



FY27 COLLECTION DEVELOPMENT PLAN



Everglades Elementary FY27 Collection Development Plan

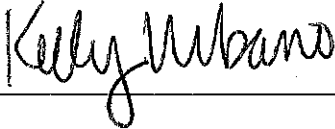
*Kelly Urbano, M.Ed
Certified Media Specialist
Certified in Elementary and Varying Exceptionalities
Reading Endorsed
ESOL Endorsed*

Signature Page

Everglades Elementary
FY27 Collection Development Plan

Date Approved by Administration: **3/27/26**

Media Specialist Name: Kelly Urbano

Media Specialist Signature: _____

Principal Name: Christy Aliaga

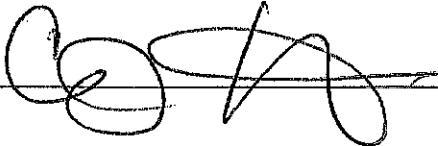
Principal Signature: _____

Table of Contents

<u>Purpose Statement</u>	4
<u>Background Statement & School Community</u>	4
<u>School Mission Statement</u>	4
<u>Media Center Mission Statement</u>	4
<u>Responsibility for Collection Management Development</u>	4
<u>Library Program</u>	5
<u>Goals and Objectives</u>	5
<u>Budgeting and Funding</u>	6-7
<u>Scope of the Collection</u>	7-8
<u>Equipment</u>	8
<u>Collection Development</u>	8
<u>Selection Evaluation and Criteria</u>	9
<u>Analysis of the Collection</u>	10-11
<u>Gifts and Donations</u>	11
<u>Collection Maintenance</u>	12
<u>Lost or Damaged Library Materials</u>	12
<u>Strategic Focus – Weeding & Acquisitions</u>	12-13
<u>Reconsideration of Materials</u>	13
<u>Appendices</u>	14
<u>A - Library Bill of Rights</u>	14
<u>B - ALA Intellectual Freedom Statement</u>	14
<u>C - Board Policy 8.12</u>	14
<u>D - Board Policy 8.1205</u>	14
<u>E - Specific Material Objection Form</u>	14

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 school community of Everglades Elementary School Library Media Center is composed of students from grades kindergarten through fifth grade, in addition to the parents of that community of users, and faculty and staff. Everglades Elementary has a culturally and ethnically diverse student population representing different economic backgrounds. The PBCSD Principal and Principal Supervisor Dashboard lists enrollment as 778 students as of 2/5/26. The student community is 28% White, 31% Black, 30% Hispanic. 35% of students are considered Free/Reduced Lunch students. 10% of students require ELL services and 20% of students receive ESE services, including Gifted Instruction. Everglades Elementary is an AVID Showcase school and a School District of Palm Beach Country Ron Clark Academy program Pilot School.

School Mission Statement

Everglades Elementary is committed to providing a safe, positive, and nurturing environment, educating all to successfully advance intellectually, socially, and emotionally. We strive to prepare our students to become high school and college graduates, as well as contributing members of our world.

Media Center Mission Statement

The mission of the Library Media Center is to provide the tools and resources students need to achieve their educational and personal goals by encouraging inquiry, fostering a love of literature, building information literacy, and inspiring creativity through makerspace activities within a welcoming, inclusive, and engaging environment.

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 Everglades Elementary Library Media Center collaborates closely with teachers to support classroom instruction by providing instructional materials and developing lessons that enhance student learning. The library media program operates on a fixed schedule to ensure equitable access for all students. Instruction is provided weekly to all classes grade K-5, including 3 self-contained ASD classes. The media center plays a key role in teaching technological literacy while fostering a lifelong love of reading. In addition to literacy initiatives and read-alouds, students participate in technology-based lessons, research projects, STEM activities, and art-integrated learning experiences. The Sunshine State Reader program is promoted to encourage independent reading, and third through fifth-grade students are invited to participate in the district's Battle of the Books program. The daily school newscast is also a part of the school's media program, providing students with opportunities to develop communication, collaboration, and technological skills.

Goals and Objectives

Goal 1: Continue to fill in gaps by purchasing books that complement and complete the collection.

- Continue to purchase books that help develop a robust collection, using Follett Titlewave Analysis Report as one basis of analysis.
- Increase labeling of shelves and groupings by subject/series in bins for easier student access
- Present book tastings for students to try out different genres and incorporate Mackinvia digital library instruction to increase interest and circulation

Goal 2: Assist in the development of students who can use technology as a tool for research as well as for the production of original media assignments.

- Teach and model the use of various software programs for effective research, safe communication, and expressive presentations (for example, Book Creator, Gale, Adobe, Canva).
- Provide resources and assistance to help students produce original media productions.

Goal 3: To increase the overall average publication date of the Everglades Media Collection by two years (2012).

- To weed and replace outdated materials, focusing on the social science, science, history, and religion collections.
- To weed materials based on their significance to the reader, focusing on items that have never circulated or have not circulated for long periods.
- Purchase books that are within 5 years of publication.

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.

The Everglades Elementary media center receives funding through the school's budgeting accounts as well as state funding for books. In addition funds are raised through the fall and spring Scholastic book fairs.

School-based Operating Budget	Budget FY26	Projected FY27 Budget
Account 551100 - Media Supplies	\$860	\$860
Account 553420 - Media Subscriptions (Periodicals-Newspapers)	\$0	\$0
Account 561100 - Library Books	\$2136	\$2136
Account 562230 - Media A/V Equipment	\$0	\$0
Account 564220 - Furn-Fix/Equip	\$0	\$0
Fundraising and/or Grants	FY26	Projected FY27
Media Center Internal Account number for your grant(s) (get this from your bookkeeper)	\$16625	\$7000
State Media Allocation	FY26	Projected FY27
Account 561100 (program 3070) - Media Books	\$2313	\$2313

Purchasing Plan FY27

Purpose	Amount
Books	4500
Shelving materials (clear bins, labeling)	1500
Makerspace materials	250
Educational Games	250
Materials (lamination, bulletin board paper, ink, etc)	750
Total:	\$7250

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, Professional Collection

Digital: eBooks (available through Mackinvia tile in student portal), Online Databases (District)

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 Cart with 23 student chromebooks
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.
- Makerspace: Building Manipulatives, puzzles, arts and craft supplies

Media Production:

- TV Studio: Full Production Studio (Cameras, Tri-Caster/Mixer, Lighting, Green Screen).
- Student Production: Camera/Tripod, Microphone

Teacher Support and Workroom:

- Production: Variquest Format (Poster) Printer, 2 Laminators, Variquest shape cutter
- A/V Support: Portable Projectors, PA System, Portable Speakers
- 2 copy machines
- bulletin board paper in assortment of colors, 3 paper cutters and an assorted office supplies

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 growth in 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

The selection of materials for the Everglades Elementary Library Media Center is guided by School Board Policy 8.12, which serves as the foundation for ensuring that all resources support the instructional program, reflect community values, and provide equitable access to diverse perspectives. This policy informs all decisions related to the acquisition, evaluation, and maintenance of library media resources.

To support informed and objective selection, professional review tools are regularly consulted, including *School Library Journal*, *The Horn Book*, *Kirkus Reviews*, and *Booklist*. These respected journals provide critical evaluations that help ensure materials meet high standards of quality and relevance for elementary learners.

Materials are selected based on specific criteria, including educational significance, accuracy of information, age and developmental appropriateness, curriculum alignment, and student interest. Additional considerations include diversity of perspectives, readability, literary and artistic quality, and relevance to students' academic and personal growth. Priority is given to resources that support instructional goals, promote technological and information literacy, and foster a lifelong love of reading.

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:

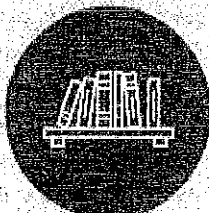
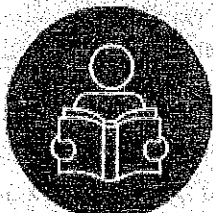
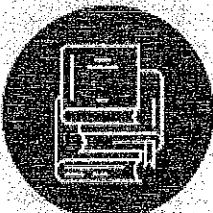
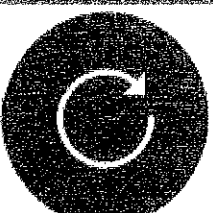
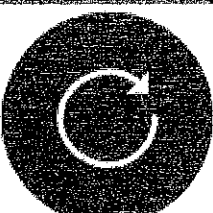
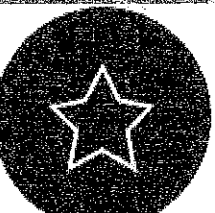
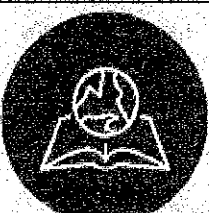
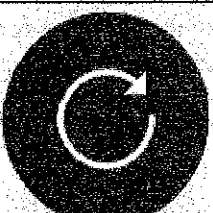
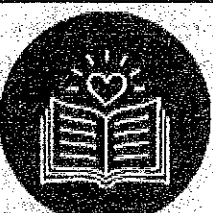
- Maintaining a professional library collection to assist with recertification and knowledge acquisition on education-related topics;
- Managing the online catalog, including the library inventory and circulation software;
- Selecting and making accessible online information databases for reference and 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.

			
12,601 Items in the Collection	16.2 Items per Student	56% Fiction Titles in the Collection	44% 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.			
	2010 Average Age of the Collection	57% 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.	
			
30% Representative Titles in Collection	2010 Representative Titles Average Age	39% SLL Titles in Collection	2011 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	77	2011
Philosophy & Psychology	42	2013
Religion	39	2009
Social Sciences	730	2007
Language	70	2008
Science	1161	2009
Technology	387	2010
Arts & Recreation	1407	2014
Literature	234	2007
History & Geography	539	2009
Biography	673	2011
Easy	3787	2008
General Fiction	3200	2012
Graphic Novels	878	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. FY27 Easy, FY28 Non-fiction, 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:

The library is organized as follows: Fiction books are organized by author's last name, with the exception of coded EARLY READERS, which includes early chapter books, which are housed on the shelf preceding chapter books alphabetically by author's last name. EASY READERS are organized by author's last name as well as in some specifically labeled clear bins by topic (ie. Barbie, Bluey, Lego) for easy access. Biographies are shelved by the subject's last name. Beginning graphic novels are organized by author's last name in a separate section from the majority of graphic novels which are in the front of the library. Current Sunshine State Readers are in a separate section of the library on their own shelf, with previous year's popular SSYRA books on their own shelf as well. Seasonal books (holidays, women's history, black history etc.)are placed on a round bookcase by the circulation desk as well as on top of the book cases so they are readily accessible to students.

Lost or Damaged Library Materials

In order to maintain our library collection for the use and benefit of all Everglades students, responsibility for materials that are lost or damaged falls on the student who borrowed said materials. Every attempt will be made to recover overdue library materials by printing and sending home late notices to students' families once a month. If a parent confirms a book has been lost, they can choose to replace or send payment for the book to have their record cleared. Students are allowed one lost book to be cleared from their record without payment/ replacement during their time at Everglades as long as parents confirm every attempt has been made to find it without success.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities
	Nonfiction titles to increase average age of library
	Student interest and teacher requests based on curricular topics
FY28	Inventory/Weeding Focus
	1) Inventory: Easy
	2) Weeding: Non-fiction 000-599 + Biographies
FY28	Selection Priorities

	Easy picture books Student interest and teacher requests based on curricular topics
	Inventory/Weeding Priorities 1) Inventory: Non-fiction 2) Weeding: Easy
FY29	Selection Priorities Diverse titles by diverse authors to incorporate in lessons Student interest and teacher requests based on curricular topics Graphic Novels
	Inventory/Weeding Priorities 1) Inventory: Fiction 2) Weeding: Non-fiction 600-900 + graphic novels

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.

[Link](#) (Accessed February 2, 2026)