

Kathryn E. Cunningham/Canal Point Elementary

FY27 Collection Development Plan

Cordel Walkes

Educational Media Specialist

FY27 COLLECTION DEVELOPMENT PLAN



Signature Page

KEC/Canal Point Elementary School
FY27 Collection Development Plan

Date Approved by Administration:

Media Specialist Name: Cordel Walkes

Media Specialist Signature: Cordel Walkes

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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

Serving a population of approximately 286 students, Kathryn E. Cunningham Elementary is 7% white, 74% Black, 18% Hispanic and 1% Asian. 90% of our students qualify for Free and Reduced Lunch and 4% of our students are English Language Learners (ELLs). KEC/Canal Point meets the needs of Exceptional Student Education and ESOL students in the general education classroom.

School Mission Statement

The mission of K.E. Cunningham/Canal Point Elementary School is to provide a world-class education with excellence and equity for all students, empowering them to reach their full potential. KEC/Canal Point envisions a "dynamic, collaborative, multicultural community where education and life-long learning are valued and supported".

Media Center Mission Statement

The mission of the Kathryn E. Cunningham/Canal Point Elementary media center is to provide a stimulating and supportive learning environment where students can discover, explore, and develop their lifelong passion for reading, information literacy, and technology. The Media Center will promote inquiry-based learning for grade-level units, support the school curriculum, and provide information and technological skills necessary to locate, access, and apply ideas, information, and resources in various formats.

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 Media Specialist is assigned a fixed schedule on the fine arts wheel by the school's administration. The Media Specialist fine arts rotation primarily covers Grades K-5, in which each Media

Block runs for 30 minutes once a week. The Media Specialist/Librarian teaches skills that integrate Florida B.E.S.T. standards and AASL standards to help support classroom instruction. Each 30-minute block has lessons that contain activities that incorporate technology, reading, and information literacy in some capacity. The Media Specialist also teaches lessons that bring awareness to nationally celebrated events such as Literacy Week, World Read Aloud Day, Poetry Month, Hispanic Heritage, Black History, Earth Day, etc.

Goals and Objectives

Goal1: Stay current with technology to help support student learning and growth

- Invest in the latest technology and resources to ensure that the media center meets the needs of students and staff.
- Provide opportunities for students to explore their interests and passions through research projects and independent study.
- Stay informed about emerging trends in education and technology and collaborate with teachers to create engaging and relevant learning experiences for students

Goal 2: Increase the circulation statistics by at least 15% and support students' reading.

- Collaborate with classroom teachers to make sure students check out at least 1 book weekly that supports their current unit of study, in addition to their self-select high-interest books
- Have reading competitions for upper grades levels 3-5 and provide incentives for students who are top readers
- Do weekly read alouds for K-2 and provide “browsing time” for students to check out books.

Goal 3: To increase the overall average publication date of the KEC/ Canal Point Elementary Library Media Collection.

- Weed out and replace outdated materials, focusing on the science, history, and technology collection
- Weed out materials based upon the significance to the reader, focusing on items that have never circulated or have not circulated for long periods of time.

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>\$946.98</i>	<i>\$946.98</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 561100 - Library Books</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$0</i>	<i>\$0</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$0</i>	<i>\$0</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>\$0</i>	<i>\$0</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$783</i>	<i>\$783</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$800
Supplies	\$950
Total:	\$1750

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
- Digital: eBooks, Online Databases (District).

The sections of the LMC are Fiction (F), Biographies (92), Easy Reading/Picture Books (E), Spanish books (SP), STEM, Buddy/Partner Reading Books, and Favorite Genres (i.e., Scary, Mystery, Dr. Seuss, Magic School Bus, & Magic Tree House). Research and reference materials are available electronically with 24/7 access through the district-provided databases and eBooks (such as Gale Research & PebbleGo).

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

Equipment available for use includes laptops, desktop computers and additional equipment is available for teacher/staff use in the media center and workroom areas. A TV production studio is housed within the media center.

Instructional Area:

- Computer Lab: 4 Desktop Student Workstations.
- 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).
- 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, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System, Portable Speakers.

Circulation and Access:

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

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 the growth of factual knowledge, 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

Library Materials Selection and Evaluation is a continual process grounded in School Board Policy. The Library Media Specialist will utilize current recognized professional selection tools. A Consideration File will also be maintained by the Library Media Specialist. Book Selection choices reflect the needs of the school community, staff recommendations, and professional reviews. This criterion will apply to all print, nonprint, and electronic media purchases.

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.

			
5,435 Items in the Collection	19 Items per Student	51% 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.			
	2005 Average Age of the Collection	61% Aged Titles	13% 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.	
			
40% Representative Titles in Collection	2005 Representative Titles Average Age	42% SLL Titles in Collection	2008 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	12	2015
Philosophy & Psychology	21	2009
Religion	2000	22
Social Sciences	1996	603
Language	1998	27
Science	2004	630
Technology	2008	188
Arts & Recreation	2008	343
Literature	1993	196
History & Geography	2012	128
Biography	2006	249
Easy	2003	1,247
General Fiction	2010	1,548
Graphic Novels (741.5)	2017	105

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. KEC/Canal Point Elementary inventories at least $\frac{1}{3}$ of its

collection each year on a rotational basis, every 3 years: FY27 - EASY, FY28 - NONFICTION, 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:

As a media specialist here at KEC/Canal Point Elementary, I prioritize creating an intuitive and accessible environment for our young readers by utilizing a hands-on navigation system. To maintain organizational consistency and assist students in finding their next favorite story, we use **laminated Dewey Decimal Markers** that kids carry with them as they browse the shelves. This specific logic ensures that every book is returned to its rightful place according to the Dewey Decimal System, while providing our students with a physical tool to "claim" their spot on the shelf, thereby preserving the integrity of our collection's order during busy library sessions.

Lost or Damaged Library Materials

Students who lose or damage a book are expected to replace or pay for a replacement copy. Board Policy 2.218(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." Late books are not charged any fine.

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

School Year	Strategic Focus
FY27	Selection Priorities ● SSYRA/ Nonfiction ● SSYRA/ Literature ● Literature
	Inventory and Deselection (Weeding) Focus ● Easy
FY28	Selection Priorities ● Nonfiction(History)
	Inventory and Deselection (Weeding) Priorities ● Nonfiction
FY29	Selection Priorities ● Science/Technology ● SSYRA ● SSYRA/Nonfiction

	Inventory and Deselection (Weeding) Priorities ● Fiction
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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)

Audit trail

Details

FILE NAME	KEC/Canal Point Elementary_CollectionDevelopmentPlan_FY27 - 5/8/26, 10:02 AM
STATUS	Signed
STATUS TIMESTAMP	2026/05/08 15:25:31 UTC

Activity

SENT	cordel.walkes@palmbeachschools.org sent a signature request to: Altoria Henley (altoria.henley@palmbeachschools.org)	2026/05/08 14:02:59 UTC
SIGNED	Signed by Altoria Henley (altoria.henley@palmbeachschools.org)	2026/05/08 15:25:31 UTC
COMPLETED	This document has been signed by all signers and is complete	2026/05/08 15:25:31 UTC

The email address indicated above for each signer may be associated with a Google account, and may either be the primary email address or secondary email address associated with that account.