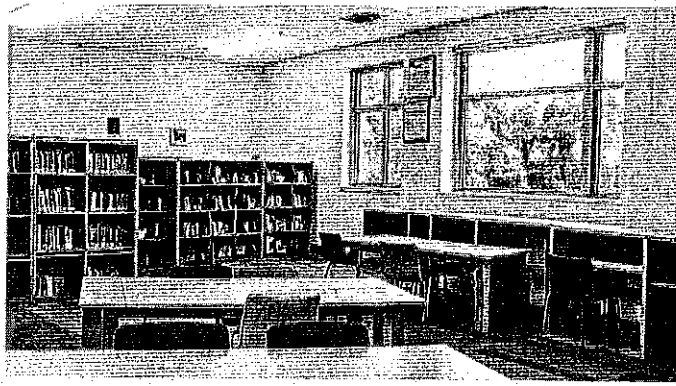


FY27 COLLECTION DEVELOPMENT PLAN



Poinciana STEM Elementary

FY27 Collection Development Plan

April Nobles

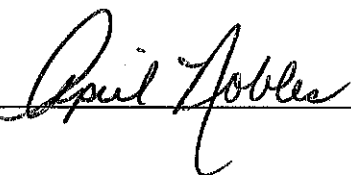
Educational Media Specialist

Signature Page

Poinciana STEM Elementary
FY27 Collection Development Plan

Date Approved by Administration: 5/1/2026

Media Specialist Name: April Nobles

Media Specialist Signature: 

Principal Name: Shannon Stockman

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

Poinciana STEM Elementary serves Boynton Beach students from Kindergarten through 5th Grade. The school was established in 1954 and became a magnet school in 1994. There are currently 390 students enrolled. The population is 80% black, 9% hispanic and 5% white. Poinciana Elementary is a Title 1 School with a minority rate of 91 percent.

Poinciana Elementary is STEM school of choice with a Planetarium, Technology Lab and a STEIM Lab that students rotate through on the Fine Arts wheel along with Art, Media, Music and Physical Education.

School Mission Statement

Poinciana Elementary Science, Technology, Engineering, and Mathematics Magnet School is committed to providing the highest quality education that allows ALL students the opportunity to achieve their maximum potential as confident, lifelong learners and productive, responsible citizens.

Media Center Mission Statement

The mission of the Poinciana STEM Elementary Media Center is to foster the love of reading for pleasure and information by connecting our students, faculty and administration with resource, technology and critical thinking skills they need to inspire learning. We will enrich the lives by maintaining a nurturing, safe, and inviting environment for all students. We will strive to meet the needs of all ethnic, cultural and educational differences for all patrons to excel in our community.

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 Literacy Week, Read For the Record and Scholastic Book Fairs and provides a collaborative space for inquiry and research.

Goals and Objectives

Goal 1: Weed books in the fiction and easy section.

***Use Destiny reports to determine books that have not circulated in a year or more. Place books in a visible location to see if they gain interest, if not weed those books.**

*** Use Destiny reports to determine books that are old and outdated.**

Goal 2: Replacement of age sensitive books in the non-fiction section.

***Use Destiny reports to determine books that are old and outdated.**

***Focus on Astronomy; Medical Science and Geography sections.**

***Weed books to bring the collection into the 21st century.**

Goal 3: Set aside time for administrative tasks, ie... weeding, book repair, collection maintenance.

***Set aside specific days of the rotation that the Media Specialist can work on the upkeep and development of the library's book collection.**

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.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$201	\$201
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$191	\$191
Account 561100 - Library Books	\$574	\$574
Account 562230 - Media A/V Equipment	\$255	\$255
Account 564220 - Furn-Fix/Equip	\$319	\$319
Fundraising and/or Grants	FY26	Projected FY27
Fundraising - Scholastic Book Fair	\$5000	\$5000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$1179	\$1179

Purchasing Plan FY27

Purpose	Amount
Non-fiction replacement books	\$1500
Graphic novels	\$250
Easy readers	\$250
Total:	\$2000

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, and Graphic Novels.
- Digital: eBooks, and Online Databases (District).

Special Emphasis:

The collection maintains a special emphasis on non-fiction texts to support the STEM choice 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:

- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

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.

Circulation and Access:

- Devices: Student Laptops/Chromebooks , Laptop Chargers, iPads/Tablets

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 Media Specialist is responsible for coordinating the collection development plan. The Media Specialist chooses materials that support the instructional program and promote reading. Library materials must be suited to the students needs and their ability to comprehend the material presented. Library materials must be appropriate for the grade level and age group for which the material is used. The Media Specialist uses School Board Policy 8.12 that sets out the procedures for selecting and developing library collections. The Media Specialist shall evaluate and select print and non-print materials by using professional reviews like School Library Journal, Booklist, Publishers Weekly and/or Kirkus reviews.

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

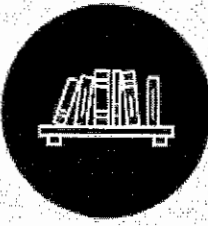
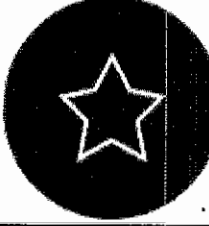
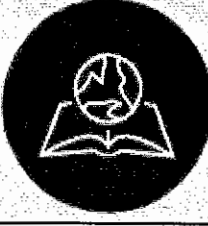
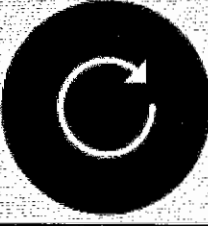
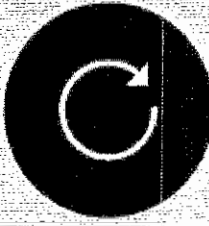
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
17,343 Items in the Collection	44 Items per Student	56% Fiction Titles in the Collection	44% 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.			
	1999 Average Age of the Collection	67% Aged Titles	6% 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.	
			
16% Representative Titles in Collection	2001 Representative Titles Average Age	30% SLL Titles in Collection	2003 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	45	2004
Philosophy & Psychology	54	2007
Religion	45	2000
Social Sciences	892	1996
Language	85	1995
Science	2114	1996
Technology	722	2000
Arts & Recreation	548	2005
Literature	428	1992
History & Geography	1148	1998
Biography	948	1998
Easy	4595	1998
General Fiction	4181	2004
Graphic Novels	428	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. This school year (2025-2026) the Fiction section was inventoried as directed by the district. Future inventories will be: FY27 Non-fiction; FY28 Easy, 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:

The Non-fiction section is organized with a modified Dewey Decimal systems, books are grouped by category more than by decimal point and authors last name.

Biographies are filed by the subjects last name.

Graphic novels are in the Fiction section by the author's last name, not in the Non-Fiction (741.5) section. Each graphic novel has a sticker on the spine so they are identifiable to the students. Students may borrow one graphic novel, to guarantee there are some for everyone.

Early readers, such as Acorn, Branches, I Can Read books are placed in baskets for easy locating.

Lost or Damaged Library Materials

Poinciana STEM Elementary does not charge students for late materials. However, since the budget for library books is so limited, we do charge students for lost or damaged books. This is in accordance with 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".

Typically, the Media Specialist will forgive 4 books per student. Any books lost or damaged after that are the students responsibility to replace.

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

School Year	Strategic Focus
FY27	Selection Priorities Improve the age of the non-fiction areas - especially science.
	Inventory and Deselection (Weeding) Focus 1) Inventory the non-fiction section 2) Weed the non-fiction section
FY28	Selection Priorities Improve the age of the non-fiction areas - history and geography.
	Inventory and Deselection (Weeding) Priorities 1) Inventory the easy section 2) Weed the easy section
FY29	Selection Priorities Improve the age of the easy section.
	Inventory and Deselection (Weeding) Priorities 1) Fiction section, this includes graphic novels 2) Weed the Fiction section

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)