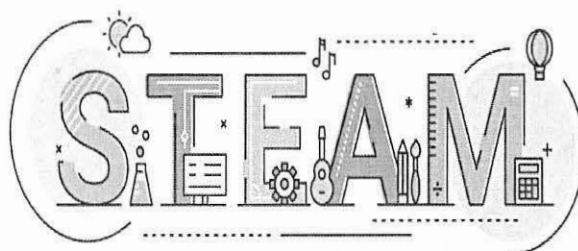




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H.L. Johnson Elementary School

FY27 Collection Development Plan

Elizabeth Torres

Educational Media Specialist

Signature Page

FY27 Collection Development Plan

Date Approved by Administration: May 8, 2026

Media Specialist Name: Elizabeth Torres

Media Specialist Signature: 

Principal Name: Dr. Crystal Amado

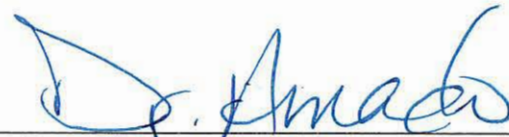
Principal Signature: 

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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 H.L. Johnson's Media Center serves 881 students from pre-kindergarten through fifth grade and its faculty, staff, district employees, parents, and alumni. The school has a diverse population culturally and economically. The diversity breakdown of the school is as follows:

- 305 White
- 295 Hispanic
- 3 Native-American
- 199 African-American
- 30 Asian/Pacific Islander
- 49 Other

In addition:

- 36% of the school's population qualifies for Free/Reduced Lunch
- 10% are English Language Learners
- Besides English, many languages are spoken at home, including Spanish, Creole, French, Filipino, Bengali, Arabic, Dutch, Hindi, Portuguese, Russian, and Vietnamese.
- 15% of the population qualify for ESE services.
- H.L. Johnson serves the needs of ESE students in four full-time classrooms.
- Four additional ESE teachers push into general education classrooms to assist students with varying disabilities.
- One full-time and two part-time Speech-Language Pathologists serve H.L.J.'s students.

H.L. Johnson offers numerous in-school programs, including:

- Full-time gifted/talented classes for kindergarten through fifth grades.
- Two pre-kindergarten classes.
- AMP courses (Accelerated Math) for grades 3-5.
- All students participate in the Cambridge/International Primary/Elementary Programs; the teachers have received training and certification.
- The ESE department has two IND (Intellectually Disabled) and two EBD (Emotional and Behavioral Disorders) classes.
- A STEAM choice school, all kindergarten through fifth-grade students participate in a STEAM class during the Fine Arts rotations.

School Mission Statement

H.L. Johnson Elementary is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The mission of H. L. Johnson Elementary School's Media Center is to provide a nurturing, inspirational, and creative learning environment where all students can achieve their utmost potential and develop a love of literacy through a challenging and motivating curriculum while supporting and enriching the classrooms.

It is H.L. Johnson Media Center's goal to assist all students to grow into global citizens with a lifelong love of reading and learning. H.L.J.'s Media Specialist, administration, and staff are committed to providing a library media program that supports and expands the school's instructional and choice programs.

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

H.L. Johnson's Media Center is on a fixed, three-day Fine Arts rotation. The six Fine Arts classes include Media, Art, Music, PE, Guidance, and STEAM. Students attend a specific class for three days and then move on to the next class. At the beginning of the school year, during the first Media rotation, rules and book check-out procedures are taught and reviewed. Grades second through fifth are shown how to access books and use Destiny, MackinVia, Tumblebooks, National Geographic for Kids, PebbleGo, and World Book. The Media Center is committed to implementing our Cambridge International Standards by integrating technology throughout the Fine Arts rotation. Students are given time in each rotation to check out books.

The program supports special school initiatives such as: Battle of the Books, STEAM activities, Buddy Reading with Royal Palm Beach High School, Literacy Week activities, Black History activities, two Book

Fairs, and the Morning News. The Media Center's space is used for additional activities including Pawmart (school store), social and professional meetings, displays, and community activities.

The Media Specialist coordinated two book fairs (Fall and Spring) to promote reading at home and school. With the money raised, hands-on STEAM activities were purchased, deteriorating graphic novels were replaced, and additional nonfiction books were added to the collection.

Goals and Objectives

Goal One - Continue to weed and update the current collection. This project was started in 2025; this year the focus will be on fiction.

- Continue to weed out outdated, damaged books in the nonfiction and fiction sections.
- Use Follett analysis and other library reports to fill in collection gaps.
- Increase the 42% of Fiction books to 44% and the average age from 2011 to 2013.
- With every class rotation, offer book displays and book talks to introduce new materials, additions to popular series, and texts to captivate the reader.

Goal Two - To support the students' 21st Century Literacy skills using technology during FY27.

- Teach students (grades three through five) to access district eBooks and databases, including World Book, National Geographic for Kids, Gale Research, and Mackinvia.
- Continue to educate students on the importance of digital citizenship by equipping them with the skills to evaluate online and offline information critically. This includes understanding different types of sources, identifying credible sources, and verifying information.

Goal Three - In order to stay current with the school's STEAM choice curriculum, the Media Center's collection of STEAM books will be updated.

- Weed outdated STEAM books and replace them with current, high interest STEAM books including early readers.
- Using Titlewave analysis, identify specific subjects that need current, high interest books.
- Collaborate with the STEAM teacher to research high interest STEAM books.
- Collaborate with the Art and STEAM staff to develop a three day activity that incorporates the new books.

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>\$1,200</i>	<i>\$1,200</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$ 300</i>	<i>\$ 300</i>
<i>Account 561100 - Library Books</i>	<i>\$3,000</i>	<i>\$3,000</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$ 650</i>	<i>\$ 650</i>
<i>Fundraising (Book Fair) 5170001</i>	<i>\$4,000</i>	<i>\$ 5,000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,562</i>	<i>\$2,600</i>

Purchasing Plan FY27

Purpose	Amount
Books (Book Fair profits)	\$ 3,000
Books 3070 Plan	\$ 2,600
Supplies for Media and the teacher workroom (this includes bulletin board paper, laminate film)	\$ 1,200
Laminate Upkeep	\$ 500
Purchases from Scholastic Dollar catalog (bean bag chairs, cushions, reward coupons and trinkets, bins)	\$ 1,000
StoryWorks subscriptions for 3rd, 4th, and 5th grades	\$2,000
Total:	\$10,300

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, Professional Collection
- Digital: eBooks, Online Databases (District and Site-Licensed)

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.
- Building Manipulatives
- Rolling book shelves used during instructional time
- Cushions, bean bag chairs, and stuffed characters used during independent reading

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.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator , 2 Die-Cut Machines
- 3 Paper Cutters and Electric Hole puncher
- A/V Support: PA System, Portable Speakers

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 selection of the Media Center materials (both print and equipment) follows SDPBC Policy 8.12. In addition, selection needs are based on the school curriculum, the STEAM Choice Program, and the existing collection. When making selection choices, H.L. Johnson's Media Specialist must do the following:

1. Conduct yearly inventories of collection sections to determine replacements of damaged and outdated materials, missing items, and other needs. This is per Board Policy 8.12(5). Fiction, Non-Fiction, Everybody, Biographies, and the Professional Library will be inventoried on a three-year rotation.
2. Identify collection needs that reflect H.L.J.'s diverse school population. Factors include literary and social aspects, the emotional age level, and whether the materials are relevant to the curriculum.
3. When adding to the collection, requests from patrons, both students and adults, are considered. The HLJ's Media Center's goals are to provide diverse books and materials that students can connect to and reflect the unique student population.
4. When adding to the collection, state standards should be reviewed to ensure the materials adequately reflect the curriculum and the STEAM choice program
5. An ongoing topic list will be kept to document the Media Center's areas that need additional resources.
6. Survey the faculty to determine supplemental materials needed for research projects and curriculum.
7. Survey older students (grades 2-5) to see what materials they would like added to the collection, such as informational texts and additional materials for pleasure reading, including graphic novels, newer books in a series, and stand-alone novels.
8. Keep current by using professional journals and websites to select appropriate, high-interest literature. Ensure the materials have at least two positive reviews from professional sources such as *Kirkus*, *Horn Book*, *Publishers Weekly*, *Booklist*, and *School Library Journal*. Incorporate the winners and honorable mentions from award lists, including state awards such as SSYRA, SSYRA Jr., and SSYRA Orange Blossom and national awards such as Caldecott, Newbery, and Coretta Scott King.

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

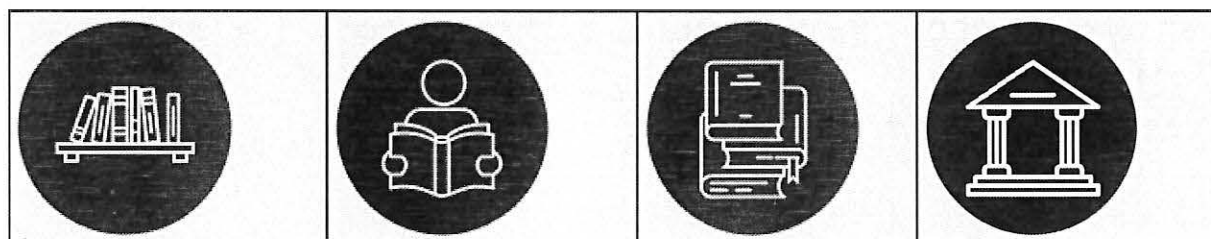
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.



10,611 Items in the Collection	12.2 Items per Student	42% Fiction Titles in the Collection	58 % 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.			
	2011 Average Age of the Collection	48% Aged Titles	14% 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.	
			
Diverse Titles 23% Representative Titles in Collection	Diverse Titles 2009 Representative Titles Average Age	SLL Titles 39% SLL Titles in Collection	SLL Titles 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.

Computer Science, Information & General Works	42	2016
Philosophy & Psychology	16	2014
Religion	36	2010
Social Sciences	437	2006
Language	32	2007

Science	1,115	2012
Technology	413	2013
Arts & Recreation	958	2017
Literature	113	2007
History & Geography	600	2010
Biography	547	2009
Easy	2,935	2,008
General Fiction	3,067	2010
Graphic Novels (741.5)	523	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.

The inventory plan is as follows:

- FY 2027 Everybody and Biographies
- FY 2028 Nonfiction (less Graphic Novels)
- FY 2029 Fiction and Graphic Novels

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:

Nonfiction books that are written at a primary reading level are labeled with a green or yellow dot and filed in a separate shelf area. The graphic novels are separated into their own section and identified with a graphic novel spine label. The primary level graphic novels are on a table next to the Easy section. Beginning chapter book series are housed in a separate cart adjacent to the Fiction section.

Lost or Damaged Library Materials

The policy of HL Johnson's Media Center, per School Board Policy 2.21B(9), is that lost or damaged materials should be replaced by the student, or the student must pay a fine. If a student does not resolve the missing item, he/she will not be given book check-out privileges. Since HLJ is an elementary school, most communication regarding lost books will be with parents/guardians. If a student can not locate an item (per the parent or guardian) and can't afford the fee, arrangements may be made to replace the book.

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

School Year	Strategic Focus
FY27	Selection Priorities • Fiction (titles/series published since 2021), new books added/replaced in series) • Biographies published since 2021 • STEAM sections (Computer Science, Science, Space and Technology) • Focus on books published after 2022
	Inventory and Deselection (Weeding) Focus • Everybody • Biographies • Nonfiction sections 800, 900
FY28	Selection Priorities • Fiction (focusing on books published later than 2022) • Everybody (published later than 2022) • Non-Fiction (STEAM topics and biographies published later than 2023) • Emphasis on books published after 2023
	Inventory and Deselection (Weeding) Priorities • Non-Fiction 000 - 799 • Professional Library
FY29	Selection Priorities • Everybody • Biographies • Emphasis on books published after 2023
	Inventory and Deselection (Weeding) Priorities • Fiction • 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)