



UMATILLA COUNTY SPECIAL LIBRARY DISTRICT

Strengthening our community libraries

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Early Literacy Outreach Take Off! Program Manager Monthly Report

Date: June 11, 2026
Staff Name: Monica Hoffman
Time Period Report Covers: May 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:

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	46	920
Storytime/ Specialty Kits Delivered	9	54
Total	55	974
Storytime Statistics	Library Storytimes	Childcare Storytimes
Storytimes Provided	4	36
Adults in Attendance	19	90
Children in Attendance	29	376
Total Attendance	48	466

Meetings and Site Visits:

Friday May 1, 2026, All Staff In-Service in Echo

Monday May 4, 2026, Out of Town Medical

Tuesday May 5, 2026

- Deliver gift books to Pendleton Umatilla Morrow Head Start (UMHS) Part Day Classes with Tierney, and Kim
- Teen Intern Grant meeting
- Helix Public Library Storytime with Annette
- Deliver gift books to Milton-Freewater UMHS Part Day Class with Maria
- Deliver gift books to Umatilla UMHS Part Day Classes with Amalia and Crystal
- Deliver gift books to Hermiston UMHS Part Day Classes at Victory Square, Cathy Walmsey Early Learning Center (CWELC), and Hermiston Child Development Center Combo Class

Wednesday May 6, 2026, Pendleton -In Office

- June Schedule planning, book box prep, gift book labeling.

Thursday May 7, 2026, Hermiston

- UMHS CWELC Storytime and material exchange with EHS3 Class
- UMHS CWELC Storytime and material exchange with EHS4 Class
- UMHS Airport way 3 Storytime and materials exchange with Heather
- UMHS at Rocky HS1 Storytime and material exchange with Yuliana

Friday May 8, 2026, Weston

- Weston Public Library Storytime with Heather

Monday May 11, 2026, Pilot Rock

- Pilot Rock Elem Storytime and material exchange with Marcy

Tuesday May 12, 2026, Hermiston

- UMHS Victory Square Storytime and material exchange with Nikki
- UMHS Victory Square Storytime and material exchange with Jasmine
- Misty's In-home Childcare materials exchange
- Angie's Kid Kare In-home Childcare Storytime and materials exchange
- UMHS Victory Square Storytime and material exchange with Ayerim
- Staff Meeting May: Creating a Respectful Workplace-Human Resources

Wednesday May 13, 2026, Pendleton

- Elsie's In-home Childcare Storytime and materials exchange
- Pioneer Relief Nursery PreK Storytime and material exchange
- Pioneer Relief Nursery Preschool Storytime and material exchange
- Pioneer Relief Nursery infant/toddler material exchange
- Playtime Education Storytime and gift book delivery
- Mindy's Daycare and Preschool material exchange and gift book delivery

Thursday May 14, 2026, Milton Freewater

- MF UMHS Storytime, gift book delivery and materials exchange with Amy
- Lily's Kids Academy Storytime and materials exchange attempt with Lily (On fieldtrip)

Friday May 15, 2026, Vacation

Monday May 18, 2026, Pendleton

- IMESD EI/SE at Pendleton Early Learning Center (PELC) Storytime, material exchange and gift book delivery with Hannah
- Lil' Sprouts Childcare Storytime, material exchange and gift book delivery with Rayella and Jen
- UMHS at PELC Storytime, material exchange and gift book delivery with Cami
- IMESD EI/SE at PELC Storytime, and gift book delivery Hannah and Becca
- UMHS at Pendleton High Head Start Storytime, and gift book delivery with Marychris

Tuesday May 19, 2026, Stanfield/Hermiston

- Stanfield Elementary School am Storytime and gift book delivery with Debbie and Stacey
- Stanfield Public Library Storytime and gift book delivery with Cicilli
- Stanfield Head Start Storytime, materials exchange and gift book delivery with Clarisa
- Bethlehem Lutheran Preschool gift book delivery
- Stanfield Elementary School pm Storytime and gift book delivery with Debbie and Stacey

Wednesday May 20, 2026, Pilot Rock

- Pilot Rock Public Library Storytime and gift book delivery with Susan

Thu May 21, 2026, Milton Freewater/Weston

- IMESD EI/SE at Freewater gift book delivery with Sherry
- Freewater Preschool gift book delivery with Jessica and Jaclyn's classes
- Walla Walla YMCA Storytime and gift book delivery with pre-K
- Walla Walla YMCA Storytime and gift book delivery with 3's
- Walla Walla YMCA material exchange with infant/toddlers
- IMESD EI/SE at Freewater gift book delivery with Sherry
- Athena-Weston Preschool Storytime and gift book delivery with Corrine

Tuesday May 26, 2026, Hermiston

- IMESD at Punkin Center Storytime and gift book delivery with Charmayne Tuesday/Thursday morning class.

- IMESD at Punkin Center Storytime and gift book delivery with Yolanda Tuesday/Thursday morning class.
- IMESD at Punkin Center Storytime and gift book delivery with Elizabeth Tuesday/Thursday morning class.
- Bethlehem Lutheran Preschool gift book delivery
- IMESD at Punkin Center Storytime and gift book delivery with Charmayne Tuesday/Thursday afternoon class.
- IMESD at Punkin Center Storytime and gift book delivery with Yolanda Tuesday/Thursday afternoon class.
- IMESD at Punkin Center Preschool gift book delivery with Elizabeth Tuesday/Thursday afternoon class.

Wednesday May 27, 2026, Hermiston

- IMESD at Punkin Center Storytime and gift book delivery with Charmayne Monday/Wednesday morning class.
- IMESD at Punkin Center Storytime and gift book delivery with Yolanda Monday/Wednesday morning class.
- IMESD at Punkin Center Storytime and gift book delivery with Elizabeth Monday/Wednesday morning class.
- IMESD at Punkin Center Combined Storytime and gift book delivery with Charmayne, Yolanda and Elizabeth's Monday/Wednesday afternoon classes.

Thu May 28, 2026, Milton Freewater

- MF Oregon Child Development Coalition (OCDC) material exchange with Martha
- MF OCDC Storytime with Maricela and Maggie in classroom G3
- MF OCDC Storytime with Erika and Vanessa in classroom E1

Fri May 29, 2026, Adams

- Adams Public Library Storytime with Amanda-No attendees

Ongoing Projects and Progress:

- Oregon Ready to Read 2026 Grant 42%
- Created and adjusted Take Off schedule to meet needs.
- Collection development/box revisions for requests and quality.
- Collect and update slides of library program fliers and event announcements for office window and YouTube
- Submitted Monthly Take Off! Report

Upcoming Projects and Activities:

- Teen Intern Recruitment