



To: Core Planning Group

From: Derek Gallagher | DG

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Comm. No: 152235

Subject: Independent School District #879
 Delano Secondary School Additions and Renovations
 May 23, 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 the general layout of the Media Center and established the following ideal features:
 1. A large portion of the space should be left open to the rest of the school to allow for easy after-hours use.
 2. Certain program elements such as the book stacks and staff workroom should be part of a lockable portion of the media center.
- B. Natural light is an important feature of the design of the space.
- C. Circulation Desk needs:
 1. Should have a visual connection to all portions of the Media Center.
 2. U-shaped layout for flexibility would be ideal.
 3. Standing height counter with two seated height portions on either end.
 4. Book drop in center of front face of circulation desk.

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5. Space for paper cutter used by staff and students.
 6. The group will discuss a blow-up floor plan of the circulation desk at the next User Group meeting.
- D. Stacks:
1. Seating and tables should be distributed throughout the Media Center including in book stack areas.
 2. The plan should accommodate a collection of 16,000 volumes.
 3. Tall stacks are acceptable along walls, but short stacks are preferred in the middle of the room to maximize visibility.
 4. Ideally 50% of the stacks would be movable.
- E. Tech Office:
1. Workspace and standing-height desk.
 2. Standing-height counter 'genius bar' with seating for 16 in space adjacent to Tech Office.
 3. Media Center specialists should have visual connection to Tech Office to allow students to operate in this area.
- F. Conference Rooms:
1. The group liked the 'glass box' concept.
 2. 'Digital collaboration station' should include connections for flat-screen monitor rather than projector.
- G. Technology needs:
1. In addition to the check-out computer lab, the Media Center should include a Mobile Computer Lab to meet the current needs of the district while allowing for flexibility as formal computer labs are phased out. This lab should include space for 32 students.
 2. The Media Center should accommodate five existing Mac computers used for video editing.
 3. A wall in the open side of the Media Center should be painted green to allow student access to a green screen after hours.
 4. Ideally the open Media Center would include several large markerboards with projectors.
 5. Space for five computers available to students after hours.
 6. Space and power for printers and a copy machine for staff and student use should be included behind lockdown line.
 7. No printer necessary in check-out computer lab.
 8. The Scantron machine is to be located in the Faculty Workroom rather than the Media Center.
- H. Workroom/Storage:
1. Uppers and lower cabinets.
 2. Sink.
 3. Space and power for six mobile computer carts.
 4. Literature classes require book storage for 2,000 volumes. Existing book stacks could be reused for this purpose.
- I. Other features:
1. The furniture in the space should include a variety of comfortable seating.
 2. Furniture should be flexible allowing different sized groups to use the space.



3. Furniture will be selected at a later date and will be purchased with FF&E funding.
 4. Display cases for art especially 3D art and photography.
 5. Tablet computer kiosks spread throughout the space will function as search stations.
 6. The 'makerspace' functionality of the Media Center will focus on video editing and other digital media. No 'messy' area is needed in the Media Center as this function can be met by the Digital Commons.
- J. The next User group will occur in approximately one to two weeks.

cc: Attendees

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