the rule(s).

No state agencies will be economically affected by the rules. A limited number of public libraries, operated by units of local government, may be affected by the change setting a hard grant application deadline, if they fail to meet the deadline. They have the option to appeal if that occurs. Small businesses likely won't be affected directly. Some libraries may use their Ready to Read Grants to purchase goods and services from small businesses. However, the updated rules do not change the grant allocation formula nor how libraries can use the grant.

DESCRIBE HOW SMALL BUSINESSES WERE INVOLVED IN THE DEVELOPMENT OF THESE RULE(S):

Small businesses were not involved in the development of the rules, as they are not directly affected.

WAS AN ADMINISTRATIVE RULE ADVISORY COMMITTEE CONSULTED? YES

RULES PROPOSED:

543-040-0005, 543-040-0010, 543-040-0015, 543-040-0020, 543-040-0023, 543-040-0025, 543-040-0030, 543-040-0035, 543-040-0040, 543-080-0040

AMEND: 543-040-0005

RULE SUMMARY: This rule describes the scope of the Ready to Read Grant program. Proposed changes clarify that the scope of the program is determined by ORS 357.740 to 357.780.

CHANGES TO RULE:

543-040-0005

Scope ¶

OAR chapter 543, division 40, ~~applies only to the award of grants for public library services to carry out the provisions of ORS 357.740 to 357.780~~ carries out the provisions of ORS 357.740 to 357.780: Financial Assistance for Public Library Services to Children.

Statutory/Other Authority: ORS 357.026(1), ORS 357.760

Statutes/Other Implemented: ORS 357.740 - 780

AMEND: 543-040-0010

RULE SUMMARY: This rule defines terms used in rules related to Ready to Read Grants, Division 40. Two definitions are added for "eligible" and "federated library system." Three definitions are removed, as other proposed rule changes preclude their need: "board," "fiscal year," and "per child."

CHANGES TO RULE:

543-040-0010

Definitions ¶¶

The following definitions apply to the terms used in this division:¶¶

(1) "~~Board~~": ~~Has the meaning given to "Board" in~~ Eligible" means a public library that is established in accordance with ORS 357.216-286 or 357.400-621 and officially recognized in accordance with ORS 357.405 and OAR 543-0180-0003(1).¶¶

(2) "~~Fiscal Year~~": ~~Means the period of one year commencing on July 1 and closing on June 30.~~¶¶

(3) "~~Per Child~~": ~~Means for each child from birth to 14 years of age, residing in a geographic area~~³⁰ OR a federated library system that is established in accordance with ORS 357.216-286 or 357.400-621.¶¶

(2) "~~Federated library system~~" ~~means a public library district or centralized organization that funds (in whole or part) and/or provides services to public libraries in the system's service area that are independently operated by cities, districts, or other organizations.~~¶¶

(43) "~~Public Library~~": ~~H~~ has the meaning given to "public library" in ORS 357.400(3).¶¶

(54) "~~Statewide summer reading program~~": ~~M~~ means any national or statewide annual summer reading program provided by the State Library for Oregon public libraries.

Statutory/Other Authority: ORS 357.026(4), 357.760

Statutes/Other Implemented: ORS 357.740 - 357.780

AMEND: 543-040-0015

RULE SUMMARY: This rule explains how public libraries may use Ready to Read Grants. Proposed changes are strictly grammatical.

CHANGES TO RULE:

543-040-0015

Authorized Activities ¶

Ready to Read Grants made under the provisions of this division shall be used only to establish, develop, or improve public library early literacy services for children from birth to 5 years of age, and/or to provide the statewide summer reading program for children from birth to 14 years of age. The grants may not be used to replace funds already appropriated by local governments from local sources.

Statutory/Other Authority: ORS 357.026~~(4)~~, 357.760

Statutes/Other Implemented: ORS 357.740, 357.750

AMEND: 543-040-0020

RULE SUMMARY: This rule describes how population is determined in order to calculate Ready to Read Grant amounts. Proposed changes include referring to the population determination methodology described in OAR 543-080-0040, adding a provision explaining the current practice of how federated library systems can be assigned population, and clarifying how a public library may be assigned population beyond its legal jurisdiction.

CHANGES TO RULE:

543-040-0020

Population Determination ¶¶

~~(1) The State Librarian shall use the population estimates for cities and counties included in the publication, Population Estimates for Oregon, published by the methodology described in OAR 543-080-0040 to estimate service population. Research Center, Portland State University, as amended by the latest supplements to this publication. ¶¶~~

~~(2) To determine the population of special districts, school districts or other districts whose boundaries are within a single county but are not identical to those of a county or of cities, the State Librarian shall estimate the population of the district based on the number of registered voters in the district, as of June 1. Using the ratio of registered voters in the county to the official population of the county, the State Librarian shall apply this same ratio to the district in order to estimate the district population. ¶¶~~

~~(3) In accordance with ORS 357.780(2)(c), a ps for public libraries. ¶¶~~

~~(2) Federated library systems may, by policy of the system, be assigned any population within the system's geographic service area that is not otherwise served by another independent public library. ¶¶~~

~~(3) Public libraries may be assigned population beyond its their governing authority's jurisdiction in cases where the library only if they have a valid contract with a unit of local government to provide services to this population. The contract, which must be on file at the State Library, must grant the library the sole responsibility to serve the population in question, and the population must be specified in the contract in a clear and precise manner, in order for additional population to be assigned for grant purposes. Public libraries established as non-profit corporations under Oregon law may be assigned population and may receive grants only in this manner. ¶¶~~

~~(4) In cases other than those described in section (3) of this rule, where the same population is served by two or more public libraries, the State Librarian shall determine which public library is the primary service provider to the population in question, and shall assign the population to the primary service provider. In making this determination the State Librarian shall consider the location of library facilities and any available statistics on patterns of library use by the population in question. ¶¶~~

~~[Publications: Publications referenced are available from the agency.] another unit of local government, such as a school, to provide services to children ages 0-14, as described in OAR 543-080-0040(3).~~

Statutory/Other Authority: ORS 357.026(4), 357.760

Statutes/Other Implemented: ORS 357.780(1)(2)

AMEND: 543-040-0023

RULE SUMMARY: This rule describes how square mileage is determined in order to calculate Ready to Read Grant amounts. Proposed changes are adding a provision explaining the current practice of how federated library systems can be assigned square mileage and clarifying how a public library may be assigned square mileage beyond its legal jurisdiction.

CHANGES TO RULE:

543-040-0023

Square Mileage Determination ¶¶

(1) In determining the specific area that a public library serves for the purposes of distributing funds under ORS 357.780(3), the State Librarian shall determine the number of square miles, rounded to the nearest square mile, within which reside the population assigned in accordance with OAR 543-040-002080-0040.¶

(2) Federated library systems may, by policy of the system, be assigned any square mileage within the system's geographic service area that is not otherwise served by another independent public library.¶

(3) Public libraries may be assigned square mileage beyond their governing authority's jurisdiction only if they have a valid contract with another unit of local government, such as a school, to provide services to children ages 0-14, as described in OAR 543-080-0040(3).

Statutory/Other Authority: ORS 357.026~~(4)~~, 357.760

Statutes/Other Implemented: ORS 357.780~~(3)~~

REPEAL: 543-040-0025

RULE SUMMARY: This rule specifies that libraries cannot be assigned population for the purposes of Ready to Read Grants where they do not provide services. This rule is proposed to delete since it is addressed in OAR 543-040-0020 and OAR 543-080-0040.

CHANGES TO RULE:

~~543-040-0025~~

~~Grant Restrictions~~

~~No grant to any public library shall include a per child amount for any children living in geographical areas where the public library does not provide services.~~

~~Statutory/Other Authority: ORS 357.026(1), 357.760~~

~~Statutes/Other Implemented: ORS 357.780~~

AMEND: 543-040-0030

RULE SUMMARY: This rule explains the process by which public libraries apply for Ready to Read Grants. Changes include clarifying dates and how information is distributed, added a note that applications must be "satisfactory" as stated in statute, and adding a provision that applications received later than September 30 will not be funded.

CHANGES TO RULE:

543-040-0030

Grant Applications ¶

(1) ~~At the commencement of any fiscal year in which moneys for Ready to Read Grants are available~~ By July 15, the State Librarian shall publish a list of ~~grants the State Librarian proposed~~ grants to make under the provisions of ORS 357.780 and of this division. The list shall include the names of all proposed grantees and ~~the amount of their proposed grant amounts.~~ The State Librarian shall mail and electronically distribute copies of the list, along with ~~applications for grant funds~~ information on how to apply, to the headquarters of all ~~legally established~~ public libraries in the state. ¶

(2) Applications shall be submitted to the State Library no later than ~~60 days after the commencement of the fiscal year~~ August 31. Applications shall include the purposes for which grant funds will be used, ~~and a.~~ Applicants shall certify that funds will be used in accordance with the purposes described in ORS 357.750. ¶

(3) ~~Within 30 days thereafter~~ By October 1, the State Librarian shall review the applications for eligibility and shall distribute a revised list of grants to all public libraries submitting applications. The State Librarian shall ~~approve grants only to deem grant application satisfactory if it is submitted by an eligible public libraries whichy and proposes~~ to use grant funds for the activities described in ORS 357.750. ¶

(4) If, due to extenuating circumstances, a public library is unable to turn in an application by August 31, the State Library may extend the due date to no later than September 30. Applications received after September 30 will not be funded that year.

Statutory/Other Authority: ORS 357.026(4), 357.760

Statutes/Other Implemented: ORS 357.740 - 357.780

AMEND: 543-040-0035

RULE SUMMARY: This rule establishes how public libraries may appeal the proposed allocation of Ready to Read Grants. Proposed changes simplify the grant appeals process by shifting responsibility to the State Librarian, rather than the State Library Board, and establishing a timeline for appeals.

CHANGES TO RULE:

543-040-0035

Grant Appeals ¶

(1) ~~Any affected agency~~ public library may appeal the proposed allocation of grant funds to the ~~Board~~ State Librarian. The appeal must be in writing and ~~must~~ contain a detailed statement specifying:¶

~~(a) The action being appealed;¶~~

~~(b) The reason for the appellant agency believes the action was improper; and¶~~

~~(c) The corrective action being requested.¶~~

(2) ~~The written appeal must be filed no later than 15 days after the proposed list of grants has been published by October 15. The State Librarian; or 15 days after the revised list of grants is published by the State Librarian. A person designated by the State Librarian~~ their designee may investigate each appeal and attempt to resolve the issue with the appellant party appeal. If it cannot be resolved within 15 days of receipt, the matter will be scheduled for public hearing and an order of the Board by October 31, the State Librarian will make a final determination about the proposed allocation of funds.

Statutory/Other Authority: ORS 357.026~~(4)~~, 357.760

Statutes/Other Implemented: ORS 357.015~~(2)~~, 740 - 357.7680

AMEND: 543-040-0040

RULE SUMMARY: This rule specifies when the State Library distributes Ready to Read Grants. Changes clarify that applications must be satisfactory and that public libraries must submit their report from previous grant cycles to be eligible for future ones.

CHANGES TO RULE:

543-040-0040

Distribution Schedule ¶

~~By December 31, the State Library shall distribute Ready to Read Grants to all eligible library recipients prior to the end of the second quarter of any fiscal year in which the grant funds are available.~~ public libraries that submit satisfactory applications. If applicable, a library must submit their final report from the previous grant cycle before they are eligible to receive funding for the following cycle.

Statutory/Other Authority: ORS 357.026(4), 357.760

Statutes/Other Implemented: ORS 357.740 - 357.780

AMEND: 543-080-0040

RULE SUMMARY: This rule explains how service population is calculated for public libraries, to be used for State Library purposes such as Ready to Read Grants and annual public library statistics. The proposed changes move provision OAR 543-040-0020(2) to this OAR and clarify how district populations are calculated.

CHANGES TO RULE:

543-080-0040

Population Determination for Public Libraries ¶¶

(1) The State Library shall estimate population using latest data published by the Portland State University Center for Population Research and the U.S. Census Bureau. Data from the Oregon Secretary of State Elections Division may also be used to estimate populations for public libraries operated by special districts or that are coextensive with another type of district's boundaries (e.g. school district).¶¶

(2) To determine the population of special districts, school districts, or other districts with boundaries that are not identical to those of a county or city, the State Library shall estimate the population of the district based on the number of active registered voters in the district as of May 1. The State Library shall estimate the district population by calculating the percentage of the county population who are active registered voters. That percentage will be divided by the district's active registered voters in that county to estimate the total district population in the county.¶¶

(3) In accordance with ORS 357.780(2)(c), a public library may be assigned population beyond its governing authority's jurisdiction only in cases where the library has a valid contract with another unit of local government to provide services to this population. The contract, which must be on file at the State Library, must grant the library the sole responsibility to serve the population in question. The population must be specified in the contract clearly and precisely. Public libraries established as non-profit corporations under Oregon law may be assigned population and become eligible for state aid and grants only in this manner.¶¶

(34) In cases other than those described in section (23) of this rule, where the same population is served by two or more public libraries, the State Library shall determine which public library is the primary service provider to the population in question, and shall assign the population to the primary service provider. In making this determination the State Library shall consider the location of library facilities and any available statistics on patterns of library use by the population in question.¶¶

[~~Publications: Publications~~Data: Data referenced are available from the agency.]

Statutory/Other Authority: ORS 357.026

Statutes/Other Implemented: ORS 357.206 amended Sec. 1 SB 12, ORS 357.212 amended Sec. 1 SB 12, ORS 357.209 amended Sec. 1 SB 12- 212, ORS 357.520, ORS 357.740