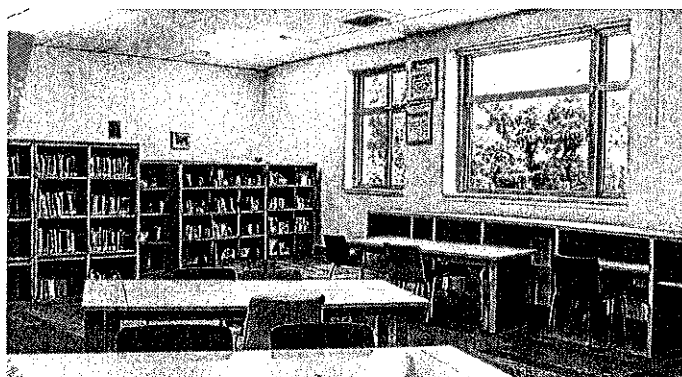


FY27 COLLECTION DEVELOPMENT PLAN



Wellington Elementary School FY27 Collection Development Plan

Emily Metroka

Educational Media Specialist

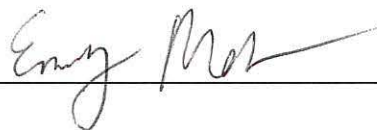
Signature Page

Wellington Elementary

FY27 Collection Development Plan

Date Approved by Administration: <<put the date your principal signed the plan here>>

Media Specialist Name: Emily Metroka

Media Specialist Signature: 

Principal Name: Dr. Maria Vaughan

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 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

Wellington Elementary was the first school built in the western communities. Our community and the Village of Wellington greatly support our school. Most of our students live within two miles of the school. Our student population includes grades Pre-K, VPK, and kindergarten through grade 5. Our school currently serves about 823 students. The patrons of the Wellington Elementary School Library Media Center come from kindergarten through grade 5, as well as the faculty, staff, and parents of that community of users. Wellington Elementary has a culturally and ethnically diverse student population representing different economic and ethnic backgrounds, which includes 15% Black, 31% Hispanic, 2% Asian, 9% Mixed, and 46 % White. In addition, the Wellington Elementary School Library Media Center supports the unique curricular needs of the ESE, ESOL, and LEP students. Wellington Elementary Fine Arts Academy is a choice school that pulls in diverse students from outside of our attendance zone with an interest in the arts.

School Mission Statement

Wellington Elementary School envisions a community where students are given the skills to maximize their individual potential to become lifelong learners and are inspired by creativity with an appreciation of the arts.

Media Center Mission Statement

The Library Media Center is committed to helping students achieve academic success, be effective users of information, enjoy literature, and become lifelong learners. The Library Media Center is dedicated to designing and maintaining a library media program that supports, complements, and expands the instructional program of the school. The library media staff: provide and promote extensive use of resources in multiple formats that are designed to meet the varying needs of all learners in all aspects of the curriculum; provide a learning environment which promotes inquiry; stimulate intellectual curiosity; encourage pleasure reading; develop diverse interests for the enjoyment of life-long learning, and; provide and promote instruction to prepare students to become independent users of libraries and information resources.

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

Foremost among national standards for school library media center programs is the need to work collaboratively with the teachers to develop meaningful information literacy lesson plans that integrate into classroom learning. At Wellington Elementary School, the library media specialist uses Blender as a mechanism to review the standards being taught at each grade level and works with the classroom teachers to develop compatible lessons that support classroom learning. The media specialist uses the state standards and frequently has conversations with teachers to determine which skills will be taught during media lessons. The library media specialist stays in close communication with the teachers through email, leadership meetings, and PLCs.

The library is open on a fixed schedule during the school day. The media specialist instructs seven classes per day. In addition, the media clerk oversees seven classes per day so students may work on their computer lessons. The library is open before school for student checkout and for the production of the morning news. Students at Wellington Elementary participate in the Sunshine State Young Readers Award at the primary and intermediate levels as well as other programs. Students are introduced to a wide variety of books and authors throughout the year.

Goals and Objectives

Goal 1: Update and build the collection to support the school curriculum and meet the needs of students, teachers, and administration. Our current age of the collection is 2010. Next year I would like to increase the age of the collection by at least one year.

- Weed collection where books are outdated and damaged.
- Replace well-loved books that look worn.

Goal 2: Develop an instructional program with students, teachers, and administrators utilizing the library media program as an integral component of the school-wide instructional program.

- Work with teachers to integrate what is taught in the classroom into my lessons.
- Introduce students to books and authors to create lifelong readers.

Goal 3: Familiarize myself with the customs and traditions of the school. Make connections with school staff, administration, students, PTO, and parents.

- Sign up for the Weekly Snapshot produced by the PTO.
- Attend PLC and PTO meetings.

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.

Funding for the Library Media program is provided by the state, district, and school fundraisers. Most of the district funds are moved into account 561100 to purchase books for the library.

<i>School-based Operating Budget</i>	<i>Budget FY26</i>	<i>Projected FY27 Budget</i>
<i>Account 551100 - Media Supplies</i>	<i>\$584</i>	<i>\$631</i>
<i>Account 553420 - Media Subscriptions (Periodicals-Newspapers)</i>	<i>\$356</i>	<i>\$378</i>
<i>Account 561100 - Library Books</i>	<i>\$1052</i>	<i>\$1135</i>
<i>Account 562230 - Media A/V Equipment</i>	<i>\$466</i>	<i>\$505</i>
<i>Account 564220 - Furn-Fix/Equip</i>	<i>\$188</i>	<i>\$631</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>\$2500</i>	<i>\$-</i>
<i>State Media Allocation</i>	<i>FY26</i>	<i>Projected FY27</i>
<i>Account 561100 (program 3070) - Media Books</i>	<i>\$1403</i>	<i>\$-</i>

Purchasing Plan FY27

Purpose	Amount
Books	\$5000
Supplies	\$4000
Incentives	\$500
Subscriptions	\$1500
Total:	\$11,000

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

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:

- Mobile Computer Lab: 25 Student chromebooks.
- 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.

Circulation and Access:

- Devices: Student Laptops/Chromebooks (Daily Loaners), Laptop Chargers,
- Peripherals: Headphones.

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

Any books added to the Wellington Elementary Collection in the Media Center will be selected and vetted by a certified Media Specialist and will follow all of the policies and procedures of the Palm Beach County School Board and the State of Florida. These policies and procedures are explained below.

District-Wide "Procedures for Selecting and Developing Library Collections"

School Board Policy 8.12 sets out the procedures for selecting and developing library collections. These procedures are followed district-wide.

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

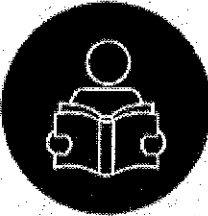
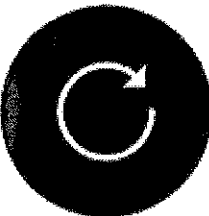
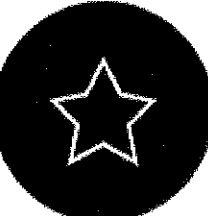
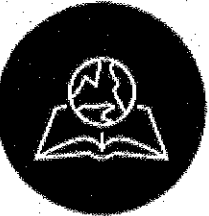
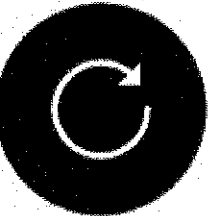
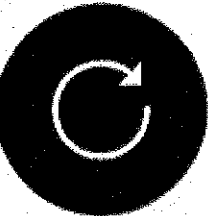
The School District Library Media Services Department supports school-based library media center personnel and establishes uniform policies and procedures for school library media centers throughout the District. These services include, but are not limited to:

- 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.

			
10,999 Items in the Collection	12.3 Items per Student	29% Fiction Titles in the Collection	29% 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.			
	2011 Average Age of the Collection	39% Aged Titles	14% 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	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	62	2017
Philosophy & Psychology	46	2015

Religion	29	2012
Social Sciences	505	2006
Language	38	2005
Science	1129	2013
Technology	311	2014
Arts & Recreation	136	2011
Literature	339	2013
History & Geography	3198	2013
Biography	856	2008
Easy	3716	2009
General Fiction	3217	2012
Graphic Novels	386	2018

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	Strategic Focus
FY27	Selection Priorities • Priority 1 - Easy • Priority 2- Fiction • Priority 3- Popular Series
	Inventory/Weeding Priorities • Priority 1- ½ Easy • Priority 2 - ½ Fiction

	● Priority 3- ½ Non-fiction
FY28	Selection Priorities ● Priority 1- Nonfiction ● Priority 2- Poetry ● Priority 3- New Series
	Inventory/Weeding Priorities ● Priority 1- ½ Non-fiction ● Priority 2- Biography ● Priority 3 - Popular Series
FY29	Selection Priorities ● Priority 1- Easy ● Priority 2 - Biography ● Priority 3- Non-fiction
	Inventory/Weeding Priorities ● Priority 1 - ½ Easy ● Priority 2- ½ Fiction ● Priority 3- Folk Tales

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:

Fiction materials are organized in a single section along the back wall of the media center under clearly visible "Fiction" signage. Books are arranged alphabetically by the author's last name in alignment with standard library practices.

Nonfiction materials are located in a separate section under "Nonfiction" signage and are organized using the Dewey Decimal Classification system.

The Easy (E) collection is housed in a separate room designed to support younger learners with an accessible and developmentally appropriate browsing environment.

Biographies are organized alphabetically by the subject's last name.

Popular and high-interest picture books are placed in the browsing storybook room in forward-facing bins to promote easy access, visual appeal, and increased student engagement.

Lost or Damaged Library Materials

School Board Policy 2 21 B(9) which states that 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" It has been our policy at Wellington Elementary for students who lose or damage a book to pay a fine for the replacement of the book. We do not charge fines for overdue book

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

Strategic Focus – Weeding and Acquisitions

School Year	Strategic Focus
FY27	Selection Priorities • Priority 1 - Easy • Priority 2- Fiction • Priority 3- Popular Series
	Inventory and Deselection (Weeding) Focus • Priority 1- ½ Easy (E AAA - E MMM) • Priority 2 - ½ Fiction (F AAA - F MMM) • Priority 3- ½ Non-fiction (000 - 599)
FY28	Selection Priorities • Priority 1- Nonfiction • Priority 2- Poetry • Priority 3- New Series
	Inventory and Deselection (Weeding) Focus • Priority 1- ½ Non-fiction (600 - 999) • Priority 2- Biography (92) • Priority 3 - Popular Series & Graphic Novels
FY29	Selection Priorities • Priority 1- Easy • Priority 2 - Biography • Priority 3- Non-fiction
	Inventory and Deselection (Weeding) Focus • Priority 1 - ½ Easy (E NNN - E ZZZ) • Priority 2- ½ Fiction (F NNN - F ZZZ) • Priority 3- Folk Tales

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)