



Early Literacy Outreach Take Off! Program Manager Monthly Report

Date: August 13, 2025
Staff Name: Monica Hoffman
Time Period Report Covers: July 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	42	840
Storytime/ Specialty Kits Delivered	4	28
Total	46	868

Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	12
Adults in Attendance	18	33
Children in Attendance	41	104
Total Attendance	59	137

Meetings and Site Visits:

Tuesday July 8, 2025, Helix, Office

- Helix Public Library Storytime with Annette
- Staff Safety Meeting July – Back Injury Prevention

Friday July 11, 2025, Weston

- Weston Public Library Storytime with Heather- no attendees

Tuesday July 15, 2025, Hermiston

- Good Shepherd Pre-K storytime with Tigers and Otters
- Good Shepherd Toddler Storytime with Monkeys and Giraffes
- Good Shepherd materials exchange with Lynn

Wednesday July 16, 2025, Pendleton

- Elsie's In-Home Childcare Storytime and materials exchange
- Pioneer Relief Nursery materials exchange with Chelsey

Thursday July 17, 2025, Hermiston

- Umatilla Morrow Head Start at CWELC materials exchange with Kristin's Class

- Umatilla Morrow Head Start at CWELC Storytime and materials exchange with Yesenia
- IMESD Migrant Ed Program materials exchange with Marisol
- IMESD Home Visitor materials exchange with Jennifer

Monday July 21, 2025, Stanfield

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

Wednesday July 23, 2025, Ukiah

- Ukiah Public Library Storytime with Dustin

Thursday July 24, 2025, Hermiston

- Hermiston OCDC materials exchange with Monica
- Misty's In-home Childcare materials exchange
- Angie's Kid Kare In-Home Childcare Storytime and materials exchange

Friday July 25, 2025

- Athena Public Library Storytime with Stephanie
- Adams Public Library Storytime with Amanda Cancelled upon arrival due to double events

Monday July 28, 2025, Milton Freewater

- Walla Walla YMCA at Freewater Childcare Center Pre-K Storytime and materials exchange
- Walla Walla YMCA at Freewater Childcare Center preschool materials exchange
- Walla Walla YMCA at Freewater Childcare Center toddler materials exchange
- Lily's Kids Academy Storytime and materials exchange with Lili
- Little Ardo's Academy materials exchange with Maria

Tuesday July 29, 2025

- Milton Freewater Oregon Child Development Coalition materials exchange with Martha
- Milton Freewater OCDC Storytime with Angelica and Anel
- Milton Freewater OCDC Storytime with Maricela and Maggie
- Milton Freewater OCDC Storytime with Blanca and Guadalupe
- Milton Freewater OCDC Storytime with Erika and Elizabeth

Thursday July 31, 2025, Meet with Heather regarding performance appraisal

Projects and Progress:

- Oregon Ready to Read 2025 Grant cycle 58% complete

Tuesday July 1, 2025, Office

- Library Events slides and YouTube

Thursday July 3, 2025, Office

- Collection development/box revisions

Wednesday July 9, 2025, Office

- Storytime Prep
- Added Ukiah Public Library to the Take Off Schedule

Thursday July 10, 2025

- Collection development/box labeling revisions

Monday July 14, 2025, Office

- Submitted 2026 State Ready to Read Grant
- Submitted social emotional storytime materials order

Tuesday July 15, 2025, Office

- Submitted collection development/box revisions materials order

Wednesday July 16, 2025, Office

- Submitted June Take Off Report

Thursday July 17, 2025, Office

- Compiled annual statistics
- Updated report format

Tuesday July 22, 2025, Office

- Window update: Cow Themed
- Storytime Prep Ukiah requests
Travel/Adventure,
Milton Freewater OCDC requests
Rainbow Fish

Monday, July 28, 2025, Office

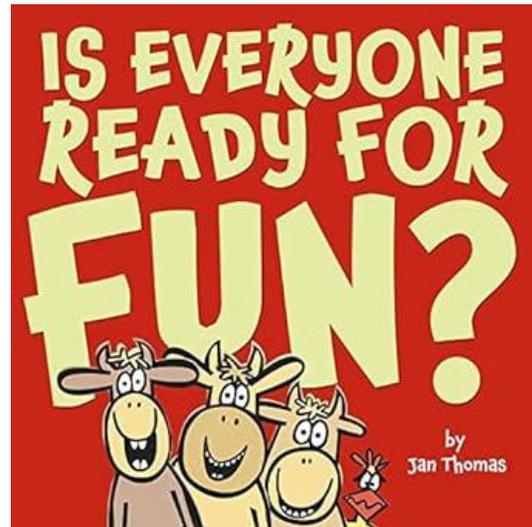
- Performance appraisal Self-audit

Wednesday July 30, 2025, Office

- Collect information for August Event
marketing slideshow

Upcoming Events – Activities:

- Take Off Program Registration for
2025-2026 School Year



Storytime at Helix Library