



Manor Independent School District

10335 US Highway 290 East, Manor, Texas 78653

512-278-4000 | www.ManorISD.net | @ManorISD

Summer Library Program - 2024 Overview

June 10 – July 24

Monday - Wednesday (17 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 - \$38,900**

Program Recommendations:

- Create capacity limits
- Student incentives (vendor sponsorships or donations)
- Partnership with [City of Manor](#), [Texas Library Association](#) (possible), and [Bookspring](#).
- Promotional Campaign

Outcomes

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



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Summer Library Program Coordinator

General Description:

- This position will provide technical and operational support for the ROTG 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:

- \$7,650 - depending on Education and Certification

Time Commitment:

- Total 170 Hours
- June 10 – July 24
- 8 AM to 3 PM (7 hours max)
- 6 Week Nights (4 hours max)

Print	
Signature	



Summer Librarian Position

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 - \$3500 including benefits (\$25/hour)
 - Paraprofessional 2 - \$4000 including benefits (\$30/hour)
 - Professional - \$4500 including benefits (\$35/hour)
- Total Staff - 6 (2 per campus each working half-time)
- Total Program Cost - \$13,500

Time Commitment:

- Training - June 10th and June 11th; up to 8 hours
- Program Days - Mondays - Wednesdays, June 10th - July 18th (17 Days)
 - 8:00 am - 2:30 pm, 6 work hours with a duty free 30-minute lunch
 - Off June 19th and July 1st - July 4th
 - 84 work hours
- Closeout Week - July 22th - 24th; up to 21 hours
- Total Program Hours - 105

Print Name	
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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 - \$3,500 including benefits (\$25/hour)
 - Paraprofessional 2 - \$4,000 including benefits (\$30/hour)
 - Professional - \$4,500 including benefits (\$35/hour)
- Total Staff - 2
- Total Program Cost - cost included in summer librarian position

Time Commitment:

- June 10th - July 26th (17 Days)
- \$25-35/hour and about 7 hours each day
- Total Hours - up to 84

Print Name	
Signature	



Reading on the Go Bus Staff

General Description:

- 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 - \$4,000 including benefits (\$25/hour)
 - Paraprofessional 2 - \$4,700 including benefits (\$30/hour)
 - Professional - \$5,500 including benefits (\$35/hour)
- Total Staff - 2
- Total Program Cost - \$11,000
- Manor ISD Contribution -
- City of Manor Contribution -

Time Commitment:

- June 10th - July 26th (17 Days)
 - Mondays, Tuesdays, and Thursdays from 9:00 am - 3:30 pm
 - Wednesdays from 2:30 pm - 7:30 pm
 - Fridays (Manor Family Night) 7:00 pm - 9:00pm
- \$25-35/hour and about 7 hours each day
- Total Hours - up to 150
- Schedule Below

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Estimated Program Costs

Line Item	Estimated Amount
ROTG Bus Books	\$5,000
Salaries (coordinator, campus libraries, and ROTG)	\$32,150
Bus Fuel	\$1000
Cleaning Supplies for Bus	\$500
Bus Prizes	\$250
Minor Interior Updates	\$500
Total	\$38,900

2024 Summer Literacy Staff

Location	Staff	#
OME		2
PME		2
MMS		2
Coordinator		1
ROTG BUS		2
	Total Staff	9



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Reading On The Go Bus Tour Summer 2024

June 2024

Monday/lunes	Tuesday/marte	Wednesday/miercoles	Thursday/jueves
10	11	12	13
		ROTG Bus Kick Off! Walmart 5-7	9:30 – 11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House
17	18	19	20
9:30 – 11:30 Oak Crest Community Center 1:30- 3:30 Loma Vista Pavilion	9:30 – 11:30 @Lagos Elementary Park 1:30- 3:30 Shadow Glen Pool House	Holiday - Closed	9:30 – 11:30 Oak Crest Community Center As 1:30- 3:30 Loma Vista Pavilion
24	25	26	27
9:30 – 11:30 Oak Crest Community Center 1:30- 3:30 Loma Vista Pavilion	9:30 – 11:30 @Lagos Elementary Park 1:30- 3:30 Shadow Glen Pool House	Walmart 5-7	9:30 – 11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House

July 2024

Monday/lunes	Tuesday/marte	Wednesday/miercoles	Thursday/jueves
1	2	3	4
Holiday Week - Closed			
8	9	10	11
9:30 – 11:30 Oak Crest Community Center 1:30- 3:30 Loma Vista Pavilion	9:30 – 11:30 @Lagos Elementary 1:30- 3:30 Shadow Glen Pool House	Manor City Hall 5-7	9:30 – 11:30 Shadow Glen Pool House 1:30- 3:30 Presidential Meadows Pool House
15	16	17	18
9:30 – 11:30 Oak Crest Community Center 1:30- 3:30 Loma Vista Pavilion	9:30 – 11:30 @Lagos Elementary 1:30- 3:30 Shadow Glen Pool House	Manor City Hall 5-7	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
- July 12th and July 26th, 7:00 - 9:00 (or until dusk)