



Training Times

NEWSLETTER

January | 2021

All staff can access **EduBrite** through their smart phones, tablets, laptops or PC with the following link and internet connection. ~ <https://metrolibrary.edubrite.com/oltpublish/site/signin.do>

Mission Statement:

Connecting our diverse communities with resources and experiences to educate and enrich lives.

Core Values:

- Equity, Diversity, and Inclusion
- People First
- Innovation
- Integrity
- Respect

Core Competency:

Professional Development: Takes initiative to identify, develop, and apply the technical and interpersonal skills/knowledge needed for effective job performance; demonstrates the ability to learn and use existing and emerging tools (including technology) to achieve job-related purposes or goals.

Disclaimer:

The information contained in the multimedia content and resources/handouts posted represents the views and opinions of the original creators of the content and does not necessarily represent the views, procedures, or policies of the Oklahoma Metropolitan Library System.

Announcements

Please contact Learning & Development if you have a training or announcement you would like to see shared with the rest of MLS via the Training Times. Contact information can be found on the last page.

Unlocking Your Potential~45(m)

The January 2021 LinkedIn Learning course of the month is Unlocking Your Potential. The new year brings new possibilities, but sometimes we get in our own way. Do you find yourself falling into ruts or engaging in unhelpful think patterns that keep you from your goals? If so, then this course can help you.

In this course, Hallie Avolio shares strategies for unlocking your success and creating the life you've always wanted. Hallie explains how to find your "why", determine your core values, and combine the written word and visualization to reach your goals sooner. Enroll in [EduBrite](#) now.

1st Qtr Safety - Bloodborne Pathogens (REQ)

Bloodborne Pathogens is required to be completed by all MLS Staff as our safety

training requirement for first quarter. This training is approximately 40(m) in length and will teach employees about the hazards of bloodborne pathogens in the workplace and the basic controls required under OSHA's bloodborne pathogen standard. Completion is due for all staff by **March 31st**.

January Compliance - Cybersecurity Compliance (REQ)

This compliance course is required by all MLS Staff and will explain how to protect yourself and personal information from phishing attacks. It is located in [EduBrite](#) and takes approximately 30(m) to complete. There is an introduction page with full course details. Completion is due for all staff by **January 31st**.



Learning Path Catalog

Learning paths are available in EduBrite via the Learning Path catalog. To access a full list of Learning paths visit the [Intranet > Departments > Learning and Development > Learning Paths](#). Don't forget to enroll and complete a Core Value Learning Path during the performance period (November 2020 - October 2021). Completion is required for all staff and employees who do not complete will receive a **Needs Improvement** rating in the Professional Development competency.

NICHE ACADEMY COURSES AVAILABLE IN EDUBRITE!

What is Niche?

Niche Academy is an open source online learning platform made specifically for libraries. The platform gives over twelve hundred libraries their own academy to create and share content with other libraries. As an added benefit and professional development opportunity to all staff, MLS has partnered with EduBrite and Niche Academy to bring this content directly to you!

Where can I access Niche Academy courses?

- No additional logins are needed! All MLS staff access Niche Academy courses via EduBrite.
- New courses are added weekly and can be found by typing keyword "Niche:" in the course catalog.
- Niche courses are also distinguished by the unique Niche Academy logo shown below:



New Feature Release!

New Forum Tab on all Niche Academy courses!

Niche Academy content is created by libraries around the United States, because of this we would love your feedback on our newest content provider via the Forum tab at the top of the course as shown below! Click on the thread "What are your thoughts on this Niche Academy course". Other staff members can read and respond to your feedback as well!

Niche: Addressing the Homeless Issues



When will Niche Academy courses be available on EduBrite?

- New courses added weekly.
- Over 50 courses are currently available!
- Titles are divided into four categories for easy accessibility: Health & Wellness, Database Training, General Interest & Library Specific.

SHELVING TRAINING LAUNCHES FOR PUBLIC SERVICE

When will Shelving Training Launch?

We are excited to announce February 2021 Shelving Training will launch for all Public Service staff on their EduBrite dashboards. Shelving Training includes Shelving 101, Shelving Basics, and Shelving Advanced, as well as two test-out versions. Here are a few questions and answers provided by the Manager of Access, Tricia Andrews on the upcoming training.

Why was a system-wide training created in EduBrite?

- Even though we have Shelving Training Standards, staff at libraries receive a version of the Shelving Training Standards based on their role and responsibilities which leads to inconsistencies.
- Feedback from staff have indicated the training varies depending on location and position. This training ensures consistency across positions and library locations.
- Will provide clarity on handling promotions and transfers in relation to shelving training.
- Items are being shelved incorrectly at libraries.
- It takes the pressure off libraries to train on information such as location codes, media codes, terminology, and removes the need to check carts put in order and team shelving. Our goal is to streamline the shelving training process!

Who is required to take Shelving Training in EduBrite?

Access staff will be required to complete all Shelving Training in EduBrite by May 31, 2021. Engagement staff will be required to complete all Shelving Training in EduBrite by August 31, 2021. Staff may be exempt if they have completed Shelving Training since June 1, 2019 and if their supervisor does not want them to have a refresh.

All incoming Public Services staff will be automatically assigned based on their position. If they need to complete additional course(s) based on their supervisor's recommendation, they can enroll in those course(s). **New staff** are **ineligible** to take the test out options in EduBrite.

What is the timeline for Shelving Training?

All Public Services staff are expected to complete Shelving 101 by March, 21st, 2021. Access staff will be required to complete all Shelving Training in EduBrite by May 31, 2021. Engagement staff will be required to complete all Shelving Training in EduBrite by August 31, 2021. Local managers may determine an order to stagger staff to complete Basics and Advanced.

How will I know which course(s) I need to complete?

Managers at each location will determine if their staff need to complete Shelving 101, Shelving Basics (Full or Test Out), and Shelving Advanced (Full or Test Out). L&D will automatically enroll staff into the proper course(s). Any questions/concerns on why staff are assigned a course should be directed to their supervisor.

SHELVING TRAINING LAUNCHES FOR PUBLIC SERVICE

What is each course about?

Shelving 101: 101 is similar to how teen volunteers would assist with shelving and is a prerequisite course for all other Shelving trainings in EduBrite. It incorporates location codes, media codes, and terminology which was not originally part of the shelving training. This first stage will enable anyone in the system who takes the training (department staff included) to have an immediate impact when helping in the libraries.

Shelving 101 covers location and media codes, reading call numbers, putting carts in order using the shelving order guide, pulling morning holds, and shelving holds. As this is a basics course, information learned will provide foundational knowledge for Shelving Basics and Shelving Advanced. Shelving 101 is expected to take up to **two hours** to complete.

Shelving Basics: Basics incorporates music, board books, magazines, and newspapers which was not originally included.

Shelving Basics covers the shelving order guide in relation to board books, DVDs, music CDs, magazines, and newspapers. Attendees will learn how to shelve these items through virtual practice and have hands on testing through an independent shelving assessment. Shelving Basics is expected to take up to **three hours** to complete.

Shelving Advanced: This is the full shelving training.

Shelving Advanced covers the shelving order guide in relation to adult and children's fiction and adult and children's non-fiction. Attendees will learn how to shelve these items through virtual practice and have hands on testing through an independent shelving assessment. Shelving Advanced is expected to take up to **four hours** to complete.

What does the content look like in each course?

- **Shelving 101** consists of an Articulate Rise interactive presentation and a knowledge checkin in EduBrite
- **Shelving Basics (full)** consists of an Articulate Rise interactive presentation, a knowledge check in EduBrite, and independent shelving at your location.
- **Shelving Advanced (full)** consists of an Articulate Rise interactive presentation, a knowledge check in EduBrite, and independent shelving at your location.
- **Shelving Basics Test Out** consists of a knowledge check in EduBrite and independent shelving at your location. Your supervisor will determine if you are eligible for Test Out.
- **Shelving Advanced Test Out** consists of a knowledge check in EduBrite and independent shelving at your location. Your supervisor will determine if you are eligible for Test Out.

Who can check by slips in indepent shelving?

Only frontline managers who have passed that shelving training can check slips. Slips should not be checked by frontline staff.

Can I still shelve if I am going through Shelving Training?

Yes, unless you fail to complete the knowledge check in 3 attempts or if directed by your supervisor.

Training Spotlight

Recorded Session: NewsBank America's News Training (OPT)

Did you miss this live training session in December?

The recording is **available now** on [EduBrite](#) to watch any time! America's news is our biggest newspaper resource. Learn what newspapers are available in this database and all the various ways staff and patrons can utilize it. [See EduBrite for more details.](#)

Being Trauma Informed During a Pandemic (OPT)

36(m) This optional course by Emporia State is available in [EduBrite](#). Learn about the effects of stress on our brains and behavior, and some ideas to harness that knowledge to best work together to help our community navigate this trying time. **Note:** The video does contain mature language (one swear word). The last 20 minutes is a Q&A session which is not applicable or required to receive credit.

Required Compliance Course - Cybersecurity Compliance (REQ)

Required for all staff. This compliance course is required by all MLS Staff. It is located in [EduBrite](#) and takes approximately 30(m) to complete. There is an Introduction page with full course details. Completion is due for all staff by **January 31st**.

If you've completed a webinar or workshop outside of MLS please complete the [Outside Professional Development Summary](#) to receive credit in EduBrite.

EduBrite Top 10 Courses

1. Better Wrist and Elbow Health ~ 34(m)
2. Be More Productive: Take Small Steps, Have Big Goals ~ 27(m)
3. How to Slash Anxiety and Keep Positivity Flowing ~ 27(m)
4. Six Morning Habits of High Performers ~ 23(m)
5. Setting Your Financial Goals ~ 1(h) 7(m)



6. 2-Minutes Tips for Senior Leaders ~ 27(m)
7. Adaptive Leadership for VUCA Challenges ~ 32(m)

Niche Academy Course Highlights:

8. Niche: Niche Academy Webinar - Healthy Living at the Library
9. Niche: Niche Academy Webinar - Advising Parents about Child Digital Media Use
10. Niche: From Compassion to Action: Serving those with Mental Health Challenges in the Library

Don't forget completing a course from the [Top 10](#) or [Monthly poster](#) as part of your Professional Development competency requirements earns you a badge on your EduBrite dashboard!

Wellness Now



Check out this quick read from **Safety and Health Magazine** ~ [COVID - 19 pandemic: Tips to remain 'sane and safe' during social distancing](#)

Check out this quick read from **CDC.gov** ~ [Employees: How to Cope with Job Stress and Build Resilience During the COVID-19 Pandemic](#)

Check out this quick read from **LinkedIn Learning** ~ [6 Courses to Help You Manage Stress and Build Mindfulness Into Your ' New Normal](#)

Free coaching is available through our Wellness Program. You can engage with a health coach up to one time per week.

Participating in health coaching can lead to positive changes in your health and lifestyle. In order to provide the best experience possible, we are sharing some important things to know when scheduling a coaching session.

- What can a health coach do for me? - [click here to learn more](#)
- What type of coaching session is best for me? - [click here to learn more](#)

Weight Watchers Turkey Pesto Burger



Directions

Coat grill rack with cooking spray. Preheat grill to medium-high heat.

In a medium bowl, combine turkey, breadcrumbs, pesto, salt, and pepper. Divide mixture into 4 equal portions.

Cook patties and onion slices until done, 4 to 6 minutes per side.

Spread 2 tsp mayo on bun and top each with patty, onion slice, and tomato slices.

Ingredients

1 point ground turkey
1/4 cup dried plain breadcrumbs
1/4 cup pesto sauce
1/2 tsp. kosher salt
1/2 tsp. black pepper
uncooked red onion (optional)
4 slices, thick, about 1/12 in each
Light whole wheat buns
8 tsp light mayonnaise (optional)
8 slices fresh tomatoes

Class Schedule

Access Workshop Spring 2021

JANUARY 1

Happy New Year!

JANUARY 2

- 2021 1st Quarter Safety launches
- January Compliance course launches

JANUARY 31

- Cybersecurity Compliance due

Class Name	Day	Date	Time
Access 1	Saturday	1/9/2021	1:15-2:45pm
Access 2	Saturday	1/23/2021	1:15-2:45pm
Access 3	Saturday	2/6/2021	1:15-2:15pm
Access 1	Wednesday	1/13/2021	1:15-2:45pm
Access 2	Wednesday	1/27/2021	1:15-2:45pm
Access 3	Wednesday	2/10/2021	1:15-2:15pm
Access 1	Thursday	2/4/2021	6:15-7:45pm
Access 2	Thursday	2/18/2021	6:15-7:45pm
Access 3	Thursday	3/4/2021	6:15-7:15pm
Access 1	Tuesday	3/2/2021	9:15-10:45am
Access 2	Tuesday	3/16/2021	9:15-10:45am
Access 3	Tuesday	3/30/2021	9:15-10:15am
Access 1	Saturday	3/6/2021	1:15-2:45pm
Access 2	Saturday	3/20/2021	1:15-2:45pm
Access 3	Saturday	4/3/2021	1:15-2:15pm
Access 1	Wednesday	3/31/2021	9:15-10:45am
Access 2	Wednesday	4/14/2021	9:15-10:45am
Access 3	Wednesday	4/28/2021	9:15-10:15am
Access 1	Wednesday	4/1/2021	6:15-7:45pm
Access 2	Wednesday	4/21/2021	6:15-7:45pm
Access 3	Wednesday	5/5/2021	6:15-7:15pm
Access 1	Thursday	4/29/2021	1:15-2:45pm
Access 2	Thursday	5/13/2021	1:15-2:45pm
Access 3	Thursday	5/27/2021	1:15-2:15pm

*Seek supervisor approval prior to registering. Please confirm you have taken the correct prerequisites before enrolling in any workshops.

[Link to class schedule](#)



Welcome 2021 System Access Trainers!

Kassie White - AL

Tawna Dickens - BI

Kenda McGee - ED

Meghan Attalla - MC

Kevin Sendall - MC

Sarah Mako - MC

Brittany Mays - RE

Hanna Martin - RE

Todd Podzemny - SO

Jason Wiggins - VI

Rebecca Spencer - VI

Taylor Horn - VI

Ellory Williams - VI

Rebecca West - WA

Caralen Haymans - WA

Laura Warren - WA



Class Schedule

Collection Workshop Spring 2021

Class Name	Day	Date	Time
Workshop 1	Thursday	1/7/2021	5:30-8 pm
Workshop 2	Thursday	1/14/2021	5:30-8 pm
Workshop 3	Thursday	1/21/2021	5:30-8 pm
Workshop 1	Saturday	2/6/2021	9:30-12 PM
Workshop 2	Saturday	2/13/2021	9:30-12 PM
Workshop 3	Saturday	2/27/2021	9:30-12 PM
Workshop 1	Tuesday	3/2/2021	2:00-4:30
Workshop 2	Tuesday	3/9/2021	2:00-4:30
Workshop 3	Tuesday	3/23/2021	2:00-4:30
Workshop 1	Wednesday	4/7/2021	9:30-12 PM
Workshop 2	Wednesday	4/14/2021	9:30-12 PM
Workshop 3	Wednesday	4/21/2021	9:30-12 PM

*Seek supervisor approval prior to registering. Please confirm you have taken the correct prerequisites before enrolling in any workshops.

[Link to class schedule](#)



Healthy New Year's Resolutions You Can Actually Keep

Want more information on a healthier you? Complete the course **Build Better Routines 41(m)** in EduBrite today!

Eat more whole foods.

Whole foods, including vegetables, fruits, nuts, seeds, whole grains, and fish contain nutrients that your body needs to function at an optimal level.

Sit less and move more!

Whether it's due to having a sedentary job or simply being inactive, many people sit more than they should. Sitting too much can have negative effects on health. Make a resolution to sit a little less this year!

Cut back on sweetened beverages.

Cutting back on sweetened beverages is a smart idea considering that sugary drinks are linked to an increased risk of obesity and heart disease. Start by gradually minimizing your intake or finding less sugary alternatives.

Get more quality sleep.

Sleep is an essential part of staying healthy, and sleep deprivation can lead to serious consequences. There are many reasons why people don't get enough sleep, so it's important to focus on your schedule and lifestyle to determine the best ways to improve sleep quantity and quality.

Find a physical activity that you enjoy.

Every New Year, people purchase expensive memberships to gyms, workout studios, and online fitness programs in hopes of shedding excess body fat. Though most people start strong, the majority don't make their new routine into a lasting habit. Still, you can increase the chances of making your fitness resolutions stick. To get started, choose an activity based on enjoyment and whether it fits into your schedule.

Take more 'me time' and practice self-care.

Taking time for yourself is not selfish. In fact, it's imperative for optimal health and wellbeing. This is especially true for those in caretaker roles, such as parents and healthcare workers.

Spend more time outside.

Spending more time outside can improve health by relieving stress, elevating mood, and even lowering blood pressure. Making a New Year's resolution to spend more time outside every day is a sustainable and healthy goal that can benefit most everyone, no matter where you live.

Reduce screen time.

Many people depend on their phones and computers for work and entertainment. However, spending too much time on electronic devices - particularly on social media - has been linked to depression, anxiety, and loneliness.

Try meditation.

Meditation is an evidence-based way to promote mental well-being. It may be particularly helpful for people who have anxiety or depression. It's easy to find books, podcasts, and apps that teach you how to start a meditation practice.

Rethink dieting.

Chronic dieting is harmful to both physical and mental health. Plus, most people who lose weight through restrictive dieting regain up to two-thirds of the weight lost within 1 year. Rather than setting a New Year's resolution to lose weight by using restrictive measures, such as a fad diet, try a healthier, more sustainable method of weight loss by focusing on increasing physical activity and eating healthier foods.

Article from Healthline.



Ways to Succeed at Your New Year's Resolutions

Take the new year head on by completing the course **Defining and Achieving Professional Goals 33(m)** in EduBrite.

1. Act SMART - and be Realistic

The SMART strategy, an acronym that stands for specific, measurable, achievable, relevant and time-bound, provides a useful rule of thumb to follow when framing your resolution. Using these guidelines, for instance, a vague pledge to "save more money this year" might become a resolution to "automatically direct \$100 from each paycheck into a high-yield savings account for all of 2021."

2. Anticipate the Triggers

To achieve your resolution, you'll probably need to make some alterations to your daily life to counter the problem behavior. Research has shown that such "if-then" plans can improve your self-control and the likelihood of attaining your goal. For instance, a study published in the Personality and Social Psychology Bulletin found that college students who used this technique to curtail unhealthy snacking—by, say, deciding to eat a favorite fruit or vegetable instead of chips or cookies whenever they were feeling bored or in need of enjoyment—consumed more healthy snacks per day and fewer calories of unhealthy foods than participants who lacked such an if-then plan.



3. Commit to the Change

People often dismiss New Year's resolutions as a silly or useless exercise given their high failure rate. But research shows the very act of making them greatly increases the likelihood you'll meet your goal, or at least get a lot closer to it than you would otherwise. Make your resolutions at least a few days in advance of the New Year as pre-committing increases the likelihood of success!

4. Be Single-Minded

Most Americans make two resolutions each year, but for 2021 many experts recommend scaling back as many of us are preoccupied with pandemic related concerns. Even in an ordinary year, picking a single resolution to focus on can increase your odds of success, as a series of four studies by researchers at the University of Toronto's Rotman School of Management found. Participants who were encouraged to identify one savings goal, such as saving for a child's education ended up putting away more money over the six-month period of the study than those who were prompted to save simultaneously for multiple goals, such as saving for college, retirement and healthcare needs.

Article from Newsweek.

Did you know?

In the Southern Hemisphere January is a summer month the equivalent of July.

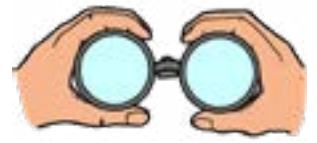
January 21st is Squirrel Appreciation Day!

January is named after the Roman god of doors, Janus, because this month is the door to the year.

The birthstone of January is garnet.



A Look Ahead



XChange Meeting - February

Required for all supervisors. Topic: Equity, Diversity and Inclusion. Please go into [EduBrite](#) and reserve one of the two event times on **Feb. 9th, 2021**, 8am to 12pm or 1pm to 5pm.

Upcoming 2021 First Quarter Safety Training

Required for all staff. Bloodborne Pathogens will be assigned to your [EduBrite](#) dashboard on January 2nd, 2021. This is a system-wide required training due by **Mar. 31st, 2021**.

Upcoming February Compliance Training - Ethical Issues in Employment

Required for all staff. This compliance course is required by all MLS Staff. It is located in [EduBrite](#) and takes approximately 30(m) to complete. It will be assigned on your EduBrite dashboard and completed in February. There is an introduction page with full course details. Completion is due for all staff by **Feb. 28th, 2021**.

Weeding 2.0 coming soon!

Weeding, or removing library materials from your collection, is an important part of collection maintenance. Weeding 2.0 builds on the knowledge created by Collection I & II. This course gives staff the tools needed to keep the collection looking great, make material easy to find, and save time for library customers. **Tentative launch date end of February 2021!**

Shelving Training launches February!

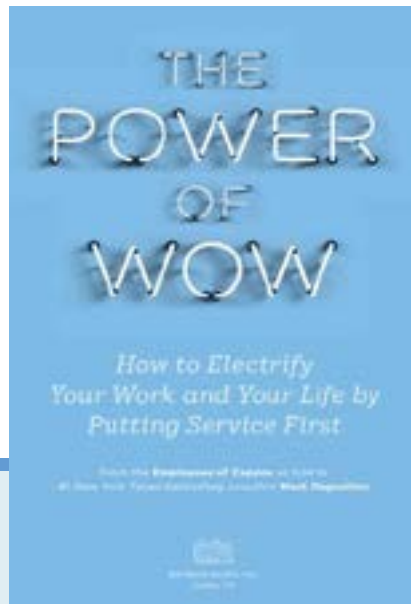
We are excited to announce a more streamlined Shelving Training will be launching February 2021 to all Public Service staff in EduBrite. Staff will be assigned the applicable Shelving course(s) on their EduBrite dashboard.

Staff Pick Book Highlight

Here is our staff readers pick for January tied to our core value **people first**.

Picked by Mary West, Youth Engagement Specialist II, Community Libraries

Email L&D to have a book highlighted in the Training Times. Staff picks must relate to one of our Core Values or Core Competencies.



Title - The Power of WOW: How to Electrify Your Work and Your Life by Putting Service First

Author - Mark Dagostino

Released - 2019

Contact Learning & Development at

training@metrolibrary.org

606-3827 or 606-3729