

FY27 Collection Development Plan



Equestrian Trails Elementary Sherri Beswick

Educational Media Specialist PK - 12
English for Speakers of Other Languages
Gifted Endorsement
Elementary Education K- 6
Reading Endorsement

Signature Page

Equestrian Trails Elementary FY27 Collection Development Policy

Date Approved by Administration: April 20th, 2026

Media Specialist Name: *Sherri Beswick*

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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

Equestrian Trails Elementary School is located in Wellington, Florida. The school has a full time Gifted Program with Gifted High Achieving Classes at every grade level. The school is also a STEM school focusing on preparing students for college and their future. The students of Equestrian Trails Elementary Media Center range from Kindergarten through Fifth grade. There are 841 students from culturally and ethnically diverse backgrounds which include 28 percent white, 38 percent Hispanic, 28 percent Black, 6% other.

School Mission Statement

It is our mission at ETES that all stakeholders will work together as an innovative, professional learning community to provide our students with an exceptional STEM Education, while supporting their academic, social and emotional well-being.

Media Center Mission Statement

The Library Media Center supports the mission and program objectives of Equestrian Trails Elementary School by designing and maintaining a library Media Program that supports and complements the STEM Program and the Gifted Programs of the school. The Media Specialist and staff foster the love of reading by providing a collection of print, non-print and digital resources that are conducive to learning and meets the curriculum needs of all students.

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 daily on a fixed schedule to ensure equitable access for all students. The Media Fine Arts schedule consists of six 40 minute classes in which all students visit the library every week. Instruction is provided to support academic standards and digital literacy. The program supports special school initiatives such as the use of Book Taco, reading the Sunshine State books for participation in the Battle of the Books and provides a collaborative space for inquiry and research. Equestrian Trails is a Choice STEM school therefore Science, Technology and Engineering are also incorporated into Media lessons. In addition to the fixed schedule the library has open Media time before school in which students may come on an as needed basis to return and check out new books.

Goals and Objectives

Goal 1: Increase student reading and learning through Project based STEM activities using innovative and differentiated practices.

- Create Lessons that focus on Reading, Science and STEM based Standards.
- Utilize available Google applications through the portal to present researched information.
- Implement lessons that incorporate technology resources through the district portal such as: Destiny, MackinVia, My Capstone Library, PebbleGo, Gale Research, Worldbook, Typing Club, National Geographic For Kids, Tumblebooks, SIRS Discover and BookTaco.
- Include the use of the Smart Board and Lumio Activities to present information.
- Model researching using reliable resources and how to present information and giving credit to the source of information.

Goal 2: Encourage school wide use of Book Taco to track reading, increase reading proficiency and encourage reading for pleasure.

- Demonstrate to students how to log in and take quizzes on books and articles in Book Nacho.
- Use Book Nacho as a resource of information for research on nonfiction science topics.
- Model how to find topics of interest to read for pleasure.
- Use Book Taco to track student reading for the Sunshine State Young Readers Association Books.

Goal 3: Increase the number of culturally diverse books.

- Use current data from the Gold Report to increase the bilingual section of our library to meet the needs of our culturally diverse student population.
- Confer with Follett School Solution on creating and purchasing a list of bilingual books that meet the school district's requirements.
- Obtain suggestions from teachers, students, parents and staff on specific areas of interest when purchasing diverse books.

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>	\$617.	\$617.
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$370.	\$370.
<i>Account 561100 - Library Books</i>	\$1,111.	\$1,111.
<i>Account 562230 - Media A/V Equipment</i>	\$494.	\$494.
<i>Account 564220 - Furn-Fix/Equip</i>	\$617.	\$617.
Fundraising and/or Grants	FY26	Projected FY27
<i>Media Center Internal Account number for your grant(s) (get this from your bookkeeper)</i>	\$7,867.	\$7,867.
State Media Allocation	FY26	Projected FY27
<i>Account 561100 (program 3070) - Media Books</i>	\$2,502.	\$2,502.

Purchasing Plan FY27

Approximate Purchasing Plan	
Purpose	Amount
Poster Paper & Ink	\$1,500.00
books	\$5,000.00
supplies (Bulletin Board Paper & Laminating Film)	\$1,300.00
Book Taco Renewal	\$3,669.99
Total:	\$11,469.99

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
- Digital: eBooks, Digital Audiobooks, Online Databases (District and Site-Licensed).

Special Emphasis:

Collection emphasis for new books and materials will be on STEM, early readers, Sunshine State nominated books, and those materials meeting the new requirements. According to best practices for school libraries, both print and nonprint, fiction and nonfiction materials will support both curriculum and reading for pleasure.

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: Our school currently has a site License for Book Taco for grades 1 - 5, and IXL grades 2 - 5 and Generation Genius for grades K - 5.

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: 43 chromebooks/computers
- Classroom Technology: Interactive Flat Panel, Document Camera, Sound System.

Media Production:

- TV Studio: Full Production Studio Cameras, Mixer, Lighting, Green Screen.

Teacher Support and Workroom:

- Production: Large Format (Poster) Printer, Laminator, Die-Cut Machine.
- Copy Machines, paper cutters, Binding Machine, hole puncher

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

The selection of print and nonprint materials is focused on the STEM curriculum, recommendations or requests by teachers and students of Equestrian Trails Elementary as aligned with School Board Policy 8.12 as the foundation of the selection process. Reviewing tools used for the consideration of library materials are the School Library Journal, Horn Book, Booklist, Newbery Award, Caldecott Award, Florida Reading Association Children's Book Award, Sunshine State Young Reader's Award, and the Children's Catalog or Center for the Children's Books. Books will be evaluated based on their educational significance, age appropriateness and 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

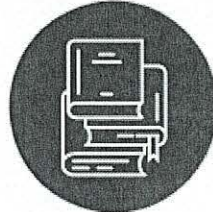
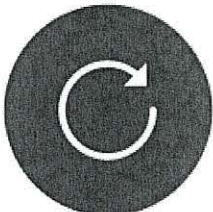
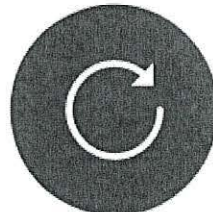
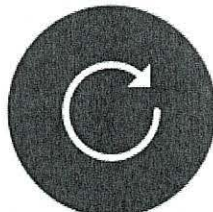
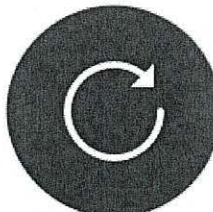
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
15,918 Items in the Collection	19.5 Items per Student	27% Fiction Titles in the Collection	41% 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	73% Aged Titles	4% 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.	
			
31% Representative Titles in Collection	2004 Representative Titles Average Age	35% SLL Titles in Collection	2006 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	76	2005
Philosophy & Psychology	69	2000
Religion	105	2001
Social Sciences	1071	2001
Language	105	2001
Science	1881	2003
Technology	699	2003
Arts & Recreation	1090	2010
Literature	333	2003
History & Geography	1048	2003
Biography	1102	2004
Easy	3988	2002
General Fiction	4267	2008
Graphic Novels	360	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. The inventory rotation is as follows: For FY 27 Nonfiction Books will be inventoried, FY 26 All Fiction Books have been inventoried. FY 25 Easy Fiction books were inventoried.

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 according to the Dewey Decimal System with separate sections set aside for Graphic Novels, Kindergarten easy fiction area, a section for current and previous years Sunshine State Books and some popular authors having baskets of books to pull from.

Lost or Damaged Library Materials

Equestrian Trails Elementary media center staff periodically sends home printed overdue notices to students that haven't returned library books. If the library book or books are not returned we do ask students to pay to replace them. If a book is damaged the damage will be assessed and decisions will be made on what needs to be done. Older damaged books will be weeded and students will not be required to pay for the book.

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities: ● SSYRA Books ● Easy Fiction Books ● Nonfiction Books
	Inventory and Deselection (Weeding) Focus ● Weed Extra SSYRA Books ● Weed Worn Out Graphic Novels ● Weed Nonfiction Books 100's to 500's ● Inventory All Nonfiction Books
FY28	Selection Priorities ● SSYRA Books ● Early Chapter Books ● Graphic Novels ● Bilingual Books
	Inventory and Deselection (Weeding) Focus ● Weed Extra SSYRA Books ● Weed Nonfiction Books 600's to 999's ● Inventory all Easy Fiction
FY29	Selection Priorities

	● Fictional Graphic Novels and SSYRA Books ● STEM Fictional/Nonfiction books ● Bilingual
	Inventory and Deselection (Weeding) Focus ● Extra SSYRA ● Nonfiction

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 CDP

This collection development plan will be reviewed each school year.

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)