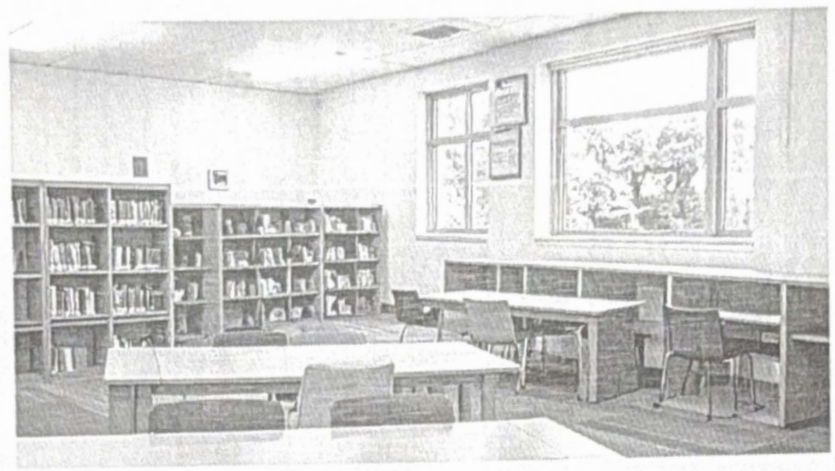
FY27 Collection Development Plan



The Conservatory School

FY27 Collection Development Plan

Todd LaVogue

Educational Media Specialist

Signature Page

The Conservatory School
FY27 Collection Development Plan

Date Approved by Administration: 5-12-26

Media Specialist Name: Todd LaVogue

Media Specialist Signature: Todd LaVogue

Principal Name: Derek Schuemann

Principal Signature:

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Purpose of Collection Development Plan

This Collection Development Plan serves as the school's official guide for the selection, acquisition, maintenance, and management of library media resources. Its purpose is to ensure that the collection supports the school's curriculum and instructional goals while strictly adhering to the statutory requirements of Florida Statute 1006.28 and School Board Policy 8.12.

Background Statement & School Community

The Conservatory School is 48.5% black, 50.1% white, 17.1% Hispanic, 3.5% Asian, 4% mixed race. It is 47.5% male, 52.5% female. There are 858 students and 65% are currently enrolled in the free/reduced lunch program. The school accommodates pre-kindergarten through eighth grade and is currently at 128% capacity. Overall, 15% of the students are enrolled as English Language Learners, 13% enrolled as Exceptional Student Education learners. The Conservatory Schools' primary focus is Music.

School Mission Statement

We inspire our school community through continuous inquiry, empowering all who join us with the skills, courage, optimism, and integrity to pursue their dreams. We seek to empower a diverse range of scholars, artists, and leaders through a unique and rigorous academic and music education. This is a place where the arts are valued and pursued, where children learn to draw, dance, and create music; where ideas are sought and explored. We gather here for the purpose of expanding our young people's notions of justice, broadening their visions of the possible, and creating a culture and

habit of perseverance. Ours is a place of play, passion, and purpose.

Media Center Mission Statement

At the Media Center at The Conservatory School, we commit to fostering a welcoming environment where every student sees themselves reflected in our resources. Our mission is to provide a diverse and inclusive collection of media that respects and celebrates all cultures, backgrounds, and perspectives. We strive to inspire a lifelong passion for learning, creativity, and critical thinking in a safe and supportive space.

Responsibility for Collection Management & Development

In accordance with School Board Policy 8.12, the School Board is the legal owner of all library materials. The Principal is responsible for administering the school's library media program and for the physical maintenance of the facility.

Per state statute, the professional selection and vetting of materials must be performed by a Certified Educational Media Specialist. At schools with a certified specialist, this responsibility lies with that individual. At schools without a certified specialist, the selection and vetting of materials is managed by the District Library Media Services Department to ensure statutory compliance.

To ensure the collection remains relevant and responsive to the school community, input regarding selection and collection development is actively solicited from administration, faculty, students, parents, and District stakeholders.

Library Program

The library program I manage operates on a mixed schedule, with fixed times on Tuesdays, Wednesdays and Thursdays and a more flexible arrangement on Mondays and Fridays. This flexibility allows me to accommodate a variety of activities and initiatives that enhance our educational offerings. Throughout the year, I organize two book fairs, one in the fall and another in the spring, held in the media center, which is a central hub for numerous other programs.

A notable initiative is the middle school First Lego League, which I oversee from the media center, providing students with an opportunity to engage in STEM-related challenges. The Drone Arena provides a unique opportunity for middle school students to apply their coding skills to fly drones in an enclosed arena. Additionally, our TinkerLab caters to third, fourth, and fifth graders who participate in various STEM activities, fostering an environment of exploration and innovation.

The media center also plays a crucial role in supporting classroom instruction. I deliver topic-related books to classrooms upon request and assist elementary classes in preparing for their exhibitions. Our Book Nook is a popular destination where classes or small groups of students come and read or select books, promoting a culture of reading.

Moreover, the media center is the venue for our Global Classroom series, now in its eighth year, where we host live events with scientists and explorers from around the world. This initiative not only broadens the students' horizons but also integrates real-world experiences into our educational framework. Overall, the library program is a dynamic space

that supports learning and discovery across various disciplines and grade levels.

Goals and Objectives

SMART Goal 1: Expand STEM Learning Opportunities

- Specific: Develop and enhance STEM (Science, Technology, Engineering, Mathematics) learning opportunities in the media center.
- Measurable: Implement at least one new STEM-focused program or activity by the end of the school year, with at least 25% student participation in these programs.
- Attainable: Utilize media center resources and collaborate with STEM teachers to create engaging and educational programs.
- Relevant: STEM education is critical for equipping students with necessary skills in increasingly technical fields and fostering problem-solving capabilities.
- Time-bound: Achieve this goal by the end of the academic year.Objectives:
    1. Objective 1: Develop a monthly "LEGO Engineering Day" where students can engage in hands-on building activities.
    2. Objective 2: Partner with local professionals to offer google meet opportunities aiming to connect theoretical knowledge with real-world applications and inspire student interest in STEM careers.

SMART Goal 2: Increase Resource Utilization

- Specific: Increase student and faculty engagement with media center resources.
- Measurable: Achieve a 20% increase in check-outs and log-ins to digital resources.

- Attainable: Promote resources through targeted emails and orientation sessions.
- Relevant: Enhanced engagement with resources supports educational outcomes and resource investment.
- Time-bound: Reach this goal by the end of the first semester.

SMART Goal 2: Foster a Culture of Reading

- Specific: Promote regular reading habits among students.
- Measurable: Increase participation in book check-outs by 20%.
- Attainable: related google meets.
- Relevant: Reading enhances cognitive and language skills, and fosters lifelong learning.
- Time-bound: Complete this initiative by the end of the academic year.
- Objectives:

1. Objective 1: Arrange for at least two virtual visits during the school year to discuss books and the writing process, aiming to inspire student interest in reading.

Budget and Funding

The LMC is given a school-based operating budget at the beginning of every school year. The school administration uses a formula to distribute the appropriated funds. The budget for the FY27 school year is expected to be similar to FY26.

School-based Operating Budget	***Budget FY26***	***Projected FY27 Budget***
Account 551100 - Media Supplies	*$300*	*$300*
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	*$430*	*$300*
Account 561100 - Library Books	*$1200*	*$1200*
Account 562230 - Media A/V Equipment	*$350*	*$300*
Account 564220 - Furn-Fix/Equip	*$300*	*$300*
Fundraising and/or Grants	***FY26***	***Projected FY27***
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	*$9580*	*$8000*
State Media Allocation	***FY26***	***Projected FY27***
Account 561100 (program 3070) - Media Books	*$2200*	*$2200*

Purchasing Plan FY27

Purpose	Amount
Books	$3000
Supplies	$2000
STEM Material	$3000
Total:	**$8000**

Scope of the Collection

The Library Media Center manages a comprehensive collection of print, digital, and technological resources selected to support the school's instructional goals and the diverse needs of the student community. The following sections outline the specific formats and equipment currently maintained within the collection.

The Conservatory School maintains a collection of books and magazines in its Book Nook. The Conservatory School also partners with the North Palm Beach Public Library. A field trip permission slip is completed at the beginning of the school year for library visits. Classrooms routinely utilize the library for research and/or personal browsing.

The Conservatory School utilizes smartboards (every classroom) and chrome books (every student grades 1-8). There are iPads and document

cameras available as well. The Conservatory School has a small studio that is available to use for content creation.

The Conservatory School utilizes multiple district ebook platforms - MackinVia, Follett, Gale Research as a way to provide 24/7 reading availability to our students.

The Conservatory School maintains District-provided databases and eBooks that expand our local collection and provide 24/7 access for students. We currently have digital subscriptions for Time for Kids, Nat Geo for Kids, Science News Explorers and Discovery Box.

The Conservatory School will support both curriculum and pleasure reading as per School Board Policy 8.12 (see Section 2 d) and also that per District policy the collection will be arranged in standard Dewey order.

Digital Resources:

The collection includes District-provided databases and eBooks that expand the local collection and provide students with 24/7 access to high-quality digital content. These resources are vetted at the District level to ensure alignment with state standards and student privacy regulations.

Policy Alignment and Organization:

In accordance with School Board Policy 8.12 (Section 5d), the library media collection is curated to support both the academic curriculum and the personal interest needs (pleasure reading) of the student body.

Furthermore, per School Board Policy 8.12 (Section 8) on the

Management of Library Media Instructional Materials, the collection is organized and maintained using the standard Dewey Decimal Classification System to ensure uniform accessibility across the District.

Equipment

To support the school's curriculum and foster digital literacy, the Library Media Center maintains a curated inventory of audiovisual and technological equipment. The lists below detail the specific hardware available to students and staff for instruction, content creation, and daily access.

Instructional Area:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: 3D Printers, laser engravers/cutters, sewing machines, light boxes, cricut and autopress, drones and drone arena, piano, keyboard, LEGO robotics tables, Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Mobile News: Portable News Crew Equipment (iPads, Mobile Green Screen).
- Student Production: Cameras/Tripods, Microphones, Podcasting Equipment, Production iPads.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams, Calculators.

Collection Development

The Conservatory takes the selection and evaluation process seriously. Staff and students provide input on what material should be added to our collection and why it should be added. We take the student input into account when selecting materials.

Selection and Evaluation Criteria

Our media center's selection process is guided by The School District of Palm Beach County School Board Policy 8.12, which serves as the foundation for all decisions regarding the evaluation, selection, and maintenance of instructional and library materials. In alignment with Policy 8.12, materials are selected to support the curriculum, encourage literacy and critical thinking, reflect diverse perspectives, and meet the educational needs and interests of our K–8 student population at The Conservatory School.

To ensure high-quality selections, professional review sources are regularly consulted before materials are purchased or added to the collection. These sources include School Library Journal, Booklist, Kirkus Reviews, The Horn Book Magazine, and other respected educational and library media review journals.

Recommendations from professional organizations, award lists, and state reading lists may also be considered during the selection process.

Materials are evaluated using specific criteria that include educational significance, curriculum alignment, age and developmental appropriateness, literary and artistic quality, accuracy of information, diversity of viewpoints and experiences, cultural relevance, student interest, and overall contribution to the media center collection. Additional consideration is given to materials that support inquiry-based learning, creativity, STEM education, digital literacy, and the school's arts-integrated mission. The goal of the selection process is to maintain a balanced, engaging, and academically supportive collection that serves the instructional and recreational reading needs of all students.

Weeding (Deselection) Policy:

Per Florida Statute 1006.28 and District guidelines, the collection is continuously reviewed. Materials are removed (weeded) if they are physically damaged, factually inaccurate, obsolete, or no longer circulating. This ensures the library remains a vital, attractive, and useful resource for students.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.

District Resources and Services

The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and research;
- Providing guidance and training to school library media staff in program planning, curriculum development, budget, technology, collection maintenance, facility use, and media production;
- Participating in inter-departmental curriculum development, facility planning, personnel staffing, and task forces at the administrative level;
- Managing technical services for acquiring and processing resources for schools;
- Distributing to schools and monitoring categorical and capital budgets allocated for library programs and

- Fostering a global range of services that facilitate the transformation of school-based library activities to meet the changing needs of an information society.

The School District Library Media Services Department collaborates with other District departments, including the Department of Educational Technology, to provide selected electronic information, the technology to access it, and the training needed to efficiently and effectively search for and find specific facts.

Collection Analysis

The collection is developed for and influenced by students, their interests, academic needs, and alignment with the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

10,927 Items in the Collection	**12.2** Items per Student	**37%** Fiction Titles in the Collection	**63%** Percent of nonfiction in the collection
Library media resources are curated to include recently published works and classics that rightfully impact the average age of the collection.			
	2005 Average Age of the Collection	**62%** Aged Titles	**3%** Newer than 5 Years
Library media resources should be representative of the school.		Skills for Lifelong Learning (SLL) library media resources can contribute to character development.	
36% Representative Titles in Collection	**2005** Representative Titles Average Age	**42%** SLL Titles in Collection	**2006** SLL Titles Average Age

Collection Analysis by Category

This section provides a detailed look at the current library collection by classification and genre. It was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	45	2005
Philosophy & Psychology	19	2000
Religion	21	1997
Social Sciences	470	2000
Language	54	2000
Science	671	2007
Technology	216	2005
Arts & Recreation	635	2011
Literature	187	1998
History & Geography	537	2005
Biography	391	2004
Easy	3009	2004
General Fiction	4025	2007
Graphic Novels	113	2020

Gifts and Donations

Any books gifted or donated to the school must meet the same selection criteria as all other materials. No materials will be added to the collection if they are outdated or not age-inappropriate, even if they were donated. All gifts and donations must follow the same processes as new book orders.

Collection Maintenance

Inventory and Weeding Cycle:

Per School Board Policy 8.12, the collection is inventoried on a three-year rotational basis. This ensures every item in the collection is physically accounted for, assessed for condition, and evaluated for relevance at least once every three years. Non-fiction will be the priority for FY27 and FY28, with the sections divided as listed below. In FY29, I will return to fiction sections, which were a priority for TCS this year.

FY27	**Selection Priorities** • Science • Technology • Arts & Rec • Social Sciences • Language
	Inventory/Weeding Priorities • Science • Technology • Arts & Rec • Social Sciences • Language
FY28	**Selection Priorities** • General Works • Literature • History & Geography • Science
	Inventory/Weeding Priorities • General Works • Literature • History & Geography • Science
FY29	**Selection Priorities** • Fiction • Easy
	Inventory/Weeding Priorities • Fiction • Easy

Collection Organization and Visual Navigation

The library maintains a traditional organizational structure based on the Dewey Decimal Classification system to ensure familiarity and ease of use for students and staff. Fiction and nonfiction materials are shelved according to standard Dewey guidelines.

Within the nonfiction section, the 500s (Science) are further organized by animal classification to support student research and browsing. This allows students to more easily locate materials related to specific groups such as mammals, reptiles, birds, and other life sciences topics.

The biography section is organized to enhance accessibility and representation. Biographies are categorized by gender and further divided into adult and youth subjects. Within these categories, materials are shelved alphabetically by the subject's last name to maintain consistency and ease of navigation.

This structured yet enhanced organizational approach supports both traditional library skills and student-friendly browsing, ensuring that users can efficiently locate materials while also engaging with the collection in a meaningful way.

Lost or Damaged Library Materials

It has been a long standing school policy at The Conservatory School not to collect fees for lost, damaged or late materials.

Reconsideration of Materials

Objection Protocols: In the event of a citizen objection to any material within the library or classroom collection, the school shall

strictly follow the procedures outlined in School Board Policy 8.1205. Copies of this policy and the Specific Material Objection Form are included in the Appendices of this document for immediate reference.

Status of Challenged Materials: Materials currently under objection shall be managed in accordance with the District's reconsideration procedures. Except where immediate removal is required by state statute (e.g., alleged sexual conduct), no material shall be removed or restricted solely based on an objection until the formal review process has been completed.

Annual Evaluation and Revision of Collection Development Plan

This collection development plan will be reviewed annually.

Appendices

A: Library Bill of Rights

"Library Bill of Rights", American Library Association, June 30, 2006.

Link (Accessed March 13, 2026)

Document ID: d03f6aae-7e51-46b3-afed-50fa0809f8ca

B: Intellectual Freedom Statement

"The Freedom to Read Statement", American Library Association, July 26, 2006.

Link (Accessed March 13, 2026)

Document ID: 24cc13f0-22e4-4c16-ba92-d68ee65b9e28

C: Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials

School Board of Palm Beach County (November 14, 2023). Selection of Library Media Center Materials and Reading List Materials.

Link (Accessed March 13, 2026)

D: Policy 8.1205 - Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process

School Board of Palm Beach County (November 14, 2023). Objection Procedures for Specific Library Media Center, Classroom Library, Reading List, Supplemental or Instructional Materials That Have Not Gone Through the Board Adoption Process.

Link (Accessed March 13, 2026)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

Link (Accessed March 13, 2026)