

FY27 COLLECTION DEVELOPMENT PLAN



Northboro Elementary FY27 Collection Development Plan

Tykisha Grant, Master of Information Studies

Educational Media Specialist

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Signature Page

Northboro Elementary
FY27 Collection Development Plan

Date Approved by Administration: **May 8, 2026**

Media Specialist Name: Tykisha Grant

Media Specialist Signature:  Tykisha Grant 05/08/26

Principal Name: Principal Chanda Kinlaw

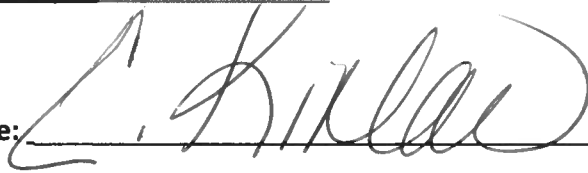
Principal Signature: 

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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

Northboro Elementary is a small neighborhood school of 758 students located in West Palm Beach. The school was founded in 1916 and offers one of only two Montessori programs within our school district. We welcome students from ages Prek 3- 5th grade. Northboro serves a very ethnically diverse student body that is over 90% students of color (51% Hispanic and 41% African American.) We are a Green School of Excellence and we are focused on providing a peace centered education informed by Montessori principles of student led learning. As a result we strive to provide numerous opportunities for student voice and self-expression.

School Mission Statement

The mission of Northboro Elementary is to create a learning environment where students value and recognize the purpose of the school and understand how to apply a diverse set of strategies and tools to reach their diverse set of strategies and tools to reach their highest potential in attaining their academic and social goals.

Media Center Mission Statement

The mission of the Media Center is to support the vision of our school by helping students achieve their academic goals while becoming fluent readers, skilled researchers, and empowered creators and consumers of information. We also strive to create a welcoming and safe environment for all students.

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 Northboro Media Center program is a part of the Fine Arts wheel. All students are able to visit the media center at least once every five days. The Media specialist provides book checkout, library skills instruction and digital storytelling mini-lessons and Read Alouds. The Media Center also seeks to partner with classroom teachers to support the curriculum by providing books and other resources as well as working with teachers on collaborative instructional projects. The Northboro Media Center works to create a library collection that supports the academic, social and recreational needs of all students.

The media center staff also seeks to create a learning environment that promotes the new national library standards developed by the American Association of School Librarians (or A.A.S.L's) Future Ready Initiative. The foundation of the new standards are the Domains A. Think B. Create. C. Share D. Grow. The media program will promote school wide participation in District reading initiatives such as The Sunshine Young Readers Awards and the Battle of the Books. The Media Center staff also plans to re-establish our Makerspace after it was dismantled due to the Pandemic and incorporate the use of centers to allow learning in Media to be student centered, self-paced and cooperative.

Goals and Objectives

Goal #1. Diversify Opportunities for students to Read for Enjoyment

- Promote additional Reading Challenges (i.e. Battle of the Books and Primary Phonics)
- Purchase SSRYA, Orange Blossom and SSRYA, Jr Titles for Students
- Train and Promote student authors and student book reviewers
- Provide opportunities for students to publish their work in digital and print mediums

Goal #2. Collaborate with teachers in grades 3-5 to develop project based learning experiences that promote science, history and digital media creation mastery

- Identify Teachers and curriculum access points for collaboration
- Train students in the use of digital media programs (Google Slides, Adobe Express, and Book Creator)
- Train students in the use of research skills tools like World Book Encyclopedia, Proquest and Gale researcher
- Establish a mechanism for students to publish and present mastery of the curriculum in their work.

Goal#3. Revise the Library Media Curriculum to integrate content area and library skills instruction in a Center Based environment

- Reestablish or establish a Makerspace and Digital Storytelling areas in centers.
- Develop a seamless integration of content area learning in centers and makerspaces crafting activities

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.

The Northboro Media Center is given a school-based operating budget at the beginning of every school year. The budget for the FY26 school year is expected to be similar to FY25. The media center also benefits from two Book Fairs each year that raise about 2400 - 2600.00 a year

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$309.00</i>	<i>\$300.00</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0.00</i>	<i>\$0.00</i>
<i>Account 561100 - Library Books</i>	<i>\$1,211.00</i>	<i>\$900.00</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$373.00</i>	<i>\$400.00</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$467.00</i>	<i>\$400.00</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>\$6,330.00</i>	<i>\$2500.00</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$2,247.00</i>	<i>\$2000.00</i>

Purchasing Plan FY27

Purpose	Amount
3D Printer	\$900.00
Large Format Cricut Cutting Machine	\$850.00
USB Microphones	\$100.00
1 - 2 Chromebooks or iPads	\$600.00
Books	\$1000.00
STEM & Craft Supplies	\$100.00
Total:	\$3,550.00

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, Digital: eBooks, Digital Audiobooks, Online Databases (District).
- Audiovisual: DVDs (Educational Use Only), Manipulatives/Realia.

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.

Site Licenses:

Our school also utilizes site licenses for Top Score Writing, IXL Math, Curriculum Associates and PENDA Science as well as Pink Cat Games.

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: Three Desktop Student Workstations and 12 Chromebooks
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Cricut Cutting Machine, Coding Kits, Building Manipulatives.

Media Production:

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

Teacher Support and Workroom:

- Production: Epson Poster Printer,
- Laminator, Die-Cut Machine.
- Bulletin Board Paper
- Binding Machine

Circulation and Access:

- Devices: Student Laptops/Chromebooks Peripherals: Headphones.

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

Materials considered for purchase are selected on the basis of the criteria established in

SDPBC 8.21 (6.d):

1. In conjunction with the selection criteria above, library media specialists, teachers and administrators at each school location shall evaluate and select print and nonprint materials for the library media center and classroom using several of the criteria outlined below, as appropriate for the media type. However, in accordance with Fla. Stat. § 847.012, criteria "xvi" and "xvii" below (relating to obscenity and copyright) must be two of the criteria used in the evaluation of all materials.

- a. **Professional Reviews.** - Print or non-print media including video footage that have been favorably reviewed by two or more professional sources such as a *School Library Journal*, *Horn Book*, *Booklist*, and/or *Children's Catalog*.
- b. **Educational Significance.** - Material is valuable to an individual course of study or to the library media collection; the degree to which the material would be supplemented and explained by mature classroom instruction.
- c. **Appropriateness.** - Material is geared to the age, maturity, diverse interests, and learning levels of students for whom it is intended. Reading levels and lexiles are considered to provide a range of material that challenges the student and guides their selection process.
- d. **Accuracy.** - Nonfiction information is correct, recent, and objective.
- e. **Literary Merit.** - Fiction that has a noteworthy plot, setting, characterization, style and theme.
- f. **Obscenity.** - No books or other material containing hard-core pornography or otherwise prohibited by Fla. Stat. § 847.012 shall be used.
- g. **Copyright.** -Supplemental instructional materials and library media materials used in a school shall be procured and used in accordance with federal, state and District copyright laws, rules, and policies as referenced in School Board Policy 8.121.*

Other reputable, unbiased, professional reviewing sources used for selection include:

- o Booklist
- o BookTalk
- o BookReport
- o Bulletin for the Center for Children's Books
- o Kirkus Reviews
- o Book Links
- o School Library Journal
- o SSYRA Book List
- o Newbery Medal
- o Caldecott Medal
- o Coretta Scott King Medal

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.

			
8798 Items in the Collection	11.4 Items per Student	30% Fiction Titles in the Collection	22 % 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.			
	2010 Average age of the Collection	34% Aged Titles	21% 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.	
			
24% Representative Titles in Collection	2010 Representative Titles Average Age	33% SLL Titles in Collection	2013 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	23	2008
Philosophy & Psychology	14	2011
Religion	12	2002
Social Sciences	508	2004
Language	43	2007
Science	499	2011
Technology	202	2011
Arts & Recreation	317	2017
Literature	64	2005
History & Geography	273	2005
Biography	680	2001
Easy	2020	2010
General Fiction	2660	2014
Graphic Novels	465	2014

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:

Inventory will be completed on a three-year rotation as per Board Policy 8.12 (8). The inventory will be conducted on the following schedule: 2026 Easy, 2027 Fiction, 2028 Non-Fiction,. Our fiction section is shelved by genre. Picture Books are labeled and grouped separately under E for Easy. We also have two separate mobile shelves for our Pre-K - 2 students that contain 18 numbered bins.

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:

Our Fiction Collection has been genrefied by subject using colored spine labels. Biographies are filed by Number 92 and Last Name. Graphic Novels are separated into their own section within the Fiction collection. Non-Fiction is organized by Dewey. Picture Books are labeled and grouped separately under E for Easy. We also have two separate mobile shelves for our Pre-K - 2 students that contain 18 numbered bins.

Lost or Damaged Library Materials

We do not charge late fees at Northboro Elementary. If a book is lost or damaged, students need to pay for the book or provide a replacement book of equal or greater value. The replacement book must be approved by the Media Specialist and must be age appropriate and in good condition.

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

School Year	Strategic Focus
FY27	Selection Priorities ● Picture Books ● Graphic Novels ● eBooks/Audiobooks
	Inventory and Deselection (Weeding) Focus ● Non-Fiction 500-900 Dewey Range ● Fiction ● Picture Books
FY28	Selection Priorities ● Fiction ● Emergent Readers ● Graphic Novels
	Inventory and Deselection (Weeding) Priorities ● Non-Fiction 000-400 Dewey Range ● Fiction ● Picture Books
FY29	Selection Priorities ● Non-Fiction 000-400 Dewey Range ● Fiction ● Picture Books
	Inventory and Deselection (Weeding) Priorities

	• Fiction (General Fiction, Easy, Story Collection, Graphic Novels) • Picture Books • Graphic Novels
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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)

Certificate ID: 2ACD9CC4-2A4B-F111-8EF3-000D3A1E5FED

Signing Information:

Signing Name: Signature Page

ID: 2ACD9CC4-2A4B-F111-8EF3-000D3A1E5FED

Start Date: May 08, 2026 06:10:49 PM EDT

End Date: May 08, 2026 06:12:10 PM EDT

Signers: 0

Reviewers: 0

CC: 0

Creator: Tykisha Grant

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Document Information:

Document Name: Signature page

ID: 068E98CA-2A4B-F111-8EF3-000D3A1E5FED

Pages: 1

Signature Blocks: 1

Initial Blocks: 0

Signing Host Participant Activity:

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EULA/TOS Version: https://secure.authentisign.com/assets/files/Authentisign_TOS_202106.pdf

STAESP Version: https://secure.authentisign.com/assets/files/Authentisign_STAESP_202106.pdf

CCD Version: https://secure.authentisign.com/assets/files/Authentisign_CCD_202106.pdf

Document: Signed And Accepted: May 08, 2026 06:12:03 PM EDT [2600:1006:b0be:be3c:4492:3a72:299:15]

Signature / Initials:

Signature:

 Tykisha Grant

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By proceeding and selecting the "I Agree" button corresponding to the Consumer Consent Disclosure section on the Authentisign Terms of Service window you are agreeing that you have reviewed the following consumer consent disclosure information and consent to transacting business electronically, to receive notices and disclosures electronically, and to

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utilize electronic signatures instead of using paper documents. This electronic signature service (“Authentisign”) is provided on behalf of our client (“**Sender**”) who is listed with their contact information at the bottom of the Authentisign Signing Participant email (“**Invitation**”) you received. The **Sender** will be sending electronic documents, notices, disclosures to you or requesting electronic signatures from you.

You are not required to receive disclosures, notices or sign documents electronically. If you prefer not to do so, you can make a request to receive paper copies and withdraw your consent to conduct business electronically at any time as described below.

Scope of Consent

You agree to receive electronic notices, disclosures, and electronic signature documents with all related and identified documents and disclosures provided over the course of your relationship with the **Sender**. You may at any point withdraw your consent by following the procedures described below.

Hardware and Software Requirements

To receive the above information electronically, you will need all of the following:

- a computer or tablet device with internet access
- a working individual email address
- a supported operating system and browser from list table below

Operating System	Apple Safari	Mozilla® Firefox	Edge	Chrome
Windows 7/8/10	N/A	60 or higher	84 or higher	80 or higher
Mac OS X 10.9 or higher	13.1 or higher	60 or higher	N/A	80 or higher
Android 7.0 or higher	N/A	N/A	N/A	80 or higher
Apple - IOS 10.0 or higher	13.5 or higher	N/A	N/A	80 or higher

JavaScript and Cookies must be enabled in the browser.

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Requesting Paper Copies

You have the ability to download and print or download any disclosures, notices or signed documents made available to you through **Authentisign** using the document print options located within the service. **Authentisign** can also email you a copy of all documents you sign electronically. You are not required to receive disclosures, notices or sign documents electronically and may request paper copies of documents or disclosures if you prefer. If you do not wish to work with electronic documents and instead wish to receive paper copies you can contact the **Sender** through the **Authentisign** document signing interface or request paper copies by following the procedures described below. There could be fees associated to printing and delivering the paper documents.

Withdrawal of Consent to Conduct Business Electronically

Consent to receive electronic documents, notices or disclosures can be withdrawn at any time. In order to withdraw consent you must notify the **Sender**. You may withdraw consent to receive electronic notices and disclosures and optionally electronically signatures by following the procedures described below.

Requesting paper documents, withdrawing consent, and/or updating contact information

To request paper copies of documents, withdraw consent to conduct business electronically and receive documents, notices, or disclosures electronically or sign documents electronically please contact the **Sender** by sending an email to **Sender's** email address located at the bottom of the **Invitation** requesting your desired action. Use one of the following email subject lines and insert the associated text into the body of the email:

- Email Subject line: "Request for Paper Documents"
Include your full name, email address, telephone number, postal address and the signing name found in the **Invitation** in the body of the email.
*Note: There could be per page and delivery fees required by the **Sender** to send the paper documents.*
- Email Subject line: "Withdraw Consent to Conduct Business Electronically"
Include your full name, email address, telephone number, postal address and the signing name found in the **Invitation** in the body of the email.
- Email Subject line: "Update Contact Information"
Include your full name, email address, telephone number, postal address and the signing name found in the **Invitation** in the body of the email, along with the requested change(s) to your contact information