



Early Literacy Outreach Take Off! Program Manager Monthly Report

Date: September 22, 2025
Staff Name: Monica Hoffman
Time Period Report Covers: August 2025

Position Purpose Statement:

The Program Manager creates and implements outreach services to childcare, preschool, and public library sites throughout the county, fostering a love of reading and promoting kindergarten readiness through the development of early literacy skills targeting children birth to six.

Statistics:

Attendances at Library Storytime’s are kept separately as Take Off! Childcare/preschool Storytimes so the libraries can count those attendees for their statistical reports.

| Book Box Statistics | Boxes/kits | Books |
|--|-------------------|--------------|
| Book Boxes Delivered | 41 | 820 |
| Storytime/ Specialty Kits Delivered | 3 | 21 |
| Total | 44 | 841 |

| Storytime Statistics | Library Storytimes | Childcare Storytimes |
|-------------------------------|---------------------------|-----------------------------|
| Storytimes Provided | 5 | 16 |
| Adults in Attendance | 22 | 41 |
| Children in Attendance | 47 | 111 |
| Total Attendance | 69 | 152 |

Meetings and Site Visits:

Friday August 8, 2025, Weston

- Weston Public Library Storytime with Heather

Tuesday August 12, 2025, Helix

- Helix Public Library Storytime with Annette

Wednesday August 13, 2025, Hermiston

- Umatilla Morrow Head Start at Cathy Walmsley Early Learning Center Storytime and material exchange with Kristin's Class
- Umatilla Morrow Head Start at Cathy Walmsley Early Learning Center Storytime and material exchange with Yesenia
- Good Shepherd Children's Center Pre-K storytime and materials exchange with Tigers and Otters
- Good Shepherd Children's Center Storytime with Monkeys and Giraffes
- IMESD School Readiness Home Visitor BMCC materials exchange with Jennifer

- IMESD Migrant Education Program and School Readiness Home Visitor materials exchange with Marisol

Thursday August 14, 2025, Stanfield

- Stanfield Early Head Start at Patriot Heights Storytime and materials exchange with Ruby

Friday August 15, 2025, Adams and Athena

- Athena Public Library Storytime with Stephanie

Tuesday August 19, 2025, Stanfield

- Stanfield Public Library Storytime with Cecili

Monday August 25, 2025, Milton Freewater

- Milton Freewater Oregon Child Development Coalition Storytime in B2 with Angelica and Anel
- Milton Freewater Oregon Child Development Coalition Storytime in G3 with Maricela and Maggie
- Milton Freewater Oregon Child Development Coalition Storytime in G2 with Blanca and Lupe
- Milton Freewater Oregon Child Development Coalition Storytime in E1 with Erika and Elizabeth
- Oregon Child Development Coalition materials exchange with Martha

Tuesday August 26, 2025, Milton Freewater

- Walla Walla YMCA at Freewater Childcare Center 3 Storytimes and materials exchange with Kim
- Lily's Kids Academy Storytime and materials exchange with Lili
- Little Ardo's Academy Storytime and materials exchange with Maria

Wednesday August 27, 2025, Pendleton

- Elsie's In-home Childcare Storytime and materials exchange
- Lil Sproats Childcare Storytime and material exchange with Jen
- Pioneer Relief Nursery materials exchange with Chelsey

Thursday August 28, 2025, Hermiston

- Hermiston Oregon Child Development Coalition materials exchange with Karen
- Misty's In-home Childcare materials exchange

Friday August 29, 2025, Adams

- Adams Public Library Storytime with Amanda

Projects and Progress:

- Oregon Ready to Read 2025 Grant cycle 67% complete

Friday August 1, 2025,

- Create Library Events slides/YouTube
- Oil Change, Wash van

Monday August 4, 2025,

- Collection development/box revisions, back to school box prep

Tuesday August 5, 2025,

- Collection development/box revisions, back to school box prep

Wednesday August 6, 2025-Vacation

Thursday August 7, 2025,

- Storytime prep

Monday August 11, 2025

- Create Registration form and build 2025 provider contact list

Tuesday August 12, 2025,

- Safety and Staff Meeting- Alert Driving

Wednesday August 13, 2025, Office

- Submitted July Take Off Report

Monday August 18, 2025,

- Sent out Take Off Registration 2025-2026

Wednesday August 20, 2025,

- Collection development/box revisions, update book boxes for 2025-2026

Thursday August 21, 2025,

- Collection development/box revisions, update book boxes for 2025-2026

Friday August 22, 2025,

- Process 2025-2026 registrations



Saturday August 23, 2025

- Participated in the Pilot Rock Community Days Parade
Pilot Rock Librarian Susan rode a tandem bike with her son. I followed her in the van with the 12 library's logo magnets displayed. My daughter volunteered to throw candy.

Friday August 29, 2025,

- Collect library program fliers and event announcements

Upcoming Events - Activities:

- September 11-Hermiston/Boardman Oregon Child Development Coalition Mexican Independence Day Celebration Family Night
- September 16-Milton Freewater Oregon Child Development Coalition Mexican Independence Day Celebration Family Night