



## Manor Independent School District

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

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# Summer Library Program – 2025 Overview

## June 9 – July 25

### 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 – \$44,050**

#### 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.



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### 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	
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### 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 – 4 (2 per campus each working half-time)
- Total Program Cost – \$8,000

#### Time Commitment:

- Training – June 3rd and June 4th; up to 5 hours
- Program Days – Mondays – Wednesdays, June 9th – July 17th (19 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
- Closeout – July 21st and July 22nd
- Total Program Hours – 133

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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 - 1
- Total Program Cost - 3,500

#### Time Commitment:

- June 9th - July 17th (19 Days)
- \$25-35/hour and about 7 hours each day
- Total Hours - up to 133

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### 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

#### Time Commitment:

- Training: Training – June 3rd and June 4th; up to 12 hours
- June 9th – July 17th (22 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
- Close out – 2 days; up to 12 hours
- \$25-35/hour and about 6 hours each day
- Total Hours – up to 170
- Schedule Below

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### Estimated Program Costs

Line Item	Estimated Amount
ROTG Bus Books	\$5,000
Salaries (coordinator, campus libraries, and ROTG)	\$35,550
Bus Fuel	\$2,000
Cleaning Supplies for Bus	\$500
Bus Prizes	\$500
Bus Minor Interior Updates	\$500
<b>Total</b>	<b>\$44,050</b>

### 2024 Summer Literacy Staff

Location	Staff	#
ALL	Summer Library Program Coordinator	1
MRA	Librarians and Substitute	2
DMS	Librarians and Substitute	2
ROTG BUS	Bus Driver, Literacy Specialist, Bus Monitor	3
	<b>Total Staff</b>	<b>8</b>



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## 2025 Summer Reading On The Go Bus Tour June 2025

Monday/lunes	Tuesday/marte	Wednesday/miercoles	Thursday/jueves
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
		5-7 Kick off at Walmart	9:30 – 11:30 Shadow Glen Pool House  1:30- 3:30 Presidential Meadows Pool House
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
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	5-7 Walmart	District Closed Holiday
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
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	5-7 Walmart	9:30 – 11:30 Shadow Glen Pool House  1:30- 3:30 Presidential Meadows Pool House

## July 2025

Monday/lunes	Tuesday/marte	Wednesday/miercoles	Thursday/jueves
	<b>1</b>	<b>2</b>	<b>3</b>
District Closed – Holiday			
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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	5-7 Manor City Hall	9:30 – 11:30 Shadow Glen Pool House  1:30- 3:30 Presidential Meadows Pool House
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>
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	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, TBD, 7-9 (or until dusk)