



Tradewinds Middle School

Educate. Affirm. Inspire.

Tradewinds Middle School FY27 Collection Development Plan

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Certified Educational Media Specialist

Signature Page
Tradewinds Middle School
FY27 Collection Development Plan

Date Approved by Administration: _____

Media Specialist Name: Renee Grant

Media Specialist Signature: Renee Grant

Principal Name: Chris Schroeder

Principal Signature: Chris Schroeder

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Purpose of Collection Development Plan

The purpose of Tradewinds Middle School's Collection Development Policy is to ensure that our students have access to high quality, relevant print and digital resources which support our mission to foster students' academic, emotional, and social success, as well as the county's mission to educate, affirm, and inspire all students. Moreover, we maintain a wide selection of accessible, high-interest, culturally diverse materials.

Background Statement & School Community

Our school is a Title 1 school with a diverse demographic. Tradewinds Middle School is in Greenacres, Florida, a mid-size city setting. The student population of Tradewinds serves 730 students in Grades 6-8.

LOC	GROUP	SUB GRP	LVL ▲	DATE ▼	TOTAL %	TOTAL	WHITE %	WHITE	BLACK %	BLACK	HISPANIC %	HISPANIC	MALE %	MALE	FEMALE %	FEMALE	SORT RESET
2781	DEMOGRAPHIC	ESE	ALL	OCT 25	24%	174	29%	16	20%	57	27%	93	27%	95	21%	79	15794
2781	DEMOGRAPHIC	LEP	ALL	OCT 25	27%	194	13%	7	22%	63	35%	119	29%	101	25%	93	24470
2781	DEMOGRAPHIC	FRL	ALL	OCT 25	60%	441	50%	28	58%	170	63%	215	64%	224	57%	217	20173
2781	DEMOGRAPHIC	ALL STUDENTS	ALL	OCT 25	100%	730	8%	56	40%	291	47%	340	48%	351	52%	379	11405

Tradewinds serves 730 students with a diverse population and significant instructional and support needs. The student body is primarily Hispanic (47%) and Black (40%), with White students representing 8% of enrollment. Gender distribution is balanced, with 52% female and 48% male.

Student support needs are substantial: 60% of students qualify for Free or Reduced Lunch, indicating high economic need. Additionally, 24% of students receive Exceptional Student Education (ESE) services, and 27% are Limited English Proficient (LEP), reflecting the importance of strong special education and multilingual instructional support.

Overall, the data highlights the need for continued emphasis on equitable resource allocation, targeted academic interventions, language development services, and family support programs to ensure success for all learners.

The school aims to develop each child intellectually, emotionally, physically, and socially in partnership with the school families and the community so that all students are lifelong learners, complex thinkers, responsible global citizens, and effective communicators.

Pre-Culinary Arts

The Pre-Culinary Arts program is a three-year preparatory program for middle school students designed to encourage and prepare students for entry into high school culinary arts career academies or related fields of study. The program also provides middle school students with consumer level skills, beginning the exploration of the culinary field, as well as related occupations. Areas of study include nutrition safety and sanitation, culinary terminology, small and large equipment usage and food preparation needed in the

workforce. Opportunities to learn front and back-of-the-house operations through entrepreneurship activities are also built into the curriculum.

Pre-Teacher Education

The Pre-teacher Academy is a three-year preparatory program beginning in 6th grade for middle school students interested in any career that deals with children. Career possibilities such as child psychologist, social worker, pediatrician, pediatric nurse, teacher, children's author, child nutritionist, pediatric dentist are discussed. Topics of study include child development, early childhood education, childhood nutrition, health and safety, communication, interpersonal skills, leadership, career development, child abuse and neglect, fetal alcohol syndrome and pre-natal/infant brain development. Opportunities to receive certifications in infant/child CPR, First Aid, AED, and baby-sitting are offered.

Advancement Via Individual Determination (AVID)

Students enrolled in the program have the opportunity to develop academic skills in reading, writing, and critical thinking that build organizational skills, time management, and goal setting that can prepare them for college and or career ready upon high school graduation.

School Mission Statement

The staff is committed to providing a safe, positive, and inclusive learning environment that fosters students' academic, emotional, and social success. Through effective teamwork, high expectations, and character development, administration, teachers, parents, and community members will provide ALL students access to rigorous and equitable learning opportunities while preparing middle school students for transition to high school and beyond.

Media Center Mission Statement

Our mission is to provide students and teachers with access to high quality, up-to-date print and digital resources that support students' academic, emotional, and social success as we nurture responsible, global citizens. The Media Center seeks to engage with all students on their path to becoming confident, educated, empathetic, problem-solvers with a lifelong love of reading.

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

Our mission is to provide students and teachers with access to high quality, up-to-date print and digital resources that support students' academic, emotional, and social success as we nurture responsible, global citizens. The Media Center seeks to engage with all students on their path to becoming confident, educated, empathetic, problem-solvers with a lifelong love of reading. The library program will provide access to all students through a consistent, rotating schedule. Students will learn how to navigate the library in search of a specific book, author, or topic, as well as how to browse by area(s) interest. Additionally, the library program will serve as a resource for students seeking assistance with academic concerns, such as exploring and applying for choice programs, tracking their quality points, and assisting with verifying eligibility for special programs. The library will also serve as a resource for district-supported

assistance information, such as 211 and how to access free or reduced medical assistance.

Goals and Objectives

1) Goal #1: Give every student a Media Center tour by the end of month 1.

- Schedule through english classes
- Provide a Reading Interest Questionnaire
- Offer incentives to students who return their Questionnaire to the Media Center within 2 school days

2) Goal #2: Check out a book to every student by the end of quarter 1.

- Schedule through english classes
- Use the Reading Interest Questionnaires to pull books ahead of time

3) Goal #3: Have a minimum of 25 adults attend the Media Center's first Family Night. (Oct. Date - TBA)

- Select date and format
- Incentives for attendance
- Promote this event

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
<i>Account 551100 - Media Supplies</i>	\$584	\$ 584
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$356	\$356
<i>Account 561100 - Library Books</i>	\$1052	\$1052
<i>Account 562230 - Media A/V Equipment</i>	\$466	\$466
<i>Account 564220 - Furn-Fix/Equip</i>	\$188	\$188
Fundraising and/or Grants	FY26	Projected FY27
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$2500	\$2500
State Media Allocation	FY26	Projected FY27
<i>Account 561100 (program 3070) - Media Books</i>	\$1403	\$1403

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Purchasing Plan FY27

Approximate Purchasing Plan	
<u>Purpose</u>	<u>Amount</u>
Books & Print Materials	\$2455
Supplies	\$584
Subscriptions	\$356
STEM	\$466
Total: \$ 3861.00	\$ 3861.00

Scope of the Collection

The Library Media Center houses our collection of fiction, non-fiction, graphic novels, reference books, English language magazines, and Spanish language magazines for pleasure reading as well as research. Books are classified according to the Dewey Decimal System, with signage that clearly directs students to the different areas.

Through their student portals, students have access to Mackinvia electronically, which is mostly used for pleasure reading, but which also contains access to non-fiction resources like certain GALE and World Book sources. Students also have digital access to SIRS Discoverer and SIRS Researcher, along with the GALE databases, which provide up-to-date, relevant information on a variety of topics, including STEM, global issues, and opposing viewpoints to help students broaden their perspectives, conduct research, and practice critical thinking.

Per school board policy 8.12, our collection serves to provide material for students' personal enjoyment, to support our standards-based curriculum, and to provide access to material that enriches their understanding of the world around them

Equipment

Students primarily use their Chromebooks in the Media Center. We do have headphones available for students, and we disinfect them after each use. Students have access to a black and white and color printer. Additionally, we house full Chromebook carts for testing. Teachers also have access to both printers, as well as copy machines, a laminator, and a poster maker. At one time, there was a tv production studio attached to the media center, but it's not currently in use.

Collection Development

TMS's process for Collection Development is dedicated to providing diverse materials to engage and inform our stakeholders through consistently evaluating our holdings and reviewing input from our stakeholders.

Selection and Evaluation Criteria

Board policy dictates that our collection be governed by three principles:

- Material must be accessible and suited to the diverse needs of our students
- Material must be suitable for the students' grade and age level
- Material must not violate 847.012, F.S.

Guided by those principles, our collection reflects the diverse racial, ethnic, socioeconomic, and cultural diversity and interests of our students with relevant fiction, nonfiction, print, and digital media. Special consideration is taken to provide material that supports the academic curriculum at TMS and that has been recommended through established academic trade journals and collegial collaboration.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed District-wide. District Resources And Services : The School District Library Media Services provides support to school 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 works in collaboration 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 search and find specific facts efficiently and effectively. School Board Policy 8.12 sets out the procedures for selecting and developing library collections, which are followed District-wide.

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:

- Computer Lab: Desktop Student Workstations.
- Classroom Technology: Smartboard, Document Camera, Sound System.

Teacher Support and Workroom:

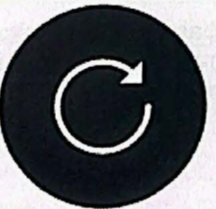
- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- A/V Support: Portable Projectors, PA System

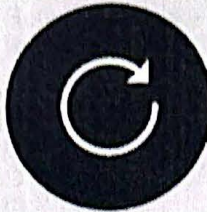
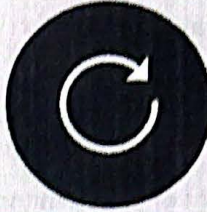
Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers,
- Peripherals: Headphones, Webcams, Calculators.

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.

			
7963 Items in the Collection	8.6 Items per Student	35% Fiction Titles in the Collection	56% 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	71% 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.	
			
41% Representative Titles in Collection	2007 Representative Titles Average Age	34% SLL Titles in Collection	2009 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	18	2007
Philosophy & Psychology	34	2007
Religion	53	2003
Social Sciences	3065	2005
Language	11	2004
Science	735	2003
Technology	354	2004
Arts & Recreation	337	2009
Literature	145	2004
History & Geography	781	2003
Biography	848	2004
Easy	41	2010
General Fiction	2772	2008
Graphic Novels	56	2012

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..

- FY27 Easy & Non-Fiction 000-400 & Biographies, FY28 Non-fiction 401-999, and 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:

Fiction is genreified by subject using colored labels and are on the left wall of the media center

Biographies are filed by Subject Last Name in the back of the media center

Non fiction are filed and located on the left side of the media center

Reference section is located in the back of the media center

Graphic Novels are separated into their own section on the right side of the media center

Lost or Damaged Library Materials

I became the TMS Media Specialist for TMS this school year. The entire media center was inventoried last year by the previous media specialist who cleaned up and reconciled the obligation list. In keeping with the policies from last year, students will be charged only if their library book isn't returned or renewed within 3 weeks. For library books that are lost or damaged beyond use, we will follow School Board Policy 2.218(9), which states, "If a student loses or damages ... library books ... said student shall be required to pay for, replace or repair said district property"

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities - Reference books and nonfiction to support STEM - Relevant biographies
	Inventory/Weeding Focus - Outdated reference books and nonfiction - Biographies of 90s and 2000s pop stars and social media influencers
FY28	Selection Priorities - More books in Spanish - More books in Creole
	Inventory/Weeding Priorities - Our current collection of books in our students native language
FY29	Selection Priorities - Newly released popular fiction - Adding to or compelling book series
	Inventory/Weeding Priorities - Outdated Novels - Novel in disrepair - Restart inventory cycle with fiction

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 February 5, 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 February 2, 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 February 2, 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 February 2, 2026)

E: Specific Material Objection Form

School Board of Palm Beach County (November 14, 2023). Specific Material Objection Form.

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