



**To:** Core Planning Group

**From:** Kaitlin Schalow | KS

**Date:** June 13, 2016

**Comm. No:** 152235

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**Subject:** Independent School District #879  
Delano Secondary School Additions and Renovations  
June 2, 2016 **Media Center** User Group Meeting #3

**Attendees:**

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

**Discussion Topics:**

- A. Collection size: Confirm linear footage drawn. ½" books versus 1" books. The Group would prefer to use the 1" factor.
- B. Provide an option for hardwired computers on both sides of the "security zones".
- C. There should be power and data in the counter versus on the floor at the circulation desk.
- D. Provide a lot of power/charging opportunities in the Workroom. Current charging includes: Two (2) laptops; twelve (12) cameras.
- E. Locks on all doors and all cabinets in office/workroom spaces.
- F. Provide alarm hardware in Flex classroom to avoid access to secure books after hours.
- G. In order to increase stack count, the floor to ceiling glass could be reduced in order to provide low stacks.
- H. Print station to be in secure zone. This is okay if kids are adjacent to circulation/help desk.
- I. Paper cutter to be located in Work Room for safety concerns.

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- J. Copier to stay on secure zone side.
- K. It would be ideal to have daylight qualities throughout the Media Center. However, due to budget priority is placed on the open side vs. secure side.
- L. Tech Office needs:
  - 1. Work Bench 8' L, open below, with shelving above. Height to be 36" T. Electrical needs include six (6) power and six (6) data.
  - 2. Existing U-shape desk (field verify).
- M. The server room will stay intact at the west side of the building.
- N. There should be ample power provided throughout the Media Center. Furniture to be staged around power locations.
- O. TV/LCD/Signage locations:
  - 1. 1-2 locations in the media center would be ideal.

cc: Attendees  
Traci Lawman, ISD #879

MH/ISD\_879/152235/min/6.2.16 Media Center