LEON COUNTY SCHOOLS

Chaires Elementary School
Media Center Collection Development Plan

LCS Media Specialists

Richard Holmes
Principal

Janeen Larson
Certified Educational Media Specialist

Table of Contents

EXECUTIVE SUMMARY

Leon County Schools Vision

The vision of Leon County Schools is to provide an engaging, safe, and respectful learning environment that fosters effective communication, collaboration, and critical thinking while creating productive citizens who value diversity and positively contribute to society.

Leon County Schools Mission

The mission of Leon County Schools is to educate, inspire, and empower all students to become responsible, respectful, and engaged citizens who are equipped with the critical thinking skills needed to thrive in our global society.

Chaires Elementary School Vision

Our vision is to provide students with a caring and supportive learning environment that allows each child to reach their full potential through quality instruction and experiences. Chaires elementary is a community based school and together we can make a difference in the lives of our students.

Chaires Elementary School Mission

Our mission is to focus instruction on developing the whole child. We are committed to providing opportunities designed to meet individual needs and ensure that every child experiences success, academically, emotionally, and socially.
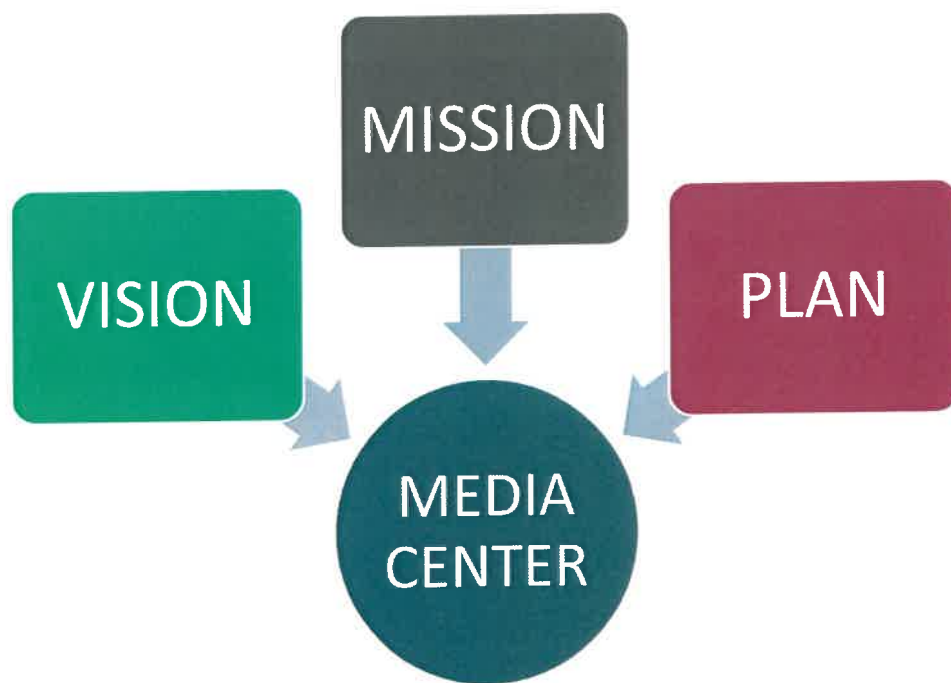
COLLECTION DEVELOPMENT PLAN CYCLE

This collection development plan is a subsection of the Chaires Elementary Strategic Plan for Library Media Operations. The collection development plan outlines how district and school funds are to be spent, collection maintenance, and how/when to remove items from the collection. The Chaires Elementary Collection Development Plan is organized as follows:

Knowledge of the Community

Knowledge of the Collection

Collection Evaluation and Inventory

Needs Assessment

Circulation

Develop School Library Progam Purpose/Goals

Collection Maintenance

Acquisition and Processing

Materials Selection

LCS Media Specialists

KNOWLEDGE OF THE COMMUNITY

Chaires Elementary serves 478 students enrolled in grades pre-k through 5th. The student population's ethnicity is made of 6.6% Hispanic and 93.4% Non-Hispanic students. Additionally, we serve a diverse population made up of 57.3 White %, 41.4 Black %, 2 Native %, 1.2 Asian %, 0.06 Pacific %, and 0 Multicultural % students.
The administration includes Principal, Richard Holmes, and Assistant Principal, Brooks Sperling. Chaires Elementary is proud to offer many special programs which provide students with opportunities. These include news club, honor chorus, STEM club, safety patrol, and student government association.

School Analysis

The school analysis provides an overview of the school's enrollment, demographics and special programs offered.

Enrollment & Demographic Data					
478 2024-25 Student Enrollment as of August 31, 2024		**Subgroups**		**Federal Ethnicity**	
		1.2 % ELL	**26.3 %** ESE	**6.6 %** Hispanic	**93.4 %** Non-Hispanic
57.3 % White	**41.4 %** Black	**2 %** Native	**1.2 %** Asian	**.06 %** Pacific	**0 %** Multicultural

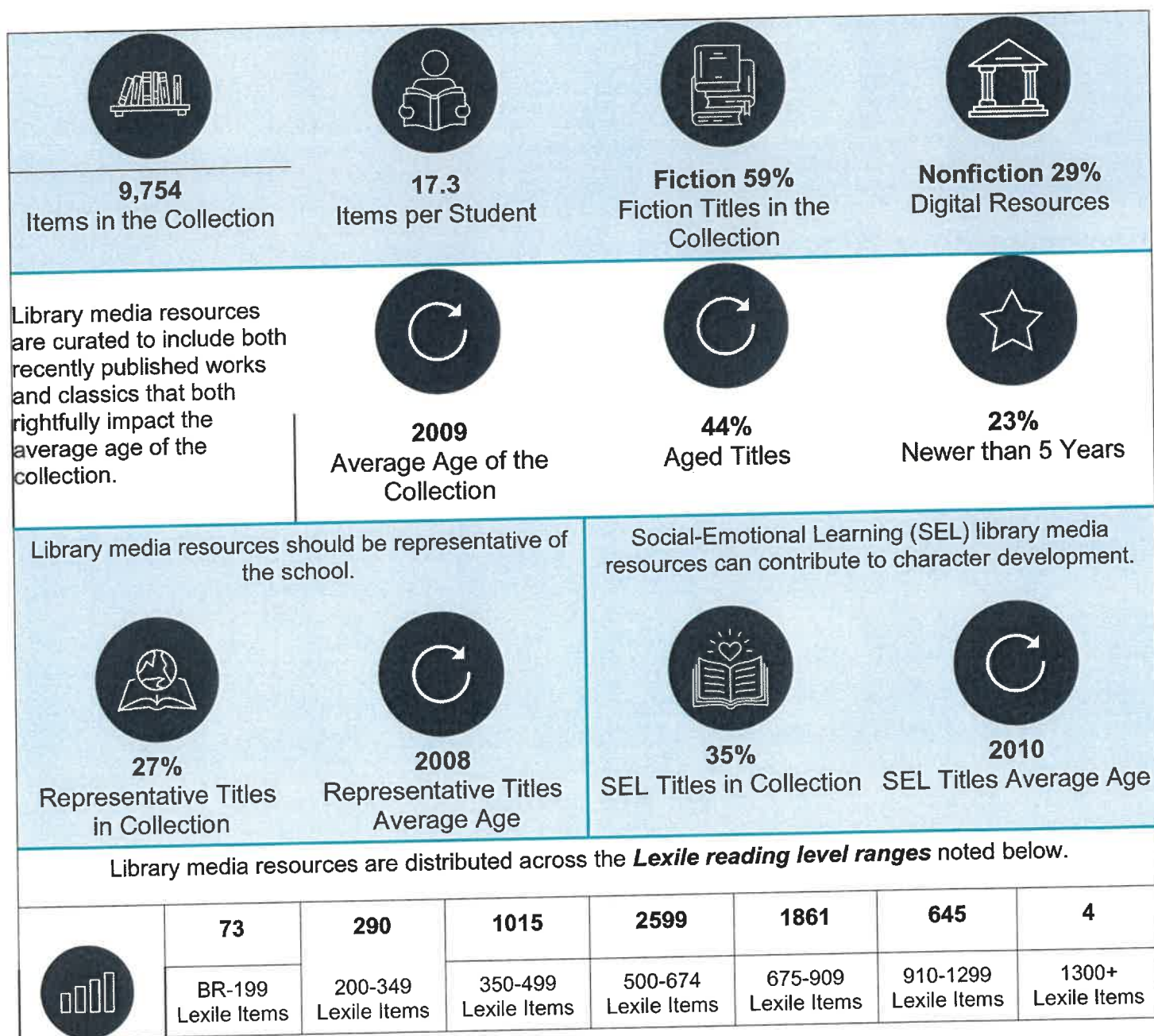| Proficiency Data					
Assessment	**2023-24**	**2022-23**	**Assessment**	**2023-24**	**2022-23**
FSA ELA Grade 3	54%	58%	*FSA Math Grade 3*	45%	51%
FSA ELA Grade 4	50%	59%	*FSA Math Grade 4*	70%	68%
FSA ELA Grade 5	46%	58%	*FSA Math Grade 5*	58%	65%
NGSSS Sci 5 EOC	57%	59%			

LCS Media Specialists

KNOWLEDGE OF COLLECTION

Collection Analysis

A thorough analysis of the current media center collection at Chaires Elementary indicates that the average age of the collection is 2009 and the number of books per student is 17.3 The American Association for School Libraries has established a criterion for highly effective media center that includes a ratio of 15-20 books available per student in the collection.

At this time, Chaires Elementary does meet the recommended standards for the number of books per student. The collection is developed for and influenced by students, their interests, academic needs and alignment to the curriculum. The data below is a snapshot of the collection based on a Titlewise Analysis.

9,754 Items in the Collection	**17.3** Items per Student	**Fiction 59%** Fiction Titles in the Collection	**Nonfiction 29%** Digital Resources

Library media resources are curated to include both recently published works and classics that both rightfully impact the average age of the collection.

2009 Average Age of the Collection	**44%** Aged Titles	**23%** Newer than 5 Years

Library media resources should be representative of the school.

Social-Emotional Learning (SEL) library media resources can contribute to character development.

27% Representative Titles in Collection	**2008** Representative Titles Average Age	**35%** SEL Titles in Collection	**2010** SEL Titles Average Age

Library media resources are distributed across the **Lexile reading level ranges** noted below.

	73	290	1015	2599	1861	645	4
	BR-199 Lexile Items	200-349 Lexile Items	350-499 Lexile Items	500-674 Lexile Items	675-909 Lexile Items	910-1299 Lexile Items	1300+ Lexile Items

LCS Media Specialists

Collection Analysis by Category

The information collected in this section provides a detailed look at the current library collection by classification and genre. The information was gathered from Follett Destiny, the library management system, and Titlewave, the vendor's ordering and analysis tool.

Section	# of Titles	Average Age
Computer Science, Information & General Works	24	2013
Philosophy & Psychology	55	2016
Religion	13	2015
Social Sciences	196	2012
Language	22	2002
Science	1015	2007
Technology	360	2010
Arts & Recreation	294	2012
Literature	118	1994
History & Geography	293	2012
Biography	437	2012
Easy	346	2010
General Fiction	3004	2008
Graphic Novels	464	2018

The analysis of the collection also revealed the following areas of strengths and concerns
- Strengths include: number of graphic novels in the collection and age of the philosophy and psychology book collections
- Areas of concern include: non-fiction collection in the areas of science, systems data/computers, and commerce, communication, and transportation

Representation Analysis

To deepen focus on strategic collection development, specific sections of the collection were analyzed in detail to determine whether the media center collection reflects and represents various points of view and experiences. The goal is to provide a balanced collection that can be both a mirror, to reflect a reader's experience, and a window, so readers can experience different viewpoints.

Results

Based on the available school data of Chaires Elementary School in comparison to Collection Analysis results, it was found that:

Representation Focus	Avg. Age of Target Population Titles	# of Target Population Titles	% of Target Population Titles	% of Students
African American	2010	427	16%	0.4%
Muslim American	2018	11	0.4%	0.1%
Mental Health	2009	9	0.3%	0.09%

Summary

After completing a deeper, targeted analysis of the representation section of the TitleWise report, it was determined that:

- Increased number of books on all three topics to help further diversify the collection

Needs Assessment

Each school should have already offered a Needs Assessment, tailored to your school. Please write a summary of what was asked, how it was answered, and what has been learned from that information. An example is below and should be deleted when adding your school's summary.

Online surveys were made available to faculty and staff during April 2023. Staff received an email and email reminders encouraging them to complete their surveys. A total of 13 completed surveys were completed by the faculty and staff. The surveys expressed a need for improved learning opportunities, communication, collaboration, and resources. These developed into the goals: 1. Review schedule to add more flexibility to library access, 2. Create time to form more collaborative relationships between teachers and media specialist, 3. Research, review, and purchase more resources in the form of B.E.S.T. book collections and class book sets.

Materials Selection

Chaires Elementary library media center is under the umbrella of the Leon County Schools district library program which in turn, follows requirements laid out by Florida law for library media centers and instructional materials.

Per FS 1006.28.6(d)2.a-d and LCS po2520, the guidelines below are general standards by which to review and select materials to meet the needs of your students, faculty, and staff.

Materials considered for purchase are selected on the basis of the following criteria. The materials must be:

Library Materials Selection Guidelines

• In support of state academic standards and aligned curriculum.	• suited to student needs and their ability to comprehend the material presented.
• able to meet an academic need of students and faculty.	• of quality of writing and production.
• free of pornography and material prohibited under s. 847.012.	• appropriate for the grade level and age group for which the materials are used or to whom they are made available.
• at an appropriate readability level and user appeal.	• valid, accurate, objective, up-to-date, and appropriate information

Effort should be made to keep the media current, comprehensive, and include media that reflects rapidly developing instructional technologies.

After analyzing the Chaires Elementary library media collection, the following areas have been selected as the primary areas of emphasis for materials selection for the 2024-2025 school year.

Area 1: Non-fiction/research sources

Area 2: Completing series

Area 3: B.E.S.T. book collections for K-2

Acquisition, Processing, and Maintenance

Acquisitions Procedures in School Libraries

Because our school library media centers have only one school library media specialist, that individual is responsible for creating a collection to support instruction, literacy, and students' recreational reading. Materials selection policies generally mandate that the library professional seek input from teachers, other professional staff, and students. School library media specialists are also responsible for weeding or de-selecting collection materials following policy guidelines as well as making a decision as to whether gift items will be accepted.

LCS Media Specialists

Example: School Library Acquisitions Procedures
- In selecting learning resources, professional personnel will evaluate available resources and curriculum needs and will consult reputable, professionally prepared aids to selection, and other appropriate sources. The actual resource will be examined whenever possible.
- Recommendations for purchase involve administrators, teachers, students, district personnel, and community members, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
- Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Circulation

Circulation guidelines and procedures for Chaires Elementary School

Currently students select the reading materials of their choice. Kindergarten and first grade select from easy readers, early non-fiction, and the picture book collection. Second grade may select from easy readers, early non-fiction, picture book collection, transitional chapter books, graphic novels, and general non-fiction as appropriate. Third through fifth grade may select books from any section of the library, including those listed above, graphic novels and general fiction. Items allowed by grade level are as follows: k-1 one item, 2-3 two items, and 4-5 three items. Exceptions are made during research units. Research books are not counted as part of the regular checkout allowance until the project is completed.

Either the media specialist or a media volunteer provides assistance to students with check-out. There is an independent computer set up for book return. Students in all grades scan and return their own books, gaining assistance as needed. Books are removed from the book drip, organized, and reshelved in the appropriate area of the library. Currently the media specialist does not have an established assistant and teaches grades 3,4, and 5 daily which the students have access to the media center for 45 minutes once a week. For grades K, 1, and 2 a 25-minute self-selected read-a-loud and checkout day once a week is provided, however, not mandatory.

If a student indicates that they have lost a book, they are encouraged to look for the book. After two weeks, the book is placed in 'lost' status allowing for it to return to the catalog if found. The student is not charged for the lost book, however, if their parent/guardian voluntarily provides payment or a replacement book, that is accepted. If lost books is a continuous issue with a particular student, the student is expected to leave their checked out book(s) at school and provided an opportunity to get books for home from the school's little fee library, via library book giveaways, or the book vending machine to ensure for reading material for home.

Circulation statistics for Chaires Elementary library media center area as follows:

School Year [2023-24]	Circulation Statistics Categories					
	Kindergarten	1st	2nd	3rd	4th	5th
Fiction	0	134	797	2,995	2,883	3018
Non-Fiction	17	88	232	267	379	601
[Other]						

Collection Evaluation and Inventory

Weeding, also known as Deselection, is a valuable professional practice for the Chaires Elementary school library media center.

This page lists the priorities for selection and weeding for each school year and includes the action, updates, and outcomes. This is subject to change due to funding and time constraints.

School Year	Strategic Focus
2024-25	**Selection Priorities** • Non-Fiction Science, Computer, and commerce/communication/transportation • Fill holes in novel series in Fiction • Purchase special collections: SSYRA Jr., SSYRA 3-5, B.E.S.T, teacher requested class sets **Weeding Priorities** • Non-Fiction Science • Everybody Picture Books • Transitional Chapter Books
2025-26	**Selection Priorities** • General Fiction: Classics, Sports, Scary • Graphic Novels • Non-Fiction: Literature

LCS Media Specialists

	Weeding Priorities
	   • General Fiction: Adventure, Realistic Fiction, Fantasy
	   • Easy Readers
	   • Biographies

Budget and Purchasing Plan

This page outlines the current budget available and specifically lists the priorities for this school year (2024-2025).

Annual Budget 2024-2025

State Funds	
Source	**Amount**
State Allocation	2300.00
Internal Accounts	
Source	**Amount**
Book Fairs	5669.74
School Support	000.00
TOTAL	$7969.74

Purchasing Plan 2024-2025

Approximate Purchasing Plan	
Purpose	*Amount*
SSYRA Programs/ B.E.S.T. collections	2,200.00
Book Fair Preparations	250.00
Non-Fiction	4,081.25
Library Décor Maintenance/Update	500.00
Series completion/Lost Book Refill	938.49
TOTAL	$7969.74

LCS Media Specialists