



**Egret Lake Elementary
FY27 Collection Development Plan**

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Signature Page

Egret Lake Elementary
FY27 Collection Development Plan

Date Approved by Administration:

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Principal Signature: _____ *D. Napier* 5/14/2020 _____

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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

Egret Lake Elementary is a Title 1 school that serves kindergarten through fifth grade students. They come from a predominantly economically disadvantaged community. Based on our SIS school data as of May 8, 2026 and the March 2026 Gold Report, we have 491 students composed of 52% Black (255), 37% Hispanic (181), 7% White (34), 1% Asian (5), 1% American Indian (8) and 1% mixed races (8). Forty-eight percent of the students are female (216) and 52% are male (236). Our English Language Learners (ELL) population is 36% (162) and our Exceptional Student Education (ESE) population is 18% (82). We are an AVID and an SLL school. Some of our students participate in afterschool clubs such as art, chorus, Disney theater club and afterschool programs like 21st Century Community Learning.

School Mission Statement

Egret Lake's mission is in alignment with The School District of Palm Beach County's mission. We are committed to educating, affirming and inspiring students in an equity-embedded school. As a school we will partner with parents to empower each student to reach his or her highest potential and experience personal educational success. By working with the families, we will be able to provide students with a greater opportunity for learning and to prepare them with strategies to be college and career ready.

Media Center Mission Statement

The mission of the Egret Lake Elementary Library Media Center is to provide a collaborative program that will instruct, enhance, and support the goals and objectives of the entire school. It strives to assist all members in becoming effective users of ideas and information while providing an environment that encourages a lifelong love of reading. The media center collection will provide materials that support and enrich the instructional program. Materials will reflect a wide range of interests on varying levels of difficulty and diversity of appeal consistent with our school population.

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 program at Egret Lake is on a fixed schedule that rotates with the other Fine Arts classes. Since we are below the 751 student mark for being allocated a clerk, there is time built into my schedule in the morning so that I can do morning announcements, shelve books, run overdue notices and maintain the collection. In the afternoon, I plan and prepare lessons, pull materials and laminate for teachers. Some of the county, state and national literacy initiatives that we participate in are Booked on Stem, Tech Safe, Celebrate Literacy Week, Children's Book Week, International Dot Day, Read for the Record, Sunshine State Young Reader's Awards (SSYRA), Florida Reading Association Awards (FRA) and Read Across America. Through media we support the Florida Statutes and provide instruction in Hispanic Heritage studies, African American studies, Women's History and Contributions and Veteran's Day studies. The media center also usually conducts a fall and spring book fair during the school year.

Goals and Objectives

1. To update the Easy and Languages sections of the library collection - use reports in Destiny Titlewise, weed aged sections - purchase newer copyright titles that reflect current interests, population and curriculum.
2. To increase book circulation and promote reading to students so that our school can increase our ELA Learning Gains for all students as well as our students with Disabilities and ELL Learners.
3. To incorporate a new reading program such as Book Taco or other approved program in order to increase interest in reading.

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>\$314</i>	<i>\$314</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$257</i>	<i>\$257</i>
<i>Account 561100 - Library Books</i>	<i>\$544</i>	<i>\$544</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$343</i>	<i>\$343</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$429</i>	<i>\$429</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>\$15000</i>	<i>\$15000</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1464</i>	<i>\$1464</i>

Purchasing Plan FY27

Purpose	Amount
Equipment	\$343
Supplies	\$314
Books	\$2008
STEM	\$257
Furniture	\$429
Total:	\$3351

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.

The materials in the collection support both curriculum and pleasure reading as per School Board Policy 8.12 (section 2 d). The collection continues to be maintained in standard Dewey order.

Formats:

Print: Hardcover and Paperback Books, Graphic Novels, Reference Materials, Languages and Professional Collection.

Digital: eBooks, Digital Audiobooks, Online Databases (District).

Audiovisual: DVDs (Educational Use Only)

Manipulatives/Realia.

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: Production Studio (Cameras, Tri-Caster/Mixer).

Teacher Support and Workroom:

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

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Media Class Use), 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 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

Instructional materials for use in the school media center or classroom library collections shall be carefully selected. Materials that are educationally significant, age appropriate, accurate and align with the curriculum, support the instructional program and promote reading shall be available to students and professional staff to allow for varying achievement levels, interests, and teaching/learning styles. Professional reviews will be obtained using professional resources such as School Library Journal, Horn Book, Booklist etc. In conjunction with the "Library Bill of Rights" (www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm) of the American Library Association ("ALA") and District policy, procedures for the evaluation, selection, management, and disposal of library media materials in conformance with this policy and Policy 8.1205 and shall record such in the school's collection development policy.

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

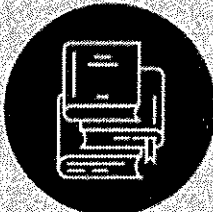
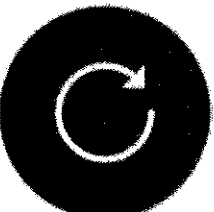
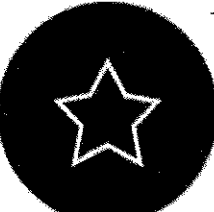
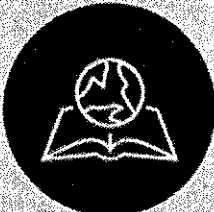
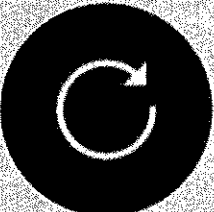
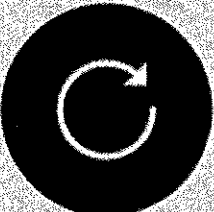
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
12583 Items in the Collection	23 Items per Student	12% 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.			
	2003 Average Age of the Collection	66% 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.	
			
32% Representative Titles in Collection	2003 Representative Titles Average Age	29% SLL Titles in Collection	2004 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	69	2011
Philosophy & Psychology	70	2008
Religion	46	2003
Social Sciences	867	1999
Language	69	2003
Science	841	2005
Technology	490	2008
Arts & Recreation	763	2009
Literature	290	2003
History & Geography	669	2006
Biography	496	2009
Easy	3358	2000
General Fiction	1479	2004
Graphic Novels	295	2019

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, Biography & Paperback, FY27 Easy, Languages & Paperback, FY28 Non-fiction & Biography and FY29 Fiction, Professional, Resource & Big 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 Egret Lake collection includes call numbers in the following sections: Easy (E), Fiction (F), Non-Fiction (Dewey - as per District policy), Biography (92), Easy Bilingual and other ESOL books for Non-fiction Bilingual and other ESOL books, Paperback (PBK), eBooks, AV Material (AV), Professional (PRO), and Big Books (BB). The books located on the boat shelf are the Florida Book Award books, Caldecott Medal Awards, Newbery Medal Awards and Coretta Scott King Award books.

The Palm Beach County School District (PBCSD) provides approx 210 eBooks for our collection that are located in MackinVia and Egret Lake has purchased an additional 595 eBooks in MackinVia. We have also purchased approx 205 eBooks that are located in Capstone. The PBCSD also provides 245 eBooks in Capstone as well as additional online databases such as PebbleGo, TumbleBooks, BrainPop (Jr, Spanish & French), WorldBook, Sirs Discoverer and Teaching Books. Those resources are used by students, staff and media specialist. The ebooks and databases provide 24/7 access to resources for our school community.

Lost or Damaged Library Materials

School Board Policy 2.21B(9) which 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." FY 23 collected \$563.50 in lost book replacement fees. FY 24 collected \$387.00 and FY25 collected \$734.

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

School Year	Strategic Focus
FY27	Selection Priorities
	Easy, Languages & Paperback
	Inventory and Deselection (Weeding) Focus 1) Inventory: Easy, Languages & Paperback 2) Deselection: Easy, Languages & Paperback
FY28	Selection Priorities
	Non-fiction & Biography
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Non-fiction & Biography 2) Deselection: Non-fiction & Biography
FY29	Selection Priorities
	Fiction, Professional, Resource & Big Books
	Inventory and Deselection (Weeding) Priorities 1) Inventory: Fiction, Professional, Resource & Big Books 2) Deselection: Fiction, Professional, Resource & Big Books

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)