

FY27 COLLECTION DEVELOPMENT PLAN



Meadow Park Elementary School

FY27 Collection Development Plan

Elizabeth Berry

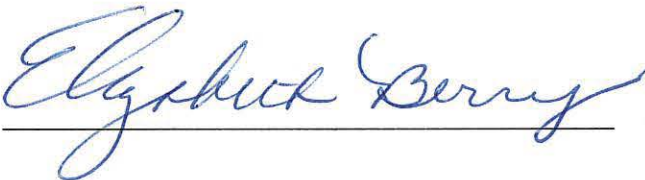
Educational Media Specialist

Signature Page

Meadow Park Elementary School
FY27 Collection Development Plan

Date Approved by Administration: May 4, 2026

Media Specialist Name: Elizabeth Berry

Media Specialist Signature: _____

Principal Name: Sabrina Higley

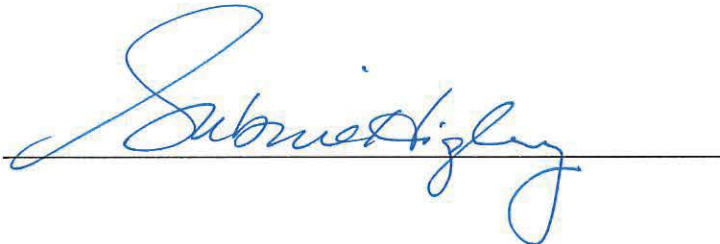
Principal Signature: _____

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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 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 the Meadow Park Elementary School Media Center come from grades Kindergarten through Fifth grades in addition to the faculty, staff and parents of that community of users. The current school grade is an "A".

According to the Gold Report and our School Improvement Plan, Meadow Park Elementary has a culturally and ethnically diverse student population representing different economic backgrounds. The current demographic makeup of MPES is as follows: 687 students in K-5. 21% White, 6% Black, 72% Hispanic and 1% Multiracial, 51% Female and 49% Male.

87% of the student population is identified as Economically Disadvantaged.

A Voluntary Pre-Kindergarten (VPK) is offered at the school. Additionally, MPES is an AVID school. We offer AMP classes and have a dual language program in Spanish for grades Kindergarten through Fifth.

School Mission Statement

The mission of Meadow Park Elementary is to challenge all students to reach their maximum potential and to empower them with the knowledge to develop academic, social, physical and emotional skills necessary for them to become productive and contributing members to an ever changing society with the collaboration of teachers, parents and the community.

Media Center Mission Statement

The library media center staff at Meadow Park Elementary School is committed to providing the instruction, resources and opportunity to gain the information literacy skills necessary for the 21st century.

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 fixed schedule to ensure equitable access for all students. Instruction is provided on a six day rotation for 30 minutes to support academic standards and digital literacy. The library is open to all students, faculty and parents from 7:30 - 3:00 pm daily.

Special Initiatives:

Dual Language - Spanish: MPES offers its students the opportunity to participate in the Spanish Dual Language Program. It begins in Kindergarten and extends to Grade 5.

Book Fair: The LMC hosts one book fair each year. The current book fair company is Scholastic. Students are able to purchase books of their interest.

Digital Citizenship: As mandated by the FLDOE Health & Resiliency Education F.S. 1003.42(2)(o)4 ReThink Ed lessons are conducted by the LMS to all K-5 Students. This satisfies School Board Policy 8.123

Morning Announcements: A select number of 3rd and 4th grade students present the school's morning announcements live every morning at 8:00 am. It is led by the SAI teacher, ITSA and the LMS.

Miscellaneous Initiatives:

Drop Everything and Read Day	Read Across America Week	Battle of the Books (Grades 4-5)
Read for the Record	Read Aloud Day	Mel Fisher Maritime Museum - Pop Up Museum (Florida and the American Revolution)
International Dot Day	Literacy Week	

Goals and Objectives for FY 27

Goal 1: To increase the overall average publication date of the Meadow Park Library Media Collection.

- **Objective 1:** Use data analysis to find areas of need and improvement.
- **Objective 2:** Purchase up-to-date books to support the needs and interests of the stakeholders.
- **Objective 3:** Continue to weed shelves based on Titlewave report suggestions, age, and/or condition of books.

Goal 2: To support the Dual Language Program by increasing the number of Spanish books available in the collection.

- **Objective 1:** Use data analysis of the current collection to find areas of need.
- **Objective 2:** Purchase up-to-date books to support the needs and interests of the stakeholders.

Goal 3: To increase student book checkouts and promote independent reading.

- **Objective 1:** To achieve a 10% increase in total book checkouts compared to the previous school year.
- **Objective 2:** Encourage daily access by promoting before school checkout times and integrate book promotions into classroom lessons.

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>	\$1700.00	\$1700.00
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	\$0.00	\$0.00
<i>Account 561100 - Library Books</i>	\$1100.00	\$1100.00
<i>Account 562230 - Media A/V Equipment</i>	\$0.00	\$0.00
<i>Account 564220 - Furn-Fix/Equip</i>	\$0.00	\$0.00
<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>	\$5000.00	\$5000.00
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	\$2205	\$2205.00

Purchasing Plan FY27

Purpose	Amount
Toner (Desk Color Printer, Color Poster Printer)	\$500.00
Poster Printer Paper	\$300.00
Laminating Film	\$600.00
SSYRA Books	\$400.00
Library Books	\$2500.00
Bulletin Board Paper	\$300.00
Miscellaneous Supplies	\$100.00
Total:	\$4700.00

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(Fiction,Non-Fiction,and Biographies), Graphic Novels, Reference, Professional Collection.

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

Special Emphasis:

The collection maintains a special emphasis on Spanish language books (fiction and non-fiction) to support our Dual Language Program in grades K-5.

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.

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, Book Binding Machine
- A/V Support: PA System

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers, Hotspots, iPads/Tablets (for Student/Staff Checkout)
- Peripherals: Headphones, Webcams, Calculators.

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

Materials considered for purchase are selected based on the criteria established in **SDPBC Board Policy 8.12 (Appendix C)**

The LMC materials support the school's curriculum and students' interests. The responsibility of selecting the materials rests with the certified Library Media Specialist. In coordinating the materials orders, the LMS will consult with students, faculty, administration, parents and stakeholders.

The process of selection and evaluation of materials follows the criteria outlined in the American Library Association Bill of Rights (Appendix A). First considerations are based on the following information:

- The existing collection
- The students and faculty needs
- The curriculum

The primary goal of the LMC's collection development efforts is to build a current collection that supports the needs of the curriculum and the school community and maintains the recommendation boundaries for:

- size of collection
- average age of collection
- access to the collection

The Criteria used to collect library titles (books and ebooks) that have passed the above test are as follows:

- Preview of the materials before purchasing, if possible
- Use of 2 reviews found in reputable, unbiased reviewing sources:
 - Kirkus Reviews
 - School Library Journal
 - Hornbook
 - Publishers Weekly
 - Booklist
- Free of pornography and materials described in FL Statute 847.012
- Appropriateness for age and grade level
- Cultural Diversity
- Quality of writing
- Currency, quality, and relevance of the resources
- Balance of print and non-print
- Recommended titles by associations or subject specialists
- Recommended titles by teachers, staff, students, administration, parents and stakeholders
- Selection and Evaluation Criteria

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.

			
9790 Items in the Collection	16.3 Items per Student	53% Fiction Titles in the Collection	47% 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.			
	2013 Average Age of the Collection	39% Aged Titles	18% 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.	
			
28% Diverse Titles Representative Titles in Collection	2012 Diverse Titles Representative Titles Average Age	39% SLL Titles in Collection	2014 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	47	2014
Philosophy & Psychology	45	2010
Religion	10	2010
Social Sciences	507	2007
Language	75	2002
Science	1221	2014
Technology	687	2013
Arts & Recreation	766	2017
Literature	128	2006
History & Geography	505	2011
Biography	540	2011
Easy	2210	2012
General Fiction	3015	2013
Graphic Novels	421	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.

SCHOOL YEAR

2026-2027

2027-2028

2028-2029

INVENTORY ROTATION

Non-fiction Biographies, Graphic Novels

Easy and Fiction includes Paperbacks

Non-fiction, Biographies, Graphic Novels

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:

In the Meadow Park Elementary School Media Center books are labeled in two areas. In the section labeled **Intermediate 4-5**, green stickers are put on the spine indicating they are to be checked out only to students in grades 4 and 5. In the section labeled Spanish, red and yellow stickers that

say **Espanol** are attached to the spine of these books. These books are available to be checked out to any students.

Lost or Damaged Library Materials

There are no fees for late materials. Students are charged for lost or damaged materials in accordance with 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 they shall be required to pay for, replace or repair said district property.” At the end of the school year, a fine will be posted as an obligation in IS for the value of any lost books in accordance with School Board Policy 2.21B (9).

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

School Year	Strategic Focus
FY27	Selection Priorities ● Foreign Language: Spanish ● Literature: Fairy tales, Folktales, Legends, Mythology
	Inventory and Deselection (Weeding) Focus ● Conditioned and Aged Biographies ● Conditioned and Aged: Technology ● Conditioned and Aged: Literature (398.2)
FY28	Selection Priorities ● Foreign Language: Spanish ● Science: Astronomy and Allied Science
	Inventory and Deselection (Weeding) Focus ● Political Science ● Geography, Maps and Atlases

FY29	Selection Priorities ● Easy, Fiction ● Graphic Novels Inventory and Deselection (Weeding) Priorities ● Conditioned and Aged: Easy, Fiction ● Conditioned and Aged: 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 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)