



Clifford O. Taylor/Kirklane Elementary FY27 Collection Development Plan

Aarika Stacey-Hill

Educational Media Specialist

Signature Page

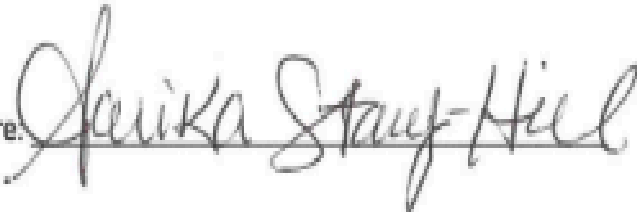
Clifford O. Taylor/Kirklane Elementary
FY27 Collection Development Plan

Date Approved by Administration:

4/17/2026

Media Specialist Name: Aarika Stacey-Hill

Media Specialist Signature:

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Principal Name: Orlando Mastrapa

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

Clifford O. Taylor Kirklane Elementary School has an enrollment of approximately 1,231 students. We are a Title One school with 100% of students receiving free lunch. We also have a large ELL population with 66% of our students speaking another language. Our student demographics include: 80% Hispanic, 10.5% Black, 7% White, 1.5% Asian, and <1% Multiracial. We are a Spanish Dual Language school with an emphasis on STEM. We have two Pre-Kindergarten Units serving students ages four to five. We also have an ASD/IND program for self-contained ESE services. We are a community school, and many of our students walk and ride their bikes to school each day.

School Mission Statement

Clifford O. Taylor/Kirklane Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential while honoring their culture, language, and diversity.

Media Center Mission Statement

The Library Media Center is a space where all students are represented and welcomed, fostering a sense of safety and belonging. We work to inspire students to research for understanding, think critically, and express themselves creatively using both technology and traditional media. Our mission is to stimulate intellectual curiosity by using our curated collection and technological resources to empower every student to become a lifelong learner who is a fully prepared, literate, and productive citizen in today's world and job market.

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 fixed schedule to ensure equitable access for all students. All students attend the Library for 30 minutes on their scheduled day, based on a Nine-Day Fine Arts Rotation for Grades Kindergarten through Fifth. Instruction is provided every nine days to support academic standards and digital literacy. Students check out books and materials when they attend Fine Arts or during morning checkout from 7:30 am-7:55 am. The program supports special school initiatives such as International Dot Day, Hispanic Heritage Month, Literacy Week, Black History Month, Read for the Record, World Read Aloud Day, Read Across America, and provides a collaborative space for inquiry and research.

Our Library Media Center is part of the Fine Arts Team on our campus. All students attend the Library for 30 minutes on their scheduled day, based on a Nine-Day Fine Arts Rotation for Grades Kindergarten through Fifth. The library is open every morning from 7:30 to 7:55 am for morning checkout for all students. The library also hosts a morning news crew that reports on a variety of topics that are then broadcast live throughout the school. The Media Specialist is on hand to assist teachers and students with book selections and inquiries. The COTKE library is a hub for happenings that occur on campus for both students and faculty throughout the school year.

Goals and Objectives

Goal 1: To increase the overall average publication date of the Clifford O. Taylor/Kirklane Library Media Collection by 5 years. 2009<2014

- Purchase new high-interest titles
- Purchase new diverse titles.
- Weed out older, non-circulating titles.

Goal 2: To support the students' 21st Century literacy skills through the incorporation of technology.

- Teach all students how to access and check out eBooks using MackinVia.
- Utilize Chromebooks and Google Suite Apps with students in meaningful ways to access library materials, conduct research, and extend learning through projects.- more collaborations with the Science Lab, Math Lab and homeroom teachers
- Teach students how to create videos, and have students submit videos for the Jim Harbin Festival.

Goal 3: Facilitate reading motivation programming

- form an afterschool readers program
- create Battle of the Books teams and compete in this year's competition
- read all SSYRA Jr. titles to K-2nd
- Collaborate with grade levels to incorporate SSYRA titles into grade level read alouds

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.

1. 6202 Funds: These are the funds that the media program has at the beginning of the year to purchase books, supplies, AV equipment, furniture & magazines to support the media program.
2. Media Internal Account: Funds raised through fundraisers such as book fairs and bookmark sales, as well as those acquired from students for lost & damaged items.
3. 3070 Funds: These are the funds allocated from the state for the selection of new books.
4. 8430 Funds: These are the funds that allow our school to select a new piece of hardware from a list of items to support the library media program.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$988</i>	<i>\$988</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$593</i>	<i>\$593</i>
<i>Account 561100 - Library Books</i>	<i>\$1778</i>	<i>\$1,778</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$790</i>	<i>\$790</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$988</i>	<i>\$988</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	<i>\$7,106.30</i>	<i>\$1,955-rollover from last year's fundraising efforts+\$7,500 FY27 fundraising= \$9,455</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$3,828</i>	<i>\$3,828</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$10,000
General supplies(bulletin board paper, ink, toner, card stock, tape etc.)	\$2,000
STEM supplies for makerspace	\$500
Tables, chairs and furnishing for library	\$3,200
Total:	\$15,700

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.

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

Special Emphasis:

The collection has a large portion of titles available in spanish to support our school's Dual Language program. The collection also maintains a special emphasis on non-fiction texts to support the STEM initiative at our school.

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:

- Computer Cart: 30 student/teacher chromebooks
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Coding Kits, Building Manipulatives.

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine, comb-binding machine, 2 Cricuts

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 factual knowledge growth, 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

School Board policy [8.12](#) regarding the selection and evaluation criteria is followed, as such all materials are vetted by a certified library media specialist who uses professional reviews of all reading materials to aid in the selection of appropriate material.

Professional reviewing sources used for selection include:

- Kirkus Reviews
- School Library Journal
- Booklist

In addition to the use of reviewing tools, books and materials are checked to make sure that they are age-appropriate in accordance with state law. Selected materials must also support state standards and aligned curriculum, appeal to readers' interests, and meet the academic needs of both students and teachers.

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.

			
13,700 Items in the Collection	10.8 Items per Student	33% Fiction Titles in the Collection	67% 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	71% Aged Titles	7% 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.	

			
28% Representative Titles in Collection	2008 Representative Titles Average Age	35% SLL Titles in Collection	2010 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	80	2015
Philosophy & Psychology	101	2016
Religion	19	2012
Social Sciences	895	2004
Language	94	2007
Science	2,043	2009
Technology	822	2009
Arts & Recreation	947	2012
Literature	196	2007
History & Geography	914	2007
Biography	652	2007
Easy	3,901	2009

General Fiction	2,995	2010
Graphic Novels	538	2015

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.

As per SDPBC [Board Policy 8.12 \(8\)](#) the Clifford O. Taylor/Kirklane Elementary School media center inventories its' collection each year on a rotational three-year cycle as outlined below.

- Year 1 Easy Section & Biographies
- Year 2 Fiction Section, Equipment, Professional & Special Collections
- Year 3 Non-Fiction & Reference Sections

This is Year 3 of the three-year cycle.

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:

The entire nonfiction section is processed and shelved using the Dewey Decimal Classification System. The fiction and easy reader sections are organized by author's name. We also have an intermediate section for fourth and fifth grade students, and a Spanish section to make it easier for our students to

find and select titles in Spanish. The Library Media Center has rotating book racks where we display some of our more popular series of books for 2nd-5th graders. We also have our ship, which is a large book browser where we organize some of our more popular Easy Reader series.

Lost or Damaged Library Materials

[School Board Policy 2.21B\(9\)](#) 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”?] Therefore, any student who loses or otherwise damages a book or other material that belongs to the Library Media Center will be required to pay the replacement cost for the lost or damaged item. If students do not return their library books during their scheduled fine arts class, they will be limited to checking out only 1 book, until the other books are returned. No fines will be assessed for late returns.

Strategic Focus – Inventory, Deselection (Weeding), and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • Nonfiction • High-interest Graphic Novels • ebooks
	Inventory/ Weeding Priorities • Nonfiction • graphic novels • any books with substantial wear
FY28	Selection Priorities • Easy readers-english • Easy readers-spanish • board books
	Inventory/ Weeding Priorities • Easy Readers • spanish easy readers • board books
FY29	Selection Priorities • Fiction • intermediate section • beginning chapter books
	Inventory/ Weeding Priorities • Fiction • intermediate section • beginning chapter books

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)