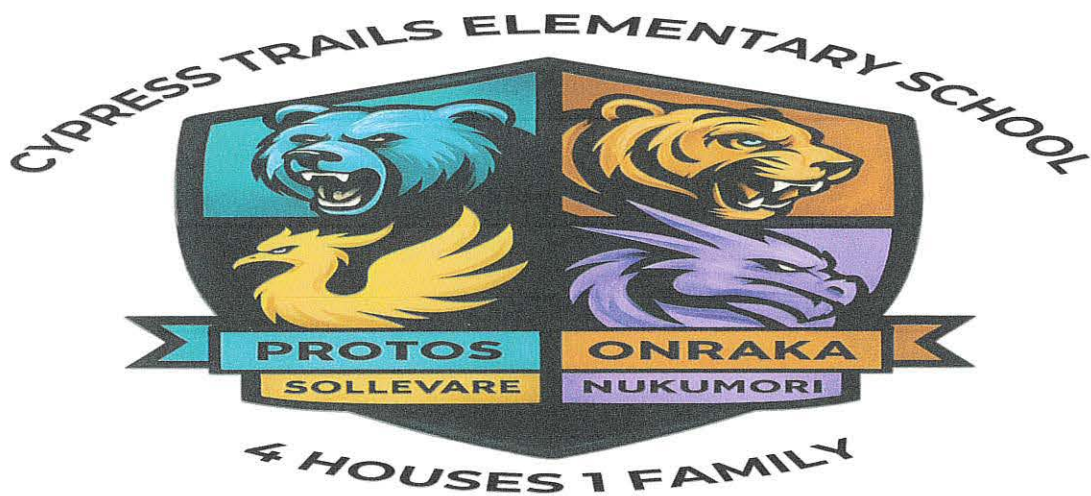


FY 27 COLLECTION DEVELOPMENT PLAN



Cypress Trails Elementary FY27 Collection Development Plan

Jenna Haera
Certified Educational Media Specialist
Certified Elementary Education
Certified Educational Leadership

Signature Page

Cypress Trails Elementary
FY27 Collection Development Plan

Date Approved by Administration:

Media Specialist Name: Jenna Haera

Media Specialist Signature: Jenna Haera

Principal Name: Bruce Saulter

Principal Signature: B. Saulter

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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 users of Cypress Trails Elementary Library Media Center are in grades Kindergarten through grade 5, faculty, staff, and parents of the community. The school is a Science, Technology, Engineering, and Math (STEM) school, a Green School of Excellence, a five-star school by FLDOE and an Exceeding Awards School by the East Coast Technical Assistance Center (ECTAC).

Cypress Trails Elementary is a Title I school and has a culturally and ethnically diverse population representing different economic backgrounds, which include, 21% Black/African American, 42% Hispanic, 6% Multiracial, 27% White, 3% Asian and 1% Indian. 30% are students with disabilities (SWD), and 15% are English Language Learners (ELL). We serve 523 students in grades K-5 and we offer all our students free breakfast and free lunch.

School Mission Statement

Cypress Trails is committed to providing a world-class education with excellence and equity to empower each student to reach his or her highest potential with the most effective staff to foster the knowledge, skills, and ethics required for responsible citizenship and productive careers.

Media Center Mission Statement

The mission of Cypress Trails Media Center is to foster a love of reading and learning for students. We hope to engage the students in 21st Century learning, skills, and knowledge, in order to guide them to become productive and responsible members of society. The media center aims to provide a safe and welcoming environment for all students to feel comfortable expressing and seeing themselves represented in the library.

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 services students in Kindergarten and 1st grade on the fine arts wheel. Open media time is available for 2nd, 3rd, 4th and 5th graders for an hour each day where students can come to the media center to check-out books. In addition, reading interventions are provided for students in 3rd grade, 4th grade and 5th grade. The news crew meets each morning to record the daily news of the day. Battle of the Books Club is held during lunch on Mondays for 4th and 5th graders where they compete to participate in the district's Battle of the Books Competition. In FY 27, the media program will most likely see 1st and 2nd grades on the fine arts rotation and will continue seeing intervention groups for 3rd, 4th, and 5th grade.

Goals and Objectives

Continue to build a love for reading.

- a. Have Author Visits for additional grade levels.
- b. Implement Book Blast for students to take home a free book to keep prior to the summer.
- c. Arrange for classes to read with a service dog.

Increase book check-outs for students not on the fine arts rotation

- a. Create a monthly "lunch bunch" for grade levels not on the fine arts wheel (2nd, 4th, and 5th grades). Students will come to the media center during lunch on a particular day to check-out books, read, work on Makerspace activities and eat lunch.
- b. Encourage teachers to come to the library during open media times as a class.
- c. Incorporate an incentive program for students who read library books.
- d. Create engaging and thematically relevant book displays in the media center.

Implementation of Flexible Learning Zones to accommodate diverse learning needs.

- a. Zones: The Quiet Zone: A dedicated area for individual deep focus, silent reading, and independent work. The Calming Zone: A space designed for sensory regulation and mental breaks. The Makerspace Zone: An active, collaborative environment for hands-on creation and group collaboration.
- b. Develop clear, visual signage for each area so students can easily navigate the media center.

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. Money can be moved to a different account based on the needs of the Media Center. The regular budget will be used to purchase new books and supplies. The 3070 funds will be used to buy what is necessary after analysis of the collection. A book fair will be held in the Fall to raise extra money for the media center. Cypress Trails Media Center supplements the below accounts with a Media Internal account. The Media Internal account fund comes from the monies raised through the book fair each year. These funds are to supplement the Media Program: books, supplies, ink, AV materials, AV equipment, awards and incentives.

<i>School-based Operating Budget</i>	<i>Budget FY 26</i>	<i>FY27 Projected Budget</i>
<i>Account 551100 - Media Supplies</i>	\$362	\$362
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$217	\$217
<i>Account 561100 - Library Books</i>	\$652	\$652
<i>Account 562230 - Media A/V Equipment</i>	\$290	\$290
<i>Account 564220 - Furn-Fix/Equip</i>	\$362	\$362
<i>Fundraising/ Grants</i>		
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$123	\$123
<i>State Media Allocation</i>		
<i>Account 556110 (program 3070) - Media Books</i>	\$1,590	\$1,590

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
<i>Account 551100 - Media Supplies</i>	\$362.00
SSYRA Books for Battle of the Books	\$903.20
<i>Account 561100 - Library Books</i>	\$652.00
Total:	\$ 1,917.20

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, Periodicals (Magazines/Newspapers), Professional Collection.
- Digital: eBooks, Online Databases (District and Site-Licensed).

Special Emphasis:

The collection development at Cypress Trails Elementary is focused on the curriculum and follows the guidelines of the School District of Palm Beach County and governed by the Department of Education in the State of Florida. The print and non-print collection at Cypress Trails Elementary School is arranged by the Dewey Decimal Classification System. Additional resources are provided by district-wide subscriptions to electronic information databases. Through affiliation with the public library system, the Cypress Trails Elementary School library is able to extend its collection to provide any major resource needed by a patron. District databases of e-books and electronic resources include Gale, World Book, Tumble Books, Khan Academy, MackinVIA, and Teaching Books.

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.
- Makerspace: Coding Kits, Building Manipulatives.

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.
- A/V Support: Portable Projectors, PA System..

Circulation and Access:

- Devices: Student Laptops/Chromebooks, Laptop Chargers

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

All materials will be reviewed and vetted by Jenna Haera, the school's media specialist, prior to ordering. The following platforms will be used to assist with reviewing and vetting all materials: School Library Journal, Booklist, Horn Book, and the Center for Children's Book. This includes: books, resources, websites, and technology programs. As part of the selection process, materials will be reviewed for relevance, age and the appropriateness for elementary students. A separate section is available for 4th and 5th graders only. Reading levels will range from elementary to high school, but book content will be carefully selected to reflect diversity and non-bias content. District and Library Media Services recommendations and supported reading lists will be used for selection. Data will be gained from collection analysis reports through Destiny, Follett, and MackinVia in order to help replenish areas of need. The Media Special will select materials based on the guidelines outlined in [School Board Policy 8.12](#) (Appendix C)

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.

Analysis of the Collection

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.

			
12,574 Items in the Collection	23.5 Items per Student	42% Fiction Titles in the Collection	28% 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.			
	2004 Average Age of the Collection	61% Aged Titles	5% 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.	
			
30% Representative Titles in Collection	2003 Representative Titles Average Age	35% SLL Titles in Collection	2005 SLL Titles Average Age

Section	# of Titles	Average Age (year)
Computer Science, Information & General Works	63	2009
Philosophy & Psychology	57	2001
Religion	30	2000
Social Sciences	493	2000
Language	54	2000
Science	1,046	2004
Technology	386	2007
Arts & Recreation	580	2012
Literature	357	1995
History & Geography	401	2006
Biography	558	2002
Easy	3,181	2003
General Fiction	5,219	2004
Graphic Novels	237	2008

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.

The library will be inventoried each year as follows:

FY 27: Easy Books and Graphic Novels
 FY 28: NonFiction and Biography books
 FY 29: Fiction Books

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 library is designed to make the browsing experience as seamless as possible by blending alphabetical and numerical logic. For most of the collection including Fiction, Easy Books, and Biographies we keep things simple by filing books in alphabetical order by the author's last name. Graphic Novels are pulled into their own specialized section along with easy fiction and non-fiction readers and beginning chapter books to make it easier for students to browse these books. Finally, our Non-Fiction section uses specific call numbers to group books by subject matter, ensuring that every relevant resource is tucked neatly together on the shelf.

Lost or Damaged Library Materials

We have a Book Borrowing Contract at Cypress Trails Elementary. The book contract states that the student agrees to take full responsibility for the book(s) borrowed from the media center and will be a good library patron and treat the book(s) with care. In addition, the Book Borrowing Contract states that if the book is damaged the student can lose the loss of borrowing privileges. Appropriate compensation will be determined based on the severity of damage and/or cost of the book. The student and parent signature is required on the Book Borrowing Contract.

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

School Year	Strategic Focus
FY27	Selection Priorities ● SSYRA Books for Battle of the Books ● Popular series and authors ● Nonfiction and biography books
	Inventory and Deselection (Weeding) Focus ● Inventory Easy books and Graphic Novels ● Continue to weed books due to condition, appearance, and age
FY28	Selection Priorities SSYRA Books for Battle of the Books

	• Popular series and authors • Nonfiction and biography books
	Inventory and Deselection (Weeding) Priorities • Inventory nonfiction and biography books • Continue to weed books due to condition, appearance, and age
FY29	Selection Priorities • SSYRA Books for Battle of the Books • General variety of books
	Inventory and Deselection (Weeding) Priorities • Inventory fiction books • Continue to weed books due to condition, appearance, and age

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)