



To: Core Planning Group Members

From: Kaitlin Schalow | KS

Date: May 4, 2016

Comm. No: 152235

Subject: Independent School District #879
Delano Secondary School Additions and Renovations
April 26, 2016 **Media Center** User Group Meeting Minutes

Attendees:

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The Group met to discuss the preliminary User Group drawing. The drawings presented in the meeting are for diagrammatic purposes only, intended to facilitate discussion and visualize spatial adjacencies. The following is a brief summary of topics discussed.

Discussion Topics:

- A. The Group discussed projected circulation counts for the New Secondary:
 - 1. 8,000 books High School.
 - 2. 8,000 books Middle School.
 - 3. Total 16,000 Circulation count.
- B. Stacks:
 - 1. The Group expressed concern over the current state of the stacks furniture. It would be ideal to purchase new stacks. Low stacks should be utilized in circulation areas for ease of supervision and maximum height for stacks against the wall should be 5'-6" T.
- C. Media Center/Tech Desk:
 - 1. Desk should be located so that supervision can be provided for entire Media Center.
 - 2. A high desk is preferred, but it is understood a low counter should be provided for ADA also.
 - 3. Book Drop Off Slot.
 - 4. There should be two spots at the desk for staff.



- D. Open/ Check-out Computer Labs:
 - 1. Accommodate 32 students each.
 - 2. No teacher desk/podium required.
 - 3. It would be ideal to have collaborative tables next to the open Computer Lab.
 - 4. There needs to be a print station available to students in the Media Center. Both computer stations will be printing from this station, so a central location is key.
 - 5. Teaching walls to be provided in both labs.
- E. Soft Seating/Collaborative Areas:
 - 1. The Group was in favor of the variety of seating options shown.
 - 2. There should be plenty of outlets provided for device charging.
- F. Media Center Support:
 - 1. Media Office not required.
 - 2. The Group would like to see Book Level Storage in the Media Center in place of the office space. English Department to get to Wold circulation count to accommodate for.
 - 3. Work Room:
 - a. Sink.
 - b. Copy machine.
 - c. Two projectors on carts.
 - d. Photo copier.
 - e. BW printer.
 - 4. Tech Office and Storage as shown is sufficient.
- G. Conference Rooms:
 - 1. Infrastructure should be provided in the Conference Rooms to allow for LCD Display.
- H. The Group was in favor of the operable wall separating the Media Center entry and the Flex space.
- I. The Group understood there will be a visual connection between the Flex Classroom and the Media Center.
- J. The next User Group meeting will occur in approximately two to three weeks.

cc: Attendees