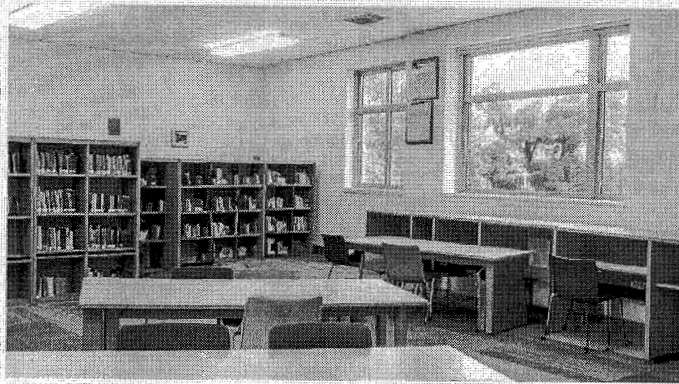


FY27 COLLECTION DEVELOPMENT PLAN



Polo Park Middle School FY27 Collection Development Plan

Michael Reeves, M.S.

Certified Educational Media Specialist (K-12)

Signature Page

Polo Park Middle School
FY27 Collection Development Plan

Date Approved by Administration: **April 8th, 2026**

Media Specialist Name: Michael Reeves

Media Specialist Signature: 

Principal Name: Dr. Jennifer Galindo

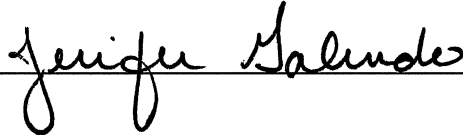
Principal Signature: 

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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

Our library media center serves the administration, faculty, staff, and students at Polo Park Middle School. Polo Park is one of three public middle schools located in Wellington, a suburban community in Palm Beach County, Florida. Polo Park Middle School draws from a diverse population.

We serve students in grades 6-8 and support curricular programs for ESE, ESOL, and Gifted students. We have a Pre-Engineering program, a Pre-IT program at Polo Park, and a Spanish Dual Language Program at Polo Park. We are a controlled open-enrollment school, opening enrollment to any student who chooses to attend Polo Park, regardless of where they live.

Interests and maturity levels vary significantly between our incoming sixth graders and our outgoing eighth graders, which must be reflected in our collection. Additionally, our collection must reflect the reading levels of our patrons, even those reading significantly below grade level.

Demographic information

- 39% White
- 36% Hispanic
- 14% Black
- 5% Asian
- 4% Mixed Race
- 56% of our student population is male
- 44% of our student population is female
- 46.6% of our students qualify for free and reduced lunch

Our school has earned an A rating since 2001, the first year the school received a school grade.

When looking at our population in terms of patron reading interests and requests, our students most often requested the following: graphic novels, and the genres of fantasy, mystery, and scary/horror. Students often seem unsure of what they like and ask the library media specialist to help them find a good book. This year, we have focused on building our fiction to promote independent reading and to fill in gaps in book series that are missing a few installments due to loss, damage, or new publication.

School Mission Statement

Polo Park Middle School will empower our students to attain their maximum potential through partnering with parents and the community to foster the understanding, cooperation, and communication skills necessary for students to become literate, productive citizens

Media Center Mission Statement

The Polo Park Middle School Library Media Center is committed to providing patrons with a learning environment that promotes respect, independent thinking, and individuality. The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the school's instructional program.

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 media program operates on a flexible schedule to ensure equitable access for all students. Instruction is provided at point-of-need to support academic standards and digital literacy. The program supports special school initiatives such as Battle of the Books, Literacy Week, Sunshine State Young Reader Award Incentives, Million Word Club, and Library Lunch Club and provides a collaborative space for inquiry and research.

Goals and Objectives

The overall goal is to create an outstanding middle school library media program. Three years ago, we began to work on one of our earlier goals: to increase programming in the library media center by implementing lunchtime activities, which we held only during Literacy Week and National Library Month. Although attendance was not great initially, we hoped to grow the program. This year, we continued that program with activities held every Friday. Some of those activities were book bingo, blackout poetry, bookmark design contest, academic trivia, board game cafe, puzzle days and First Chapter Fridays. Our goal is to continue to increase our lunch activities with a growth in attendance.

Hopefully, FY27 will allow the library media specialist to see this coming year's goals come to fruition. The vision is to increase programming during lunch hour, including book clubs, makerspace activities, games, and more. The following are long- and short-term goals for the Polo Park Library Media Center; some can be implemented by the collaborative efforts of the library media specialist and teachers; others may require funding to implement them effectively.

Goal 1: To continue building a reading culture and increase circulation

This is a primary goal, as the more students read, the better they become as readers and learners.

- Continue with the school-wide reading initiative. DEAR
- Invite teachers to bring their students down for book checkout on a scheduled rotation.

Goal 2: Increase support of classroom teachers and utilization of the library media center

The library media center should be a place that teachers, students, and classes all utilize throughout the day. It is essential that the media center provides the time and space to support teaching and learning.

- Protect specific time(s) for teachers to bring down classes to check out books, examine research strategies, and utilize collaborative techniques
- Create gallerywalks, museum activities, and other items for teachers and students to utilize
- Provided a space for individual exploration and learning.

Goal 3: Increase the types of programming and the number of state and literacy initiatives taking place in the library media center.

It is important for the media center to support learning in all its forms. It is important for students to read on their own—highlighting the incentive programs should help foster lifelong reading.

- Select SSYRA books to be included on our summer reading list.
- Work collaboratively with teachers to encourage students to participate in SSYRA activities.
- Use SSYRA brag tags as incentive rewards
- Utilize various forms of reading checks for the Million Word Club (quizzes, book talks, chats, etc.)
- Continue with lunchtime activities and expand them to activities being held most weeks.
- Hold an author visit or multiple visits.
- Plan displays and/or programs for Banned Books Week, Children’s Book Week, International Dot Day, Hispanic Heritage Month, Black History Month, Women’s History Month, Jewish American Heritage Month, and Asian American Pacific Islander Heritage Month.
- Share information regarding programming with PTSA to parents via email and social media

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.

Support for the Polo Park Middle School library media center comes through various funding sources. The library media center receives an operating budget from the school and allocations in specific funding areas from the State of Florida.

Capital Funds for the Destiny Project for Library Media Centers: MackinMaker Gamified Kit.

State Categorical Funds for Library Media Centers: (allotted \$2,755.00).

The library media center's budget is supplemented through SAC, PTSA, book fairs, donations, grants, and fundraising. The library media center participates in an annual fundraising field trip that helps support the library media programming.

Since school and state budgets are based on a per-student basis, it is expected that our library media center's operating budget will need to seek additional outside funding sources. This will need to be in the form of additional grants and fundraising. In FY26, the library media specialist received grants from the Parent Teacher Student Association (PTSA) and the School Advisory Committee (SAC) to support our author visits, year-end reading celebrations, and recognition. Due to these grants, every child attending the author visits received a personalized autographed book. Budget goals for FY27 and beyond include:

- Funding an author visit.
- fund the Battle of the Books
- Funding lunchtime/afterschool/evening literary programs

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$684</i>	<i>\$684</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$489</i>	<i>\$489</i>
<i>Account 561100 - Library Books</i>	<i>\$815</i>	<i>\$815</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$489</i>	<i>\$489</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 5-1700.00 - Media Center Internal Account</i>	<i>\$3,000</i>	<i>\$3,000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2755</i>	<i>\$2755</i>

Purchasing Plan FY27

Purpose	Amount
Books (focus on non-fiction for FY27)	\$5,000
Supplies	\$1,000
STEM	\$1,000
Author Fees	\$4,000
Programming Costs	\$1,000
BOB Books	\$1,000
Total:	\$13,000

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.

Formats:

- Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials
- Digital: eBooks, Digital Audiobooks, Online Databases (District).

Special Emphasis:

Polo Park Middle School is a Pre-Engineering, Pre-IT, and a Dual Language Choice school. This means that the media center has a special need to support these programs. This year, when acquiring books, Spanish language books were added; mostly fiction, as with the growth of the Dual Language program, so has the demand for Spanish language books. Information Technology and Engineering change rapidly, so resources to support programs are mostly digital and print resources need to be updated more frequently than other areas of interest.

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.
- Learning Lounge (Makerspace): 3D Printers, Coding Kits, Building Manipulatives, Legos, puzzles, materials for construction (cardboard, tape, etc.), Hamilton Buhl media production studio kit, Makey Makeys.

Teacher Support and Workroom:

- Production: 2 Large Format (Poster) Printers, High Volume Color Printer, Laminator, Die-Cut Machine, Bulletin Board Paper Rolls (various colors), Bulletin Board Borders, Construction Paper,
- A/V Support: Portable PA System, Student Headphones, Scantron Machine

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers
- Peripherals: Headphones, Webcams, Calculators.

Collection Development and Maintenance

The collection is developed and maintained through a rigorous process of selection and weeding (deselection) to ensure materials remain current, relevant, and in good physical condition.

Selection Criteria:

In accordance with School Board Policy 8.12, materials are selected based on educational significance, need, and accuracy. The selection process prioritizes resources that support the curriculum, foster growth in factual knowledge, and reflect the diversity of the global community.

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.

Selection and Evaluation Criteria

The library media center selects and evaluates materials, always keeping in mind our Polo Park community. When selecting materials, the media specialist adheres to Policy 8.12 - Selection of Library Media Center Materials, Classroom Library Materials, and Reading List Materials and considers the following:

- Media Center materials reflect sensitivity to the achievements, needs, and rights of men and women, various ethnic groups, and other cultures.
- Media Center materials are selected for a reason. The materials are evaluated according to their aesthetic, literary, and social value, appropriateness to student age, emotional maturity, and relevance to the curriculum.
- The selection of media center materials about political theories and ideologies, religion, public issues, and controversial topics is directed toward maintaining a balanced representation of various opinions.
- Media center materials are judged as a whole, considering the author's/producer's intent rather than focusing solely upon individual pages, phrases, pictures, or incidents taken out of context.
- Other factors considered in the final decision to purchase new materials include their educational significance; need and value to the collection as a whole, and their relationship to the interests of students and the curriculum course of study. Publication date and Lexile range may also be used as determining factors.

When selecting materials, the library media specialist will ensure that materials have two positive reviews and are recommended for our students' grade level or age.

Books recommended for 8th grade and higher will be classified with a YA label and shelved in a YA section. All students must have a signed letter on file stating the parent's consent for their child to read from the YA shelves. The media specialist will use reputable, unbiased, professional reviewing sources for selection, including but not limited to: School Library Journal, Horn Book, The Library Connection, BookTalk, Bulletin for the Center for Children's Books, Common Sense Media, and Kirkus Review.

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

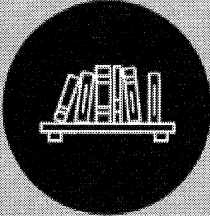
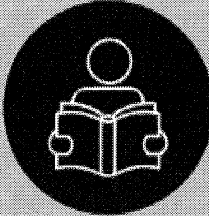
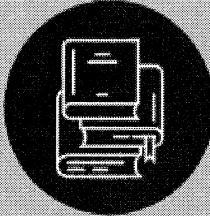
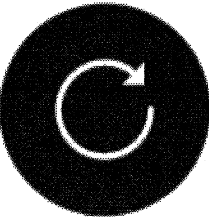
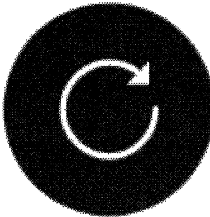
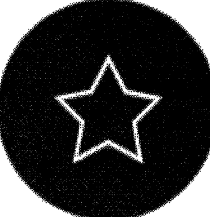
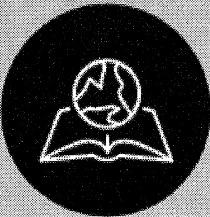
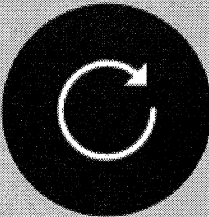
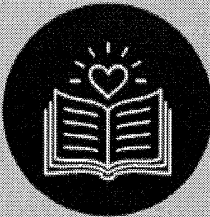
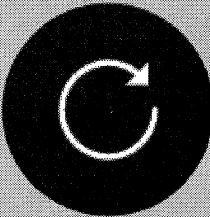
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
8,351 Items in the Collection	7.4 Items per Student	57% Fiction Titles in the Collection	43% 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.			
	2009 Average Age of the Collection	56% Aged Titles	9% 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.	
			
46% Representative Titles in Collection	2009 Representative Titles Average Age	47% SLL Titles in Collection	2011 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	48	2011
Philosophy & Psychology	26	2017
Religion	17	2007
Social Sciences	164	2007
Language	7	2011
Science	151	2011
Technology	501	2005
Arts & Recreation	905	2011
Literature	222	2002
History & Geography	642	2005
Biography	885	2004
Easy	19	2019
General Fiction	4761	2010
Graphic Novels	412	2016

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 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: FY27 Non-fiction, FY28 Biographies, and FY29 Fiction.

Ongoing Maintenance:

Collection maintenance is a continuous process that extends beyond the annual inventory window. Materials are repaired, relabeled, and deselected throughout the school year to maintain a high standard of accessibility and visual appeal.

Collection Organization and Visual Navigation:

To maintain a collection, the collection must be analyzed, inventoried, weeded, and new books purchased. As our fiction section is organized by genre, books must receive genre labels and the sublocations entered into Destiny. Biographies are filed by Subject Last Name. Graphic Novels are separated into their own section. We inventory the collection on a three-year rotation as per Board Policy 8.12. Based on inventory and analysis, we can then see what to weed out and also what to focus on as we add to The collection.

Lost or Damaged Library Materials

We do not charge fees for late materials at Polo Park. Lost/damaged materials are considered on a case-by-case basis, as our goal is to get books into children's hands and to get children reading. We acknowledge School Board Policy 2.21B(9) which states: "If a student loses or damages District property, including library books and textbooks loaned to said student, said student shall be required to pay for, replace or repair said district property" and consider that making decisions regarding lost or damaged library books.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities 1. Non-fiction based on current needs 2. Fiction by genre and current SSYRA 3. Biography based on current needs
	Inventory/Weeding Focus 1) Inventory: Non-Fiction 2) Weeding: Non-Fiction based on collection analysis, Biography and group biography, Fiction based on number of copies and circulation
FY28	Selection Priorities 1. Biography update 2. General Fiction and current SSYRA 3. Non-Fiction update areas based on collection analysis
	Inventory/Weeding Priorities 1) Inventory: Biography 2) Weeding: Biography and group biography, Fiction based on number of copies and circulation, Non-Fiction based on collection analysis
FY29	Selection Priorities 1. General Fiction and current SSYRA 2. Non-Fiction update areas based on collection analysis 3. Biography update
	Inventory/Weeding Priorities 1) Inventory: Fiction (General Fiction, Easy, Story Collection, Graphic Novels). 2) Weeding: Fiction based on number of copies and circulation, Non-Fiction based on collection analysis, Biography and group biography

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 February 5, 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 February 2, 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 23, 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 February 2, 2026)

E: Specific Material Objection Form

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

[Link](#) (Accessed February 2, 2026)