

FY27 COLLECTION DEVELOPMENT PLAN



Binks Forest Elementary School FY27 Collection Development Plan

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Signature Page

Binks Forest Elementary
FY27 Collection Development Plan

Date Approved by Administration: **April 30, 2026**

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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

The students of the Binks Forest Elementary School Media Center range from grades kindergarten through fifth. They represent culturally diverse ethnic and economic backgrounds along with ESE, ESL and ASD students.

The Media Center also serves the faculty, staff members and all county school libraries.

According to the Florida Department of Education School District Report Card for the 2023-24 year, the breakdown of our school population is as the following:

White- 56%

Black- 5%

Hispanic-31%

Asian 18%

Native American 0%

Mixed Race- 6%

Males- 49%

Females- 50%

Free and Reduced Lunch- 0%

Students with Disabilities- 34%

ELL- 8%

School Mission Statement

Binks Forest Elementary prepares students with higher-order thinking skills, responsible decision making, and problem-solving skills necessary to perform on or above grade level. Our school will foster respect for diversity and the character traits necessary to succeed in elementary school and beyond.

Media Center Mission Statement

Binks Forest Library Media Center is committed to working collaboratively with all stakeholders to provide a library media program that supports, complements and expands the instructional program of the school. The Media Center is the hub of the school providing services and materials for students and staff by bridging curriculum with resources. We provide a state of the art and creative learning environment where all students can experience a wide variety of literature. The Media Center is the center for all stories and voices where everyone is respected and celebrated. We believe all students will become literate and productive citizens of a global society.

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 flexible schedule to ensure equitable access for all students. Instruction is provided bi-weekly to support academic standards, digital literacy and provides a collaborative space for inquiry and research.

Students receive direct instruction during their library time in addition to checking out books. Classes are instructed within a four or five day rotation. Most classes have one and a third homerooms resulting in large class sizes that range from 23-27 students per fine arts class. The library media schedule is shared with the school counselor enabling both of us to have adequate time to complete other tasks including vetting, book reviews, programming and so on.

The Media Center opens daily 7:30 am to 8:30 am for students to check out books, take Book Taco tests, code, partake in MakerSpace activities and community projects, etc... During this time, we are also assisting teachers with lessons, pulling books, making posters, pulling supplies/materials and more.

This year's focus in the Media Center was celebrating all cultures and finding library JOY. Focusing on the positives and accomplishments of various groups aids in creating an environment of awareness and respect. Books were carefully selected to provide mirrors, windows and doors for students. In addition, on the morning announcements, I made it a point to explain the various holidays celebrated around the year by our community.

The Media Center promoted the Sunshine State Young Reader Award (SSYRA) books and the SSYRA Jr. books selected by the Florida Association in Media Education. To incentivize students to read the SSYRA list, the Media Center provided necklaces with brag tags for each book. Working in conjunction with the ELA teachers, students earned an SSYRA reading tag once they read the book and passed the Book Taco quiz. Students had the possibility of earning 15 tags and having their name listed on the morning announcements celebration page.

The Media Center also hosted the school Battle of the Books for grades 3-5 where more than 30 teams with 150 students participated. The Battle of the Books was an after school club sponsored

by our library media specialist Mrs. Epstein. This year, one of our teams had a school record breaking score and made it to the final Grand Battle of the Books at the district's Education Network where we came in second place. We celebrated our top three teams in grades 3, 4 and 5 with a VIP Private Make Your Own Ice Cream Sundae Party.

This year, we celebrated our avid readers. Students who read one million, two million and three million words had their names listed on the morning announcements' celebration pages.

Binks always participated in any event that encouraged students to read. During Literacy Week in January, Mrs. Epstein planned school wide events which included a variety of reading activities, dress up days and fun activities throughout the week. The school also participated in an online Book Fair with Follett.

In addition, Binks Forest participated in Read Across America, International Dot Day, Hour of Code, three Book Fairs, Read for the Record, Global Read Aloud Day, Literacy Night where we had a pop up book fair, and for the first time, the Jim Harbin Film Festival. Two of our 5th grade film groups won first place in PBCSD Student Film Festival in two categories including a documentary and instructional. Films have been submitted to the state's Jim Harbin Film Festival. All events were promoted on the morning news and provided further enrichment with a variety of videos and music.

SSYRA and Award-winning author/illustrator, Jarrett Lerner, visited Binks Forest this spring. He provided two assemblies, one for 2nd and 3rd and one for 4th and 5th, where he shared his drawing and story telling techniques through an engaging and interactive session with students.

The Media Center also collaborated with numerous grade levels on projects including fairy tale ball with first grade, US Symbols and Coming to America nonfiction research with Pebble Go for second grade, Greek support with third grade, Florida history with fourth grade, Washington D.C. research with fifth grade and May Book Madness with fifth grade.

This year we also weeded over 1,500 books and added close to 1,000 new titles to our collection.

Goals and Objectives

- **Goal 1: Update the collection with newer books, weed more books, and continue to fill in gaps by purchasing books that complement and complete collections in FY27.**
 - Using Titlewave as a basis of analysis, continue to purchase books that help develop a robust collection.
 - Book tasting for students to expose new authors and genres.
 - Weed more books, specifically in the nonfiction sections.
- **Goal 2: Expand digital creativity for upper elementary students that provide a more hands-on approach to a blending of curriculum, standards, real-world skills and student interests.**
 - Infuse more AI lessons into the library to stimulate creativity.
 - Use Adobe Express with middle grades to create collages/posts to reflect and show the mastering of standards.
 - Provide more digital experiences for upper-level classes with more rigorous assignments including Story Book Creator, Gale Database for research projects.
- **Goal 3: Increase circulation by 10% through reading promotions.**
 - Create more displays promoting authors and series.
 - Collaborate with classroom teachers on projects that correlate with their standards and my research goals.

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>	\$632	\$1608
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$379	\$0
<i>Account 561100 - Library Books</i>	\$574	\$574
<i>Account 562230 - Media A/V Equipment</i>	\$506	\$455
<i>Account 564220 - Furn-Fix/Equip</i>	\$632	\$0
<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>	\$0	\$0
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$2008.50	\$TBD

Purchasing Plan FY27

Purpose	Amount
Books	\$10,000
MakerSpace	\$500
Supplies	\$750
Subscriptions	\$150
Total:	\$11,400

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, Periodicals (Magazines).
- Digital: eBooks, Online Databases (District), Book Taco.

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:

Book Taco

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, Sound System.
- Makerspace: Building Manipulatives

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Student Production: Cameras/Tripods, Microphones
- Laptops: Adobe Express to create videos and digital content

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.

Circulation and Access:

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

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

1. School Board Policy 8.12 is the foundation of our selection and evaluation criteria.
2. The following professional tools are used for consultation when selecting materials.

Fiction Book Selection Guideline

2 or more reviews through professional review sites including:

Database of Award-Winning Children's Literature

American Library Association Website

Publisher's Weekly Website

Kirkus Reviews

School Library Journal

Booklist

Horn Book

Sunshine State Young Reader's Award Book List

Reputable vendors/publishers

Meets the required state statutes

Student interest

Nonfiction Book Selection Guidelines

The vendor or publisher is of repute

Meets the required state statutes

Student and teacher requests

Florida Standards content topics

Textbook and instructional program correlations

Reputable bibliographies

3. Critical Criteria for Selection: Educational significance, age appropriateness, accuracy, curriculum alignment.

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.

			
18,524 Items in the Collection	16.3 Items per Student	33% Fiction Titles in the Collection	33% 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.			
	2007 Average Age of the Collection	56% Aged Titles	10% 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.	
			
29% Representative Titles in Collection	2007 Representative Titles Average Age	36% SLL Titles in Collection	2009 SLL Titles Average Age

C

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	84	2010
Philosophy & Psychology	94	2001
Religion	75	2009
Social Sciences	890	2001
Language	115	2000
Science	1883	2005
Technology	803	2006
Arts & Recreation	1120	2013
Literature	217	2002
History & Geography	775	2005
Biography	1147	2007
Easy	3805	2005
General Fiction	5976	2011
Graphic Novels	553	2017

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. FY26- Fiction, FY27 Nonfiction, FY28 Everyone.

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 section has its own shelves. Books are organized by the author's last name.

1st Grade Fiction has its own aisle and organized by series

2nd Grade Fiction has its own section and organized by series

Everyone section has lower shelving for younger students. Books are organized by the author's last name.

Biographies are filed by subject's last name

Graphic Novels are separated into their own section

Nonfiction books are organized using the Dewey Decimal System

Lost or Damaged Library Materials

Students who lose or damage a book are expected to replace or pay for a replacement copy. [School Board Policy 2.21B\(9\)](#) 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 a fine of any kind.

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

School Year	Strategic Focus
FY27	Selection Priorities Buying goals: NONFICTION
	Inventory and Deselection (Weeding) Focus 1) Inventory: Non-Fiction 000-599 + Biographies 2) WEED: Nonfiction
FY28	Selection Priorities Buying goals: EVERYONE books
	Inventory and Deselection (Weeding) Priorities 1) Inventory: EVERYONE section 2) WEED: Everyone section
FY29	Selection Priorities Buying goals: FICTION books
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Fiction (General Fiction, Easy, Story Collection, Graphic Novels) 2) WEED: 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)

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