



Manor Independent School District

10335 US Highway 290 East, Manor, Texas 78653
512-278-4000 | www.ManorISD.net | @ManorISD

Summer Library Program - 2026 Overview

June 1 - July 31

Monday - Thursday (23 Days)

Program Overview

- The purpose of this program is to increase scholar literacy and numeracy skills, provide a safe place for youth, offer enrichment opportunities, and increase the love for reading in families.

Program Details

- Certain librarians and/or librarian assistants will be employed to open up a campus library three days each week for 14 days, up to 7 hours each day.
- The Summer Librarians will create programs and fun activities for youth of all ages.
- Coordination with Food Service is necessary to provide free breakfast and lunch.
- Reading on the Go Bus will serve as a mobile library for the community.
- **Total Cost - up to \$54,197.50**

Program Recommendations:

- Create capacity limits
- Student incentives (vendor sponsorships or donations)
- Partnership with [City of Manor](#) and Scholastic Books
- Promotional Campaign

Outcomes

- Provides safe summer programming.
- Promotes a love of literacy.
- Families grow their home libraries.
- Provides scholars with healthy meals.



Manor Independent School District

10335 US Highway 290 East, Manor, Texas 78653
512-278-4000 | www.ManorISD.net | @ManorISD

Summer Library Program Coordinator

General Description:

- This position will provide technical and operational support for the Reading on the Go Bus and Summer Library programming to students and families in the local community over summer vacation

Supervision Received:

- Works under the direction of the Chief of Schools.

Knowledge, Skills, and Abilities

- Coordinate timesheets and payroll
- Ability in oral and written communications
- Monitor staff attendance
- Ability to develop short-term plans and programs
- Ability to establish and maintain effective working relationships with others
- Serve as program initial support and contact

Pay:

- \$8,000 - depending on Education and Certification

Time Commitment:

- Total 200 Hours
- May 27 – July 24
 - Planning and Prep
 - Promotional Campaign
 - Providing Training

Print	
Signature	



Manor Independent School District

10335 US Highway 290 East, Manor, Texas 78653
512-278-4000 | www.ManorISD.net | @ManorISD

Summer Librarian Positions

General Description:

- This position will provide library programming to students and families in the local community over summer break.
- The librarian will be responsible for planning, promoting, and supervising the use of the library during summer break.
- This involves collaborating with other programs housed in the school building for the summer as well as planning and implementing a compelling summer library program for families and youth in the greater community.
- Duties include selecting books for daily family or youth “read aloud”, connecting projects and activities to “story times”, organizing creative activities for community youth, the ability to promote and troubleshoot eBook usage on multiple platforms, embedding research skills in short project activities, supervising youth and families and generally promoting literacy throughout the summer months.

Supervision Received:

- Works under the direction of Summer Library Program Coordinator

Knowledge, Skills, and Abilities

- Knowledge of the needs and abilities of children and the available library materials and services
- Ability in oral and written communications
- Ability to administer the activities of a library service
- Ability to develop short-term plans and programs
- Ability to establish and maintain effective working relationships with others

Pay:

- \$25-35/hour – Depending on Education, Experience, and Certifications
 - Paraprofessional 1 – \$3575 including benefits (\$25/hour)
 - Paraprofessional 2 – \$4290 including benefits (\$30/hour)
 - Professional – \$5005 including benefits (\$35/hour)
- Total Staff – 4 (2 per campus each working half-time)
- Total Program Cost – \$14,300 – \$20,020

Time Commitment:

- Training – June 3rd and June 4th; up to 5 hours
- Program Days – Mondays – Thursdays, June 9th – July 23rd (23 Days)
 - 8:00 am – 2:30 pm, 6 work hours with a duty free 30-minute lunch
 - Off June 29th – July 3rd
- Total Program Hours – 143

Print Name	
Signature	



Manor Independent School District

10335 US Highway 290 East, Manor, Texas 78653
512-278-4000 | www.ManorISD.net | @ManorISD

Substitute Staff

General Description:

- This position will cover absences and emergencies. It MAY be fully staffed or paid as needed.
- This position will provide library programming to students and families in the local community over summer vacation.
- This involves collaborating with other programs housed in the school building for the summer as well as planning and implementing a compelling summer library program for families and youth in the greater community.
- Duties include selecting books for daily family or youth “read aloud”, connecting projects and activities to “story times”, organizing creative activities for community youth, the ability to promote and troubleshoot eBook usage on multiple platforms, embedding research skills in short project activities, hosting a book club, supervising youth and families and generally promoting literacy throughout the summer months. This position will provide programming to students and families in the local community and at various school locations over the summer vacation.

Supervision Received:

- Works under the direction of Summer Library Program Coordinator

Knowledge, Skills, and Abilities

- Knowledge of the needs and abilities of children and the available library materials and services
- Ability in oral and written communications
- Ability to administer literacy and tech activities
- Ability to develop short-term plans and programs
- Ability to establish and maintain effective working relationships with others

Pay:

- \$25-35/hour, depending on Education, Experience, and Certifications
 - Paraprofessional 1 - \$3,450 including benefits (\$25/hour)
 - Paraprofessional 2 - \$4,140 including benefits (\$30/hour)
 - Professional - \$4,830 including benefits (\$35/hour)
- Total Staff - 1
- Total Program Cost - \$3,450 - \$4,830

Time Commitment:

- June 9th - July 23rd (23 Days)
- \$25-35/hour, up to 6 hours each day
- Total Hours - up to 138

Print Name	
Signature	



Manor Independent School District

10335 US Highway 290 East, Manor, Texas 78653
512-278-4000 | www.ManorISD.net | @ManorISD

Reading on the Go Bus Staff

General Description:

- The Literacy Lead position will provide programming to students and families in the local community and at various school locations over the summer vacation.
- The Bus Monitor will assist the Literacy Lead as needed with things like helping students find books, welcoming families, and helping to set up and tear down reading areas at each bus stop location.
- The Bus Driver will pick up the bus from the bus barn, drive the bus to the locations, and return the bus to the bus barn after the last stop.

Supervision Received:

- Works under the direction of Summer Library Program Coordinator

Knowledge, Skills, and Abilities

- Knowledge of the needs and abilities of children and the available library materials and services
- Ability in oral and written communications
- Ability to administer literacy and tech activities
- Ability to develop short-term plans and programs
- Ability to establish and maintain effective working relationships with others

Pay:

- \$25-35/hour – Depending on Education, Experience, and Certifications
 - Driver/Paraprofessional 1 – \$3,712.50 including benefits (\$25/hour)
 - Paraprofessional 2 – \$4,455 including benefits (\$30/hour)
 - Professional – \$5,197.50 including benefits (\$35/hour)
- Total Staff – 3
- Total Program Cost – \$11,137.50 – \$14,107.50

Time Commitment:

- Training – June 3rd and June 4th; up to 12 hours
- June 9th – July 23rd (23 Days)
 - Mondays, Tuesdays, and Thursdays from 9:00 am – 3:30 pm
 - Wednesdays from 4:30 pm – 7:30 pm
 - Friday, July 10 (Manor Family Night) 7:00 pm – 9:00pm
- Close out – 1 day; up to 6 hours
- Total Hours – up to 148.5
- Schedule Below

Print Name	
Signature	



Manor Independent School District

10335 US Highway 290 East, Manor, Texas 78653
 512-278-4000 | www.ManorISD.net | @ManorISD

Estimated Program Costs/Stipends

Line Item	Estimated Amount
Salaries (coordinator, campus libraries, and ROTG)	
Coordinator	\$8,000
Library Staff (2)	\$10,010
Staff Assistant (2)	\$7,150-\$8,580
Bus Staff	\$11,137.50-\$14,107.50
Substitute	\$3,500
Books	\$6,000
Bus Fuel	\$3,000
Bus Prizes	\$500
Cleaning Supplies for Bus & Decor	\$500
Total	\$49,797.50 – \$54,197.50

2026 Summer Literacy Staff

Location	Staff	#
ALL	Summer Library Program Coordinator	1
ALL	Substitute Staff	1
LES	Librarians	2
BME	Librarians	2
ROTG BUS	Bus Driver, Literacy Specialist, Bus Monitor	3
	Total Staff	9



Manor Independent School District
 10335 US Highway 290 East, Manor, Texas 78653
 512-278-4000 | www.ManorISD.net | @ManorISD

2026 Summer Reading On The Go Bus Tour- Tentative Schedule June 2026

Monday/lunes	Tuesday/marte	Wednesday/miercoles	Thursday/jueves
8	9	10	11
	5-7 Kick off at Walmart	9:30 – 11:30 Lagos Elementary Park 1:30- 3:30 Shadow Glen Pool House	9:30 –11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House
15	16	17	18
9:30 – 11:30 Presidential Meadows Pool House 1:30 – 3:30 Jennie Lane Park	9:30 – 11:30 Lagos Elementary Park 1:30- 3:30 Shadow Glen Pool House	5-7 Walmart	9:30 –11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House
22	23	24	25
9:30 – 11:30 Presidential Meadows Pool House 1:30 – 3:30 Jennie Lane Park	9:30 – 11:30 Lagos Elementary Park 1:30- 3:30 Shadow Glen Pool House	5-7 Walmart	9:30 –11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House

July 2026

Monday/lunes	Tuesday/marte	Wednesday/miercoles	Thursday/jueves
		1	2
District Closed – Holiday			
6	7	8	9
9:30 – 11:30 Presidential Meadows Pool House 1:30 – 3:30 Jennie Lane Park	9:30 – 11:30 Lagos Elementary Park 1:30- 3:30 Shadow Glen Pool House	5-7 Manor City Hall	9:30 –11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House
13	14	15	16
9:30 – 11:30 Presidential Meadows Pool House 1:30 – 3:30 Jennie Lane Park	9:30 – 11:30 Lagos Elementary 1:30- 3:30 Shadow Glen Pool House	5-7 Manor City Hall	9:30 –11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House
20	21	22	23
9:30 – 11:30 Presidential Meadows Pool House 1:30 – 3:30 Jennie Lane Park	9:30 – 11:30 Lagos Elementary 1:30- 3:30 Shadow Glen Pool House	5-7 Manor City Hall	9:30 –11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House

City of Manor Family Movie Night: Reading on the Go Bus be at Timmerman Park, Friday July 10, 7-9 PM