



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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Early Literacy Outreach Take Off! Program Manager Monthly Report

Date: October 21, 2026
Staff Name: Monica Hoffman
Time Period Report Covers: September 2026

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:

Book Box Statistics	Boxes/kits	Books
Book Boxes at sites	40	792
Storytime/ Specialty Kits at sites	1	9
Total	40	801

Meetings and Site Visits:

Tuesday September 15, 2026

- Staff and Safety Meeting- Cyber awareness for Employees: Classifying & Safeguarding Data for Corporate and Personal Use

Tuesday September 29, 2026-Wednesday September 30, 2026

- Dolly Parton's Imagination Library of Oregon Summit in Bend

Ongoing Projects and Progress:

- Oregon Ready to Read 2026 Grant 75%
- Communicated with all sites regarding completing Registration and the delay in beginning the 2026-2027 school year of Take Off services pending my return.
- Collect and update slides of library program fliers and event announcements for the office window and YouTube
- Submitted Monthly Take Off! Report
- Updated the Back-to-School themed window display to Autumn.



Upcoming Projects and Activities:

- Three Languages of Libraries: Messaging Across Political Narratives in Rural Communities training