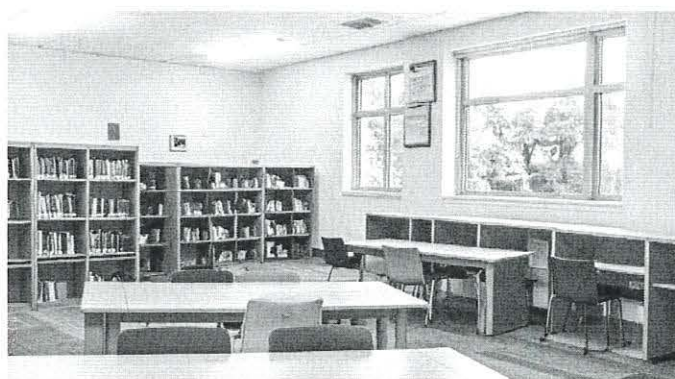


FY27 COLLECTION DEVELOPMENT PLAN



Cholee Lake Elementary FY27 Collection Development Plan

Amie O'Neal

Educational Media Specialist

Signature Page

Cholee Lake Elementary
FY27 Collection Development Plan

Date Approved by Administration: **Thursday, May 7, 2026**

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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

Cholee Lake Elementary School is located in central Palm Beach County, west of Jog Road on Dillman Road. It was built in 2001 and opened in 2002. The school consists of two stories with 20 portable classrooms. It is a Title I school, with almost 1000 students in pre-kindergarten through fifth grade, and 100% of students on free or reduced lunch. Currently at Cholee Lake 74% of students are hispanic, 16% are black, 7% are white, 1% are Asian, and less than 1% are American Indian. 60% of students are English Language Learners. Cholee Lake Elementary has a 50/50 Spanish-English dual language program in kindergarten through fifth grade. It has two all-day pre-kindergarten classes. The school focuses on science, reading, and math.

School Mission Statement

To increase academic achievement for all students, while providing behavioral and social-emotional support for the well-being of the whole child to inspire lifelong learners.

Media Center Mission Statement

The Media Center of Cholee Lake Elementary will provide reading opportunities to all students in order to encourage a love and appreciation of books and reading. Through technology use and information resources, it will also support the student development of information literacy.

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. Instruction is provided on a 6 day rotation to support academic standards and digital literacy. The program supports special school initiatives such as Multicultural Day, Literacy Week, Career Day, and general curriculum support, and provides a collaborative space for inquiry and research. Additionally, it hosts at least 2 Scholastic book fairs each year to promote literacy by getting more books into the students' homes and in the library.

Goals and Objectives

Goal 1: Continue to update the non-fiction section.

- *Use data from the Titlewave analysis to inform non-fiction book selections.*
- *Purchase as many 2026 and 2027 non-fiction books as possible in the categories with the oldest average age.*

Goal 2: Add signage to the most popular non-fiction areas.

- *Document the top 20 most popular non-fiction areas based on circulation.*
- *Create uniform signs for each of these areas and secure them to the shelves.*

Goal 3: Have artwork completed in the library

- *Have the art teacher finish the wall mural.*
- *Select someone to paint faces on the biography shelf.*

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.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$ 1956.50</i>	<i>\$696</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$418</i>
<i>Account 561100 - Library Books</i>	<i>\$1528.76</i>	<i>\$1253</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$557</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$696</i>
<i>Fundraising and/or Grants</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Media Center Internal Account 5-1700.00</i>	<i>\$148.17</i>	<i>\$300</i>
<i>School Advisory Council Grant, direct pay to vendor</i>	<i>\$3000</i>	<i>\$2000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2814</i>	<i>\$2814</i>

Purchasing Plan FY27

Purpose	Amount
Non-Fiction Books	\$5000
Fiction Books	\$6000 (Scholastic)
Supplies	\$1300
Furniture/Signage	\$750
AV Equipment (mostly for TV studio)	\$550
Total:	\$13,600

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.
- Digital: eBooks

Special Emphasis:

The collection maintains a special emphasis on Spanish texts to support our two-way immersion English/Spanish dual-language program.

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 Lab: 20 Desktop Student Workstations.
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

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

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: PA System

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, iPads/Tablets (for Student/Staff Checkout)
- 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 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

The certified media specialist will select books made available to students, but will only purchase them after uploading new titles to the stakeholder website for two weeks and gaining administrative approval. Books will be free of pornographic content and that which is not suited for the needs of elementary students or their ability to understand. The media specialist will consult professional reviews for new titles, if available. The media specialist will select books that support classroom instruction and research, as well as those that promote reader excitement and interest, as a primary goal is to cultivate lifelong readers. According to School Board Policy 8.12, the following are also criteria for selecting materials: educational significance, appropriateness, accuracy, literary merit, scope, authority, special features, translation integrity, treatment, technical and aesthetic quality, potential demand, durability, and copyright.

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.

			
18,932 Items in the Collection	15.1 Items per Student	25% Fiction Titles in the Collection	46 % 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.			
	2007 Average Age of the Collection	61% Aged Titles	11% 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.	
			
30% Representative Titles in Collection	2004 Representative Titles Average Age	33% 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	82	2014
Philosophy & Psychology	162	2012
Religion	111	2008
Social Sciences	1375	2003
Language	293	2003
Science	2907	2011
Technology	994	2009
Arts & Recreation	1147	2015
Literature	332	2002
History & Geography	1225	2007
Biography	880	2005
Easy	3844	2006
General Fiction	4717	2006
Graphic Novels	611	2019

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. However, when possible we inventory

the entire collection, as we have the last couple years.

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 library is organized following the Dewey Decimal system for non-fiction books, in alphabetical order by last name for fiction titles and biographies, and by topics in browser bin shelving for both easy fiction and easy non-fiction books.

Lost or Damaged Library Materials

According to School Board Policy 2.21B(9), "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." Fines may sometimes be lowered, according to a student's personal circumstances and/or the age and wear of a book.

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

FY27	Selection Priorities ● 000s ● 700s
	Inventory and Deselection (Weeding) Focus ● Professional ● Non-Fiction
FY28	Selection Priorities ● 400s ● 900s
	Inventory and Deselection (Weeding) Priorities ● Biography ● Everyone
FY29	Selection Priorities ● 500s ● Everyone
	Inventory and Deselection (Weeding) Priorities ● Fiction (Fiction, Easy Fiction, Everyone, Graphic Novels).

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)