



J. Michael Conley Elementary

Media Center Collection Development Plan



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EXECUTIVE SUMMARY

Leon County Schools Vision

The vision of Leon County Schools is to provide an engaging, safe, and respectful learning environment that fosters effective communication, collaboration, and critical thinking while creating productive citizens who value diversity and positively contribute to society.

Leon County Schools Mission

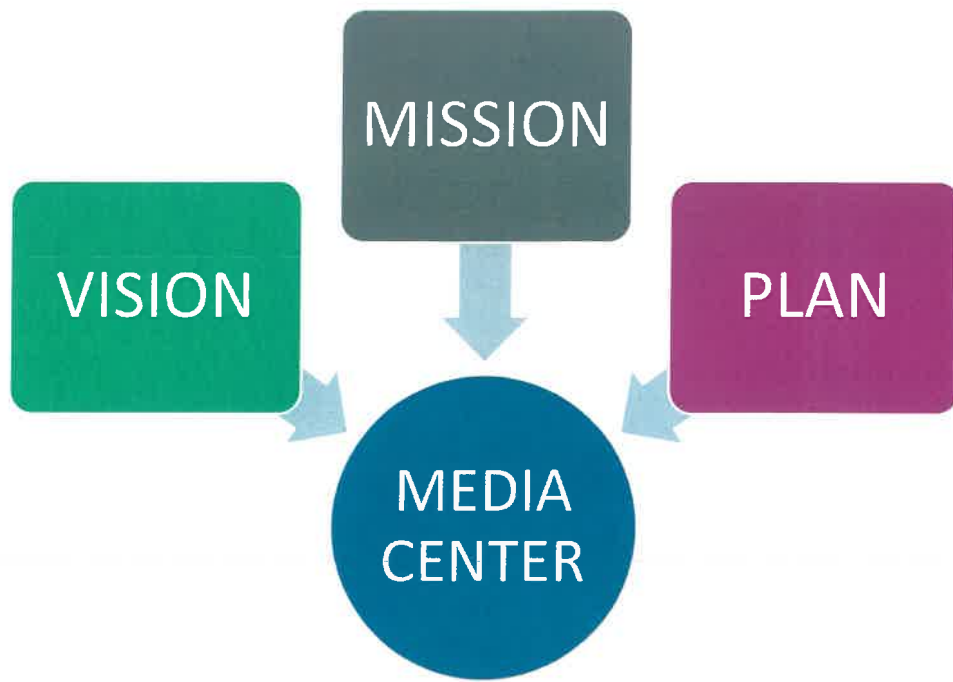
The mission of Leon County Schools is to educate, inspire, and empower all students to become responsible, respectful, and engaged citizens who are equipped with the critical thinking skills needed to thrive in our global society.

J. Michael Conley Elementary School Vision

The vision of J. Michael Conley Elementary is to provide an engaging, safe learning environment that supports, complements, and expands the instructional programs of the school by providing media and materials for all interests and ability levels of all students within the school.

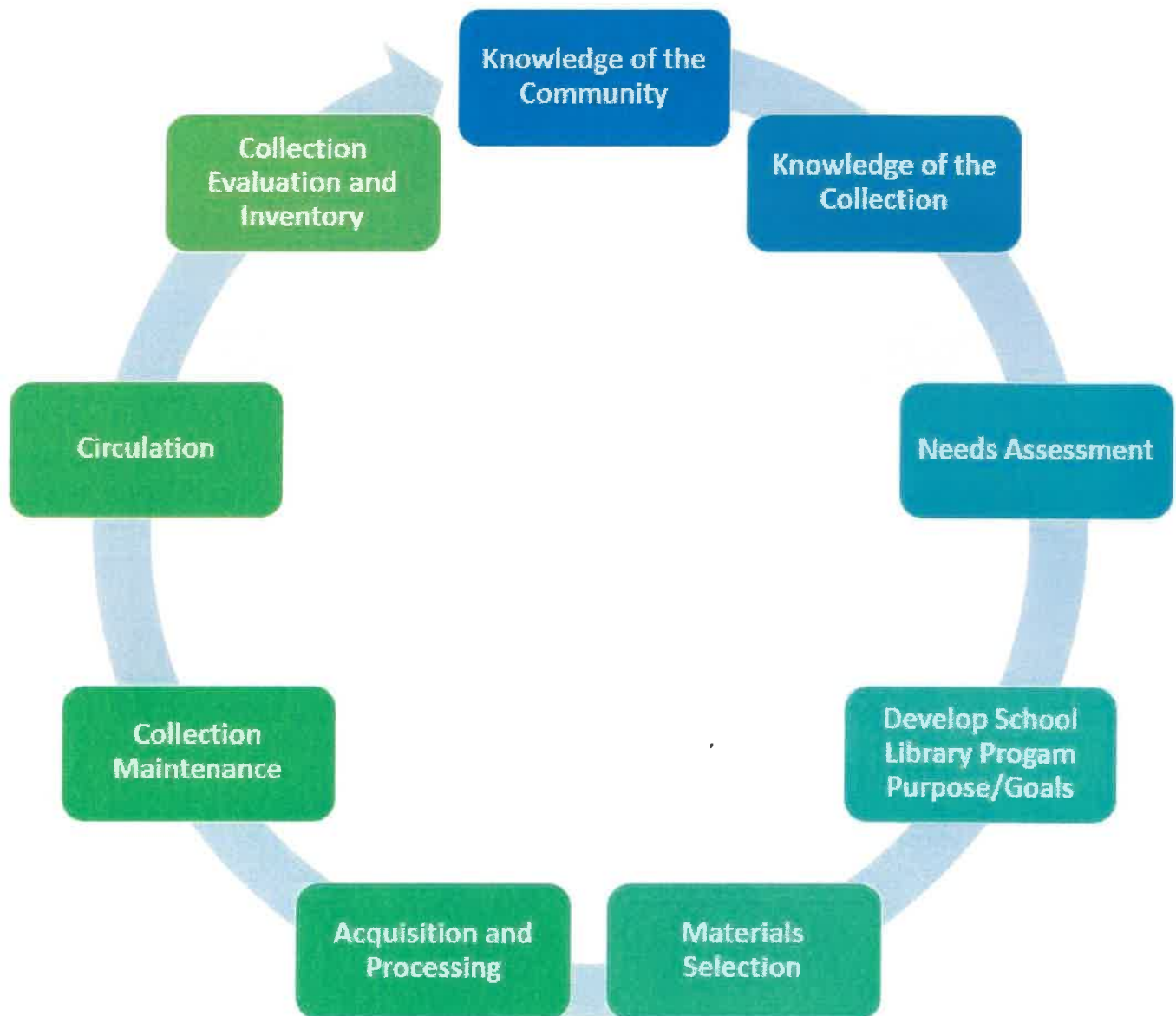
J. Michael Conley Elementary School Mission

The mission of J. Michael Conley Elementary School is to develop a community of inquisitive, independent, resilient learners who are safe, cooperative, open-minded, principled, and empathetic. The students will be able to meet the challenges of the changing world by maximizing technology and receiving access to engaging curriculum and materials in a positive learning environment.



COLLECTION DEVELOPMENT PLAN CYCLE

This collection development plan is a subsection of the J. Michael Conley Elementary (Conley Elementary) Strategic Plan for Library Media Operations. The collection development plan outlines how district and school funds are to be spent, collection maintenance, and how/when to remove items from the collection. The Conley Elementary Collection Development Plan is organized as follows:



KNOWLEDGE OF THE COMMUNITY

Conley Elementary serves 710 students enrolled in grades PreK-5th. The student population ethnicity is made of 11% Hispanic and 89% Non-Hispanic students. Additionally, we serve a diverse population made up of 238 White (33%), 412 Black (51.3%), 10 Native (1%), 99 Asian (14%), and 5 Pacific (0.7%).

The administration includes Principal Ben Threadgill, Assistant Principals Ava Williams, and Cara Garrett. Conley Elementary is proud to offer the many special programs which provide students with opportunities. These include Safety Patrols, WCSS News Crew, STEM Club, Robotics Club, Mathletes, Student Council, Spelling Bee, Florida 4-H Public Speaking Contest, and Special Olympics.

School Analysis

The school analysis provides an overview of the school's enrollment, demographics and special programs offered.

Enrollment & Demographic Data					
710 2024-25 Student Enrollment as of August 31, 2024		Subgroups		Federal Ethnicity	
		8.8% ELL	27% ESE	11 % Hispanic	89 % Non-Hispanic
Federal Race Groups					
33 % White	44.2 % Black	1 % Native	14 % Asian	0.7 % Pacific	7.1 % Multicultural
Proficiency Data					
Assessment	2023-24	2022-23	Assessment	2023-24	2022-23
FSA ELA Grade 3	51%	39%	FSA Math Grade 3	50%	35%
FSA ELA Grade 4	43%	40%	FSA Math Grade 4	46%	45%
FSA ELA Grade 5	37%	50%	FSA Math Grade 5	35%	51%

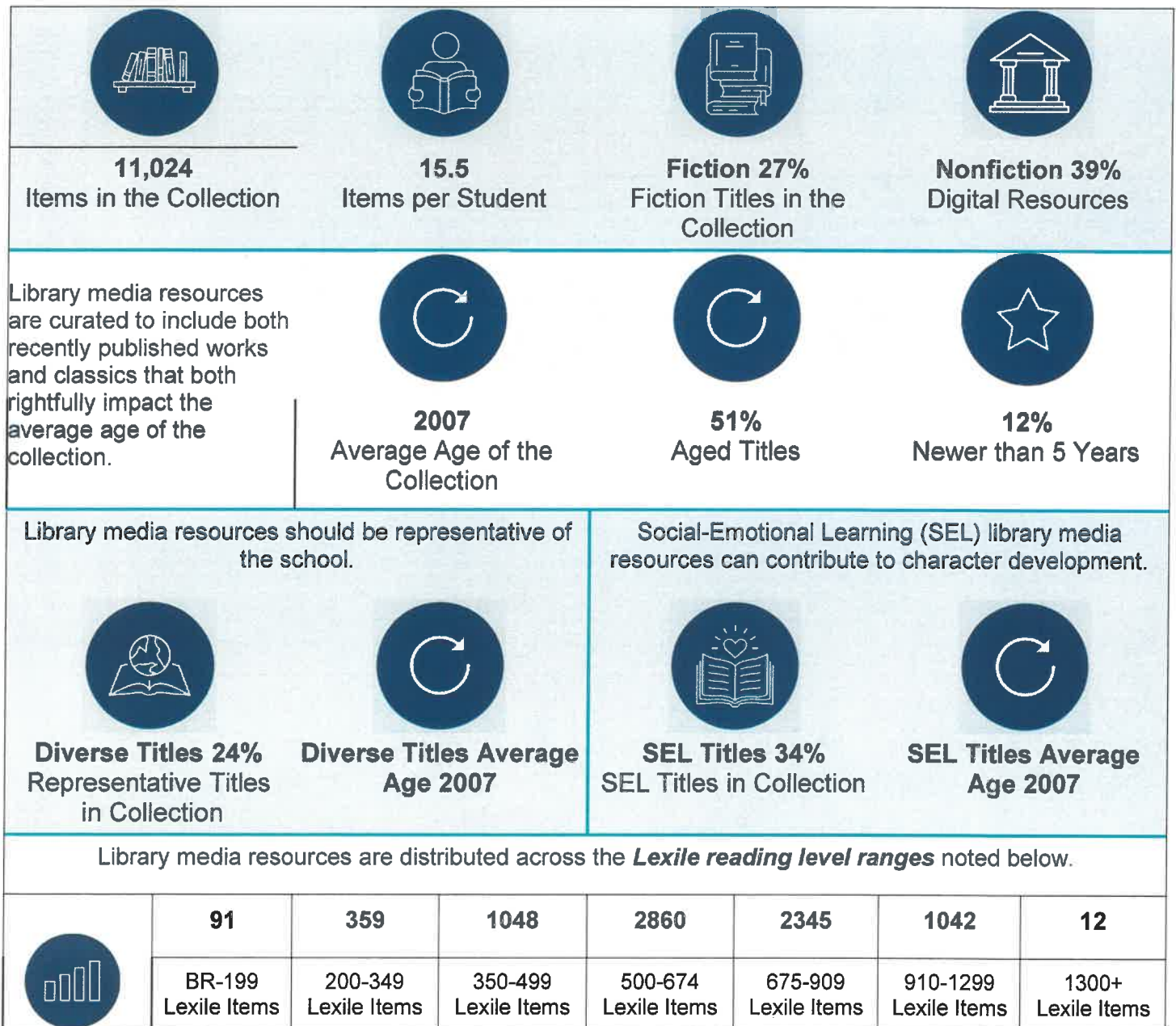
NGSSS Sci 5 EOC	36%	54%			
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KNOWLEDGE OF COLLECTION

Collection Analysis

A thorough analysis of the current media center collection at Conley Elementary indicates that the average age of the collection is 15 years and the number of books per student is 15.5. The American Association for School Libraries has established a criterion for highly effective media center that includes a ratio of 15-20 books available per student in the collection.

At this time, Conley Elementary does meet the recommended standards for the number of books per student. The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.



Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age
Computer Science, Information & General Works	30	2015
Philosophy & Psychology	30	2007
Religion	28	2007
Social Sciences	633	2005
Language	135	2003
Science	1560	2009
Technology	589	2008
Arts & Recreation	404	2010
Literature	242	2003
History & Geography	640	2007
Biography	576	2008
Easy	2635	2006
General Fiction	2932	2009
Graphic Novels	429	2017

The analysis of the collection also revealed the following areas of strengths and concerns

- The number of books per student needs to increase.
- Many categories need an influx of new, current materials.
- Language and Literature appear to be quite dated and need new, updated selections.

Representation Analysis

To deepen focus on strategic collection development, specific sections of the collection were analyzed in detail to determine whether the media center collection reflects and represents various points of view and experiences. The goal is to provide a balanced collection that can be both a mirror, to reflect a reader's experience, and a window, so readers can experience different viewpoints. Circulation will be closely monitored to provide data for the collection development process.

Needs Assessment

Online surveys were made available to staff in August 2024. Parents and students will have access to the survey in the fall of 2024. Elementary school students will be able to complete the survey during their library time. Teachers will be available to read the questions and help with responses for first and second graders if needed. Staff received an email and email reminders to complete their surveys, while the parents will receive the survey through the listserv, teacher newsletters, and online media posts encouraging them to respond. Results from the surveys will be forthcoming. The surveys completed by the staff expressed a need for improved learning opportunities, communication, collaboration, resources, and space. These developed into the goals: 1. Empower students to become self-directed learners through authentic opportunities, 2. Cultivate partnerships, 3. Ensure equitable access to resources and spaces.

Materials Selection

Conley Elementary library media center is under the umbrella of the Leon County Schools district library program which in turn, follows requirements laid out by Florida law for library media centers and instructional materials.

Per [FS 1006.28.6\(d\)2.a-d](#) and LCS [po2520](#), the guidelines below are general standards by which to review and select materials to meet the needs of your students, faculty, and staff.

Materials considered for purchase are selected on the basis of the following criteria. The materials must be:

Library Materials Selection Guidelines

<ul style="list-style-type: none">• in support of state academic standards and aligned curriculum.	<ul style="list-style-type: none">• suited to student needs and their ability to comprehend the material presented.
<ul style="list-style-type: none">• able to meet an academic need of students and faculty.	<ul style="list-style-type: none">• of quality of writing and production.
<ul style="list-style-type: none">• free of pornography and material prohibited under s. 847.012.	<ul style="list-style-type: none">• appropriate for the grade level and age group for which the materials are used or to whom they are made available.

- at an appropriate readability level and user appeal.

- valid, accurate, objective, up-to-date, and appropriate information

Effort should be made to keep the media current, comprehensive, and include media that reflects rapidly developing instructional technologies.

After analyzing the Conley Elementary library media collection, the following areas have been selected as the primary areas of emphasis for materials selection for the 2024-2025 school year.

Area 1: Sunshine State Young Readers Award program

Area 2: Graphic novels and other popular series

Area 3: Science at all grade levels, with additional emphasis on the lower grade levels

Acquisition, Processing, and Maintenance

Acquisitions Procedures in School Libraries

School Library Acquisitions Procedures

- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Circulation

Circulation guidelines and procedures for **Conley Elementary**

Procedures for circulation:

- Number of items allowed by grade:
 - Kindergarten and 1st grade check out one book
 - 2nd through 5th graders are allowed to check out two books
- Access to the media center:
 - Students are allowed to check out books from 8:45 a.m. until 2:45 p.m. The library is closed from 11:30 a.m. until 12:30 p.m.
- Reshelving of the books happens all day and when books are lost, a printed bill will go home with the student.

Circulation statistics for Conley Elementary library media center area as follows:

School Year Spring 2024	Circulation Statistics Categories					
	Kindergarten	1 st	2 nd	3 rd	4 th	5 th
Patrons	269	228	209	265	212	262
Circulation	108	153	194	377	95	194

Collection Evaluation and Inventory

Weeding, also known as Deselection, is a valuable professional practice for the **Conley Elementary** school library media center.

This page lists the priorities for selection and weeding for each school year and includes the action, updates, and outcomes. This is subject to change due to funding and time constraints.

School Year	Strategic Focus
2024-25	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 – Selection of items will be based on committee input and survey results from staff, parents, and students. ● Priority 2 – Provide a wide range of materials on varying levels of difficulty with a diversity of appeal compatible with the different needs, interests, and viewpoints of students and teachers. ● Priority 3 – Provide access to materials which strengthen and enrich the school's instructional programs.
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 – Evaluate the collection development policy and goals for the collection. Assess goals for depth and overall collection and weed appropriately to attain goals. ● Priority 2 – Evaluate aging books for outdated, irrelevant, incorrect content. Provide systematic and continuous weeding of damaged, shabby, worn, and tattered items ● Priority 3 – Identify items that are shelf-sitters and haven't circulated over a period of time.

2025-26	Selection Priorities <ul style="list-style-type: none"> ● Priority 1 – Evaluate overall purpose of items and determine the need in relation to the current grade level curriculum. ● Priority 2 – Keep the media current, comprehensive, and include items that reflect the rapidly developing instructional technologies. ● Priority 3 – Increase student motivation to read a variety of genres and build the collection according to student requests and survey data.
	Weeding Priorities <ul style="list-style-type: none"> ● Priority 1 – Evaluate the collection development policy and goals for the collection. Assess goals for depth and overall collection and weed appropriately to attain goals. ● Priority 2 – Evaluate aging books for outdated, irrelevant, incorrect content. Provide systematic and continuous weeding of damaged, shabby, worn, and tattered items ● Priority 3 – Identify items that are shelf-sitters and haven't circulated over a period of time.