

**ANNUAL REPORT AND REVIEW OF ACADEMIC FACULTY
2015-2016 Academic Year**

NAME Wierzbowski, Kenneth R. RANK Sr. Asst. Librarian

DEPARTMENT/UNIT Library

Required of Faculty teaching 0.5 FTE or more _____ Optional for Faculty teaching <0.5 FTE) X

Effective Performance in Librarianship

- Successful performance of assigned duties with considerable independence, initiative and productivity, contributions to collection building and instructional effectiveness

- Managed, configured and maintained the library's integrated library system (Ex Libris' Aleph 500). Tasks included:
 - Requested and loaded new patron files into Aleph before the start of each semester and interim session.
 - Managed student and staff permissions.
 - Queried Aleph databases and retrieved various reports as requested by staff.
 - Modified various configuration tables which control Aleph's behavior. (Library hours, patron borrowing permissions, item processing statuses, etc.)
 - Batch loaded/suppressed monthly bibliographic records from partnered vendors.
 - Worked with Technical Services and Integrated Public Services to deaccession materials from the Reference Collection, the Collection Management Project, and the general collection.
 - Gathered library related statistics from a variety of vendors and systems for various reporting activities.
- Maintained a working knowledge of technologies critical to the design and delivery of library services.
- Customized the Summon discovery tool and collaborated with ProQuest Support to resolve outstanding issues.
- Helped to procure, processed, and cataloged new equipment for the library's Tech Tools collection.
- Configured desktop and handheld barcode scanners and other equipment.
- Installed and customized library related software programs on staff PCs.
- Assisted with setup and operation of various webcasting events around campus, including the Diversity Conference and the Honors and Awards Ceremony.
- Continued to investigate emerging technologies and communicated developments to library faculty, staff and students; worked to implement appropriate Web 2.0+ technologies.
- Assisted in collaborative planning, analysis, and assessment of services. Identified and assessed new technologies for use in the delivery of library services.
- Provided reference and instruction services including some evenings and weekends in rotation with other librarians; performed collection management duties as subject liaison.
- Worked a total of 19 evening and weekend shifts.
- Served as liaison to the Film Studies, Department of African and African-American Studies and Mathematics departments.
- Held 3 TechTools refresher training workshops for student employees, followed up with an online quiz.
- Actively pursued professional development.
- Collaborated with the Dr. Meg Norcia's Childrens Literature class to 3D print a wide variety of objects sourced from classic juvenile literature.
- Presented at Mornings with the Professors, Scholars Day, on 3D printing and other technologies.

- Supervisory and administrative ability

- Hired and supervised two student workers for the Drake Memorial Library Makerspace and Tech Tools collection.
- Continued ongoing training of library circulation staff members on Aleph and other systems integral to library circulation services.
- Served in the role of chair on the Drake Memorial Library Makerspace Committee.
- Served in the role of planning chair for the Library TechExpo, sponsored by the Drake Memorial Library Makerspace Committee.
- Established and continue to develop the Drake Memorial Library Makerspace through program development, the procurement of equipment, and cross campus collaboration.
- Managed and supervised the library Tech Tools collection and worked to help procure new materials to add to the collection.

- Creativity in planning and problem solving and ability to handle successfully tasks of increasing responsibility and complexity

- Continued to increase knowledge and understanding of the Aleph 500 ILS. This has resulted in increasing responsibilities in the local management of the Aleph client and configuration tables. This knowledge has also enabled the successful resolution of numerous issues and errors through reconfiguration and completion of more complex report requests from staff.
- Researched and implemented EDI (Electronic Data Interchange) for the Aleph 500 ILS. This allowed for electronic processing of invoices from vendors, saving an estimated 25 hours of manual entry by library staff.
- Continued to maintain and enhance the Drake Memorial Library Statistics Dashboard; a tool which grants library faculty and staff easy access to statistics that were previously difficult to aggregate. Added additional metrics from partnered vendors including Digital Commons and LibStats.
- Continued to improve upon best practices for implementation of iPads and other devices added to the Tech Tools collection. Updated practices facilitate easier configuration of devices and software and contribute to easier circulation procedures.
- Took over responsibilities for the management and maintenance of EZProxy.
- Partnered with Steve Mihm of LITS to upgrade EZProxy to latest version.
- Worked with Integrated Public Services to modify and improve Tech Tools and circulation policies.
- Planned and implemented a process to deaccession the Government Documents collection.
- Oversaw assessment for the ALA Latino-Americans: 500 years of history grant activities.
- Partnered with Ann Pearlman to support her video production class through the lending of Tech Tools.
- Worked with ILL to reconcile status of materials checked out to ILL account.

Non peer-reviewed or adjudicated scholarly and creative products:

- Continued to manage the Tech Tools LibGuide, the Makerspace LibGuide, the Domestic/Dating Violence Resources LibGuide, the Film Studies, and African and African-American Studies LibGuides.
- Updated and graphically enhanced a PowerPoint slideshow entitled, "Veterans Among Us," displayed during Veteran's Day activities throughout campus.
- Improved upon a design for a certificate of appreciation issued to students by Digital Commons.
- Graphically redesigned and continue to manage the Raspberry-Pi powered digital sign on the main floor of the Drake Memorial Library.
- Designed the "3D or Not 3D? That is the Question: Library Makerspace Moves into Literature" poster to be presented at the 2016 SUNYLA Conference in Binghamton, NY.
- Designed the "Measuring Information Service Outcomes: A Tale of Two Libraries" poster presented at the 2015 Fall WNY/O ACRL Conference in Rochester, NY.

- Anticipated Activities

- Continue to build upon knowledge gained through the Assessment in Action program to help develop a program of continuous and ongoing assessment of library services and contribute to a culture of assessment within the library and across campus.
- Continue development and expansion of the Drake Memorial Library Statistics Dashboard.

- Continue self-study of programming languages and technology skills which can be applied to various projects in the Drake Library.
- Continue the development of the Drake Memorial Library Makerspace through workshops, cross campus collaboration and the expansion of campus access to 3D technologies.
- Process, catalog and revisit policy for new Tech Tools added to the collection.
- Work with Laura Dumuhosky to withdraw materials from the JUV collection from Aleph.
- Continue to work with Technical Services staff to withdraw materials as part of the Collection Evaluation Project.
- Continue to serve on the Library Main Floor Improvement Committee.
- Continue to serve on the campus wide Committee on Disability and Access.
- Work with library team and the Office of Accountability and Assessment to assess library resources and services.
- Collaborate with Laura Dumuhosky and English faculty member Dr. Meg Norcia to publish an article about the incorporation of 3D printing into coursework.

Information provided should be for the current academic year. Please include specific dates for professional activities and achievements. **Report of summer activities is optional.**

TEACHING

I. Scheduled Teaching

Courses and Enrollment

Grade Distribution

IAS Scores

Supplemental Department Evaluations

II. Other Instruction-related Responsibilities

Numbers of each type of involvement

	<u>Fall 2015</u>	<u>Spring 2016</u>
Directed studies taught:	0 _____	0 _____
Independent Studies sponsored:	0 _____	0 _____
Internship and practicum supervision:	0 _____	0 _____
Undergraduate thesis or projects:	0 _____	0 _____
Graduate thesis or projects:	0 _____	0 _____
Other special projects:	0 _____	0 _____

Describe other special projects

III. Advisement

Number of Assigned Advisees Fall 2015 _____ Spring 2016 _____

Discuss your approaches and strategies in the area of advisement, and in actively promoting student engagement.

IV. Teaching, Other Activities

April 20, 2016 - Demonstrated and provided an overview of various technologies available at the Drake Memorial Library Makerspace to LLC Creative Artists Program

February 24, 2016, 7pm- Taught Tech Tools refresher training for library students and staff.

February 10, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

April 21, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

February 25, 2016 - Taught Tech Tools refresher training for library students and staff.

March 23, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace for the Women in Technology Club

February 25, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

February 5, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

April 27, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

September 23, 2015 - Demonstrated and provided an overview of various technologies available at the Drake Memorial Library Makerspace to Dr. Norcia's English class

April 29, 2016 - Taught and demonstrated 3D printing technologies to Brockport middle school students as part of the School of Education's Brockport @ Brockport program.

February 24, 2016, 3pm - Taught Tech Tools refresher training for library students and staff.

February 29, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

March 31, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

March 30, 2016 - Demonstrated and provided an overview of various technologies available at the Drake Memorial Library Makerspace to Dr. Norcia's English class

April 11, 2016 - Demonstrated and provided an overview of 3D Printing at the Drake Memorial Library Makerspace

V. Professional Development Activities Related to Teaching

August 3, 2015, Continuing Education Program, "What Now? Working with the ACRL Framework"

VI. Reflective Statements on Teaching

The following 7 questions replace the single Faculty Narrative, Reflective Statement on Teaching. Each question has its own text box with a 200 word limit.

- i. Please reflect on how you challenged students academically this year.**
- ii. Please reflect on how your pedagogical methods encouraged learning.**

- iii. **Please reflect on how you interacted with students outside of class this past year in academically enriching activities.**
- iv. **Where applicable, please reflect on how you helped provide a supportive campus environment this past year.**
- v. **Where applicable, please reflect on how you provided students with an educationally enriching environment this past year.**
- vi. **If you made significant revisions to your courses, please describe them as well as the rationale behind such changes (e.g., student feedback/assessment, disciplinary changes, professional development activities, peer evaluation, accreditation demands, personal reflection, etc.).**
- vii. **Describe assessment activities for your courses this year, focusing on those that relate to stated course learning objectives, discussing your approach and challenges. Discuss changes you intend to make based on this assessment data.**
- viii. **Additional reflections**

SCHOLARSHIP, RESEARCH AND CREATIVE ACCOMPLISHMENTS

Please provide full bibliographic citations to all published work.

I. Peer-reviewed and adjudicated scholarly and creative products

II. Externally-funded projects or grants

III. Presentations

Wierzbowski, K. (Author Only), Dumuhosky, L. (Presenter & Author), Prince, W. (Presenter & Author), Norcia, M. A. (Author Only), SUNYLA 2016: Convergence: Libraries From Every Direction, "3D or Not 3D? That is the Question: Library Makerspace Moves into Literature," SUNYLA, Binghamton, NY. (June 8, 2016).

Wierzbowski, K. (Presenter & Author), Pearlman, A. (Presenter & Author), Brockport @ Brockport, "3D Printing in the Drake Memorial Library Makerspace," The School of Education, CELT, Edwards Hall. (April 29, 2016).

Wierzbowski, K. (Chair), Spencer, E. (Presenter & Author), Scholars Day 2016, "“Making in the Makerspace”: Collaborating with students, faculty and staff to create and innovate with 3D technologies," The College at Brockport. (April 6, 2016).

Wierzbowski, K. (Coordinator/Organizer), "Demonstration of 3D Printing and the Makerspace," Women in Technology Club, Drake Memorial Library Makerspace. (March 23, 2016).

Wierzbowski, K. (Presenter & Author), Norcia, M. A. (Presenter & Author), Mornings with the Professors, "“Objectifying” Children’s Literature: 3D Printing as a Gateway to Historical Context Researchy," Division of Advancement, Eagle’s Lookout, SERC. (March 1, 2016).

Wierzbowski, K. (Presenter & Author), Orzech, M. J. (Presenter & Author), Pitcher, K. (Author Only), WNY/O ACRL Fall Conference, 2015, "Measuring Information Service Outcomes: A Tale of Two Libraries," WNY/O ACRL, RIT Inn & Conference Center. (October 30, 2015).

IV. Non peer-reviewed or adjudicated scholarly and creative products.

V. Other Scholarly & Creative Work

i. Work Accepted

Wierzbowski, K. (Principal), "Glowforge 3D Laser Cutter/Engraver to expand experiential learning and to support expanded maker activities on campus," Sponsored by Faculty/Staff Technology Support Initiative, The College at Brockport, \$4,795.00. (July 1, 2016 - June 30, 2017).

ii. Work Submitted

iii. Work in Progress

Norcia, M. A., Dumuhosky, L., Wierzbowski, K. "Object Lessons: 3D Printing and Inter-Professional Collaboration between the Library and the Literature Classroom".

"MISO: Measuring Information Service Outcomes" (On-Going). (July 2013 - Present).

VI. Internal Grants, Publications and Presentations

Grant, "Arduino open-source hardware/software kits for the Drake Memorial Library Makerspace". (July 1, 2015 - June 30, 2016).

VII. Professional Development Activities Related to Scholarly/Creative Endeavors

May 19, 2016, Webinar, "How to Run a Value Proposition Exercise in Your Library"

April 14, 2016, Campus Event, "Drake Memorial Library TechExpo"

April 6, 2016, Conference Attendance, "Scholars Day"

March 26, 2016, Workshop, "VB Brewery Tour and Workshop"

March 24, 2016, Conference Attendance, "EdTechDay 2016"

March 16, 2016, Workshop, "SUNYConnect Web of Science Trial"

March 7, 2016 - March 11, 2016, Conference Attendance, "Computers in Libraries"

February 12, 2016, Workshop, "Latino American Festival"

October 30, 2015, Conference Attendance, "Fall Conference 2015: Assessment In Action"

October 8, 2015, Conference Attendance, "Diversity Conference"

VIII. Reflective Statements on Scholarship

- i. Please reflect on the significance and impact of your scholarly accomplishments this year including, but not limited to, how your scholarship informed your teaching.
- ii. Please comment on your scholarly plans for next year.

COLLEGE, COMMUNITY, AND PROFESSIONAL SERVICE

Do not simply list your committee memberships or other activities. Please specify your role and key accomplishments.

I. Departmental service (other than advising)

Committee Member, Faculty Outreach Group. (February 2016 - Present).

Committee Member, PAUA Library Assessment Committee. (January 2016 - Present).

Committee Member, Library First Floor Improvements Committee. (May 2015 - Present).

Committee Member, Rare Book and Special Collections Review Committee. (February 2014 - Present).

Committee to review the holdings and purpose of our rare books and special collections materials.

Committee Member, Drake Library Holiday Party Planning Committee. (November 14, 2013 - Present).

Collaborated with colleagues to plan the holiday staff party. Responsibilities include setting up decorations and equipment, organizing catering services and purchasing party supplies.

Committee Chair, Drake Memorial Library Makerspace Committee. (May 2013 - Present).

Manage policies, procedures, logistics, student workers and other miscellaneous tasks related to the Drake Memorial Library Makerspace.

Videographer, Antiques and Hidden Treasures: A Tour and Talk. (May 17, 2016).

Committee Chair, Library TechExpo Planning Committee. (January 2016 - April 14, 2016).

Committee Member, Clerk 2 Search Committee. (September 2015 - October 2015).

II. College service

Committee Member, Committee on Disability and Access. (October 2015 - Present).

Equipment cataloger and circulation logistics, edTPA Camera Kit Program. (August 2013 - Present).

Assisted the edTPA program in cataloging and circulating video cameras and tripods to student teacher candidates. Ongoing duties include running reports, modifying lending periods and improving logistics to circulate kits.

Campus Survey Administrator, MISO Survey. (July 2013 - Present).

Committee Member, Veterans Day Committee/Veterans Advisory Board. (August 21, 2012 - Present).

Webcast Technician, Presidential Inauguration Ceremony. (April 29, 2016).

Webcast Technician, Honors & Awards Ceremony. (April 15, 2016).

Committee Member, Institutional Effectiveness and Accountability Committee. (November 2014 - February 2016).

Mission – Provide an institutional view of assessment. We will provide leadership, oversight, and support for The College at Brockport assessment efforts aimed at enhancing the quality of College programs and services.

Webcast Technician, Diversity Conference. (October 8, 2015).

Videographer, Fall Online Learning Info Session. (September 25, 2015).

Committee Member, Supporting MS Monitoring Report Committee. (January 2015 - August 2015).
Help to format and prepare the Middle States Monitoring Report for presentation to the Middle States accrediting body.

III. Public and community service (must be related to area of professional expertise)

Videographer, Western Monroe Historical Society, Brockport, NY. (September 26, 2015).
Videotaped a presentation of the Western Monroe Historical Society for their 50th Anniversary Celebration 'Out of the Ashes'.

IV. Service to the discipline or profession (work in professional organizations. etc.)

V. Other civic engagement

VI. Professional Development Activities Related to Service

April 7, 2016, Webinar, "Gadgets in the Library with Jason Griffey"

March 29, 2016, Workshop, "VoIP Phone Intro"

January 22, 2016, Webinar, "An Inside look at the MakerBot Smart Extruder+"

January 21, 2016, Webinar, "ILS Review"

January 13, 2016, Webinar, "Ex Libris / ProQuest Merger - Product Strategy and Roadmap"

November 17, 2015, Webinar, "Summon Update and Q&A: November 2015"

November 12, 2015, Webinar, "Project-Based Learning for 3D Printing"

August 12, 2015, Webinar, "Building the Electronic Report"

July 2, 2015, Webinar, "OneBib Webinar"

VII. Reflective Statements on Service

i. Reflective Statement on Service

Faculty Contributions to College Diversity Efforts

Library APT Committee’s Review and Commentary

KENNETH WIERZBOWSKI APT REIVEW AND COMMENTARY

Mr. Kenneth Wierzbowski had an incredibly busy year in librarianship, scholarship, and service. Ken is actively performing above rank and is to be commended for his efforts.

Librarianship: Ken continues to maintain ALEPH as a one-person team. Ken routinely updates several key pieces that aid in the seamless flow of library operations. Tasks include updating patron information and batch loading/suppressing records. Of special note this year is Ken’s configuration of EDI in support of acquisitions. Ken also took over administration of EZProxy including coordinating a system upgrade with colleagues in LITS. Ken also improved the Library’s Tech Tools collection supporting several iPads and other gadgets. Additionally, Ken oversaw the Makerspace and the Library’s 3D printing operation. Ken’s assessment duties included maintaining the Library’s Statistics Dashboard as well as advising on several library projects to ensure that appropriate assessment methods were used.

Scholarship: Ken remains active in scholarship through several presentations involving the Makerspace and 3D printing. Ken is also working on a journal article with a faculty member from English and other library faculty and staff. Ken also actively creates infographics to disseminate the results of complicated reports in an method that is easy to understand.

Service: Ken is extremely active both in department and campus-wide events. These include, but are not limited to cataloguing the edTPA camera kits, administering the MISO survey, serving on the IEAC and supporting the livestreaming of key College events. Furthermore, Ken is very gracious in volunteering his time to support local projects such as the Antiques Road Show, an initiative of the Friends of Drake Library.

Overall, Ken Wierzbowski continues to be an active member of the Library faculty. Several initiatives are well stewarded because of him.

Committee signature(s): _____ Date: _____

*Faculty Member’s Signature: _____ Date: _____

*This indicates that the faculty member has seen the Committee’s review and commentary. Faculty members may respond to any written commentary or copies of written commentary in writing for placement in the application portfolio or personnel file.

Supervisor's Review and Commentary

Responsibilities:

- Manage, configure and maintain the library's integrated library system (Ex Libris' Aleph 500) and web discovery layer (Summon).
- Maintain a working knowledge of technologies critical to the design and delivery of library services.
- Investigate emerging technologies and communicate developments to library faculty, staff and students; work to implement appropriate Web 2.0+ technologies.
- Assist in collaborative planning, analysis, and assessment of services. Identify and assess new technologies for use in the delivery of library services.
- Provide reference and instruction services including some evenings and weekends in rotation with other librarians; perform collection management duties as subject liaison.
- Engage in campus video production, especially in support of live webcasts.
- Actively pursue professional development.
- Perform other duties as assigned.

Goals/Objectives:

- Manage, configure, and maintain Aleph 500.
Objective: Provide Aleph services, support, and advice as required by staff, including on-time completion of: (1) Bibliographic Record deletes (monthly); (2) Patron loads/deletes (Fall, Spring, Summer); (3) Edits to Circulation tables (Fall, Spring, Summer); (4) Delete unlinked headings (monthly) and promptly resolve unexpected issues as they arise. Expand Acquisition EDI ordering for FY 2017. To be measured by successful completion according to above timeframes.
- Plan for continuing library assessment and sharing of data through stats dashboard, MISO, assessment of library instruction, assisting with the Library's Administrative Unit Assessment, etc.
- Provide continued leadership in implementation of the MakerSpace, including 3D printing, measured through enhanced offerings and promotion (e.g., roadshows, Daily Eagle posts, etc).
- Continue Reference shifts including nights and weekends in rotation as measured by average by 2-4 hours/week coverage (or 6-10 hours/week for I&R librarians) and reference consultations noted in LibStats.
- Work with Susan Perry on investigation of COUNTER statistics.
- Provide effective library instruction as measured by class and faculty feedback, maintenance of accurate, up-to-date LibGuides and participation in instructional professional development activities.
- Conduct Collection Development activities measured by ordering materials per subject area guidelines of the Collection Management Policy, prompt attention to items in the Library Ordering Module, responsive liaison efforts.
- Transition to taking over ILL systems duties from L, Rath, measured by training taken through the IDS project and mentoring from Logan.
- All librarians are expected to follow the Library's Mission, Vision and Values. As one of the library's key faculty/staff, also responsible for:
 - Working to create a positive work atmosphere for others.
 - Striving to develop and maintain a collegial working environment for all Drake employees.
 - Collaborating with other library and college departments as appropriate.

Evaluation:

During 2015-16, Ken built on his solid foundation as Systems and Assessment librarian. He is a versatile, supportive member of Drake Memorial Library, valued for his technology skills, media and design expertise and excellent people skills. His record of accomplishments continues to grow. He has found innovative, practical solutions in a timely manner for numerous issues in Circulation, with the Library's Tech Tools, MakerSpace, Summon implementation, and other library initiatives. This year he is expanding his experience and skill set further by assuming responsibility of supervision in Circulation during the Fall semester.

Regarding librarianship, Ken is especially commended for having:

- served project leader in maintaining Summon library discovery layer;

- administered and disseminated MISO survey results (Spring 2016);
- played a leading role on MakerSpace Committee, as well as promoting its use at Scholars Day, Mornings with the Professors, etc.
- organized TechExpo (April, 2016).
- implemented and continued development of the Library Stats Dashboard to improve transparency; assisted with providing stats for library surveys e.g., ACRL, NCES, LARS, etc.
- demonstrated initiative in pursuing and implementation Faculty Staff technology grants related to tech tools and the MakerSpace; demonstrated creativity in developing use of Raspberry Pi technology to power library signage; set up Chromebooks pilot, etc.
- supervised two library student staff;
- developed numerous ad hoc reports upon librarian request.

Ken also served on reference desk, and as a liaison to the film studies, mathematics and African and African - American Studies departments. He completed collection evaluation for monographs in his liaison areas and assisted with government documents deaccessioning. Ken also worked closely with Dr. Meg Norcia's children's literature class.

Regarding scholarship, Ken:

- Presented at WNY/O ACRL, SUNYLA and other venues.
- Attended Computing in Libraries Conference (Washington, DC) and other workshops.
- Assisted in presentations at CELT.
- Created, maintained and enhanced the library stats dashboard.
- Created SUNY assessment poster for SCLD conference (April, 2016)
- Created summary of MISO results as an infographic for publication in the Stylus and Daily Eagle
- Updated Libguides related to Tech Tools, dating/domestic violence resources, math, film studies, and African and African-Americans to version 2.0

Ken's service activities have also been important:

- Participated as member of campuswide disability and access committee,
- Participated in Library PAUA (Periodic Administrative Unit Assessment) writing team;
- Contributed as member of the library first floor improvement committee;
- Videotaped and edited college events e.g., Commencement, undergraduate research conference, Friends of Drake Library Antiques Talk, Morgan Manning House talk, etc.
- Continued to assist with Veterans outreach.

Anticipated activities include:

- Continue the development of the Makerspace through workshops, cross campus collaboration and the expansion of campus access to 3D technologies.
- Lead MakerSpace Advisory Committee to enhance maker opportunities.
- Assist with additional integration into Technical Services as a cataloging back-up to include responsibility for batch withdrawals from OCLC.
- Assist with digitizing video for course use and reformatting of non-US region films as requested by faculty.
- ILL systems maintenance and upgrades.
- Coordinate integration of Circulation and Tech Tools; assuming some additional oversight responsibilities in Circulation for fall semester.
- Transition library assessment for this year to L. Rath.
- Continue to participate in disability and access committee (J. Sniatecki, chair).
- Help to improve library communication and outreach to internal and external stakeholders.
- Take advantage of both formal and informal opportunities for professional development.

Ken's helpful attitude, positive outlook and can-do spirit make him a valuable member of Drake Library staff. Much of his behind the scenes work is critically important to our success. Ken is thanked for volunteering to cover reference shifts, particularly on short notice. Keep up the good work!

Chair/Director's signature(s): _____ Date: _____

*Faculty Member's Signature: _____ Date: _____

*This indicates that the faculty member has seen the Director's review and commentary. Faculty members may respond to any written commentary or copies of written commentary in writing for placement in the application portfolio or personnel file.