



# Training Times

## NEWSLETTER

March | 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

**P**lease 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.

### Niche: Mental Health Awareness and COVID 19

Dealing with the pandemic is overwhelming for all of us. This course contains access to resources on topics such as talking with children and COVID-19, expanded telehealth and rural America, and symptoms of anxiety. For additional resources visit [www.cdc.gov](http://www.cdc.gov). Enroll in [EduBrite](#) now.



### Opt in now ~ 2021 EduMinutes

EduMinutes are short video vignettes approximately 20(m). These short vignettes introduce and explore our MLS competencies and core values. Staff can benefit by opting into EduMinutes by further developing skills and confidence in areas important to MLS. Additionally, any EduMinutes video counts towards your professional development. Staff can

opt into have these optional micro-lessons put on their dashboard by clicking on the following link ~ [https://www.surveymonkey.com/r/EduMinute\\_OPT\\_IN\\_2021](https://www.surveymonkey.com/r/EduMinute_OPT_IN_2021)

### March Compliance - Wage and Hour Rights and Responsibilities(REQ)

There is a supervisor and non-supervisor version that will be assigned to your

EduBrite dashboard accordingly. It is located in [EduBrite](#) and takes approximately 20(m) to complete. There is an introduction page with full course details. Completion is due for all staff by **March 31st**.

### Required Core Value Learning Path!

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 by October and employees who do not complete will receive a **Needs Improvement** rating in the Professional Development competency. 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](#).

# Training Spotlight

## eResource Mini Series #6: African-American History Database (OPT)

25(m) This eResource mini-series was created to help you better understand what digital resources are available to MLS customers and staff. The African-American History database covers more than 500 years of African-American experience. Learn more by taking the course in [EduBrite](#).

## EduMinutes: People First Core Value - March 2021 (OPT)

16(m) This month's EduMinute centers around our core value of People First. Through short video vignettes you can gain a better understanding of this core value and why it is so important. If you are subscribed to EduMinutes you will be automatically in via [EduBrite](#). To opt into EduMinutes contact training or complete the EduBrite Opt-In Survey.

## Mergent Intellect Training (OPT)

**Deadline to enroll is March 5th!** Join us to learn about one of our most powerful business eResources, Mergent Intellect. This will be an approachable training for all MLS staff, whether you are an eResource beginner or Engagement staff looking for virtual programming ideas. Save your seat in [EduBrite](#). The Live session will be held via Teams on **Thursday, Mar. 11th**, 2p to 3p. A recorded session will be available on EduBrite post training.

\*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. Winding Down: Get a Better Night's Sleep ~ 53(m)
2. How to Set Boundaries and Protect Your Time ~ 21(m)
3. How to Motivate Yourself to Do What's Most Important ~ 17(m)
4. How to Support Colleagues From Underrepresented Groups ~ 33(m)
5. Inclusive Mindset ~ 55(m)



6. Productive Leadership Tips ~ 24(m)
7. How to Be a Good Mentee Mentor ~ 27(m)

### Niche Academy Course Highlights:

8. Niche: Addressing the Homeless Issues ~ 25(m)
9. Niche: Niche Academy Webinar - Dismantling Institutional Racism ~ 35(m)
10. Niche: Niche Academy Webinar Adult Learning in the Library ~ 1(h)

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

## Resources

Check out this quick read from **Harvard Men's Health Watch**~ [The 10 commandments of cancer prevention](#)

Check out this quick video from **Random Acts of Kindness Foundation**~ [The Science of Kindness](#)

Check out these health & wellness tips from **Aaptiv** ~[How to Get Back on Track After a Break from Fitness](#)



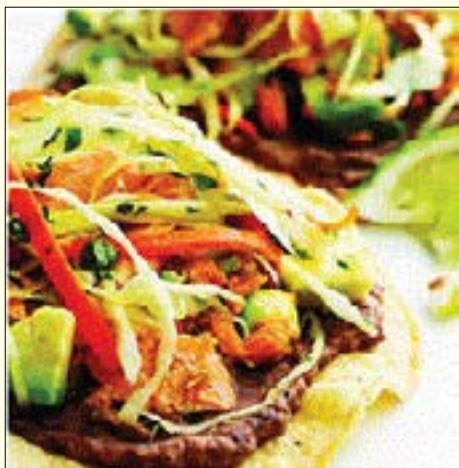
**Earn 50 points in Wellness Connect!** Take the health assessment by September 30th, 2021 to earn 50 points.

**Earn 10 points in Wellness Connect!** Complete the Do You Know The Facts About Glaucoma quiz by March 31st, 2021 to earn 10 points.

Check out the free webinars available -

- Log on to Wellness-Connect ([www.wellness-connect.net](http://www.wellness-connect.net))
- Select 'Webinars' under 'Earn Points' or click the webinar banner
- Click on "Watch"

## Salmon Tostadas



Reference: <https://www.webmd.com/food-recipes/black-bean-and-salmon-tostadas>

## Ingredients

8 corn tortillas  
1 7-ounce can of wild salmon, drained  
1 avocado, diced  
2 tbsp. pickled jalapeños, minced, plus 2 tbsp. of the pickling juice (optional)  
2 cups shredded cabbage  
2 tbsp. cilantro, chopped  
1 15-ounce can of black beans, rinsed  
3 tablespoons sour cream or plain Greek yogurt  
2 scallions, chopped  
2 tablespoons salsa (jarred)  
Lime wedges  
Cooking spray, preferably olive or avocado oil

## Directions

Preheat oven to 375 degrees F.

Coat tortillas on both sides with cooking spray and place on baking sheets. Bake 12-14 minutes or until light brown, turning once.

Combine salmon, avocados, and jalapeños in bowl.

Combine cabbage, cilantro, and pickling juice in another bowl.

Process black beans, sour cream or yogurt, salsa, and scallions in food processor until smooth. Transfer to small pan and warm on stove.

Assemble tostadas by spreading each tortilla with bean mixture, salmon, then cabbage salad. Serve with lime wedge.



## Class Schedule

### Access Workshop Spring 2021

#### MARCH 1

Compliance course launches.

#### MARCH 2

XChange - AM Session

#### MARCH 17

St. Patrick's Day

#### MARCH 23

Rescheduled XChange - PM Session

#### MARCH 31

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](#)



# 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](#)





## National Reading Awareness Month

March is National Reading Awareness Month, which encourages parents, caregivers, and others interested in children's development to do activities to increase children's enjoyment of reading, writing, and literacy. The act of reading aloud to a child is the most important activity adults can do. Between the ages of zero and three, the brain develops more quickly than another time in life. It is important to do literacy activities during this early stage in life.

Reading is an important skill for many reasons, especially because up until the end of third grade, most children are learning to read. However, in fourth grade, they begin reading to learn. They are using their skills to gain more information in subjects such as math and science and to solve problems. They are beginning to think critically about what they are learning as well as acting upon and sharing the knowledge with the world around them. Take a look at the list below and remember - the journey of a thousand miles begins with one step!



There are many activities parents, grandparents, siblings or family friends can do to help children learn the skills needed to read. Reading to babies helps them attend to language, learn new words and understand the structure of language. Reading stories to preschoolers helps them work on meaning and language development. Older preschoolers are able to understand complex stories with a plot. They understand more about themselves and others, developing richer language and vocabulary that is more sophisticated. Children with a large working vocabulary will do better in school.

As children get older, they need someone to read with them and become a reading partner. Reading becomes a shared experience with both of you participating. It is easy to do and may be more enjoyable for everyone.

Helping any age child become a better reader can be as easy as talking to them and adding new words to their vocabulary. Help them write their own stories and illustrate them by drawing pictures. Have books available in your home. Encourage your child's interest in reading. It will help them in school and promote a lifelong love of reading.



For more information visit Iowa State University Extension and Outreach:

[Full Article from Iowa State University](https://www.extension.iastate.edu/lucas/news/national-reading-awareness-month#:~:text=March%20is%20National%20Reading%20Awareness%20Month%2C%20which%20encourages,develops%20more%20quickly%20than%20another%20time%20in%20life.)

or paste link in browser: <https://www.extension.iastate.edu/lucas/news/national-reading-awareness-month#:~:text=March%20is%20National%20Reading%20Awareness%20Month%2C%20which%20encourages,develops%20more%20quickly%20than%20another%20time%20in%20life.>

## Celebrate National Reading Month...even if your child can't read yet

Skills closely related to later success with reading and writing:

- **Alphabet knowledge** - the ability to name letters and sounds they make.
- **Phonological awareness** - the ability to hear and manipulate the sounds of spoken language.
- **Rapid letter and number naming** - the ability to quickly name letters or numbers.
- **Rapid object or color naming** - the ability to quickly name random series of colors or objects.
- **Phonological memory** - the ability to remember spoken information for a short period of time.
- **Writing letters or one's own name** - the ability to write single letters in isolation, or write their own name.

See full article at [leapfrog.com](https://www.leapfrog.com)

or paste link in browser: <https://www.leapfrog.com/en-us/learning-path/articles/march-is-national-reading-month-even-if-you-dont-readyet>



## Set Your Clocks Forward... 6 Steps to Better Sleep

Complete the course **Winding Down: Get a Better Night's Sleep 53(m)** in EduBrite.

Think about all the factors that can interfere with a good night's sleep — from work stress and family responsibilities to unexpected challenges, such as illnesses. It's no wonder that quality sleep is sometimes elusive.

While you might not be able to control the factors that interfere with your sleep, you can adopt habits that encourage better sleep. Start with these simple tips.

### 1. Stick to a sleep schedule

Set aside no more than eight hours for sleep. The recommended amount of sleep for a healthy adult is at least seven hours. Most people don't need more than eight hours in bed to achieve this goal.

Go to bed and get up at the same time every day. Try to limit the difference in your sleep schedule on weeknights and weekends to no more than one hour. Being consistent reinforces your body's sleep-wake cycle.

If you don't fall asleep within about 20 minutes, leave your bedroom and do something relaxing. Read or listen to soothing music. Go back to bed when you're tired. Repeat as needed.

### 2. Pay attention to what you eat and drink

Don't go to bed hungry or stuffed. In particular, avoid heavy or large meals within a couple of hours of bedtime. Your discomfort might keep you up.

Nicotine, caffeine and alcohol deserve caution, too. The stimulating effects of nicotine and caffeine take hours to wear off and can wreak havoc on quality sleep. And even though alcohol might make you feel sleepy, it can disrupt sleep later in the night.

### 3. Include physical activity in your daily routine

Regular physical activity can promote better sleep. Avoid being active too close to bedtime, however.

Spending time outside every day might be helpful, too.

### 4. Manage worries

Try to resolve your worries or concerns before bedtime. Jot down what's on your mind and then set it aside for tomorrow.

Stress management might help. Start with the basics, such as getting organized, setting priorities and delegating tasks. Meditation also can ease anxiety.

### Know when to contact your doctor

Nearly everyone has an occasional sleepless night — but if you often have trouble sleeping, contact your doctor. Identifying and treating any underlying causes can help you get the better sleep you deserve.

Full Article from MayoClinic.org: <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/sleep/art-20048379>

## Did you know?

Each year, March and June months end on the same day of the week.

Say Happy New Year to Ancient Romans as March was the first month of Roman calendar when January and February were not included.

It is National Reading Awareness Month

If you were born in March, your birth flower is a daffodil!





# A Look Ahead



## Driver Safety Awareness (REQ)

**Required for all staff who are approved to operate MLS fleet vehicles.** Please go into [EduBrite](#) and reserve one of the two event times on *Mar. 31st, 2021*, 8a to 9a or 10a to 11a.

## 2021 Second Quarter Safety Training

**Required for all staff.** Back Injury Prevention will be assigned to your [EduBrite](#) dashboard on April 1st. This is a system-wide required training due by *June 30th, 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 March 2021!*

## Upcoming April Compliance Training - Importance of Employee Documentation (REQ)

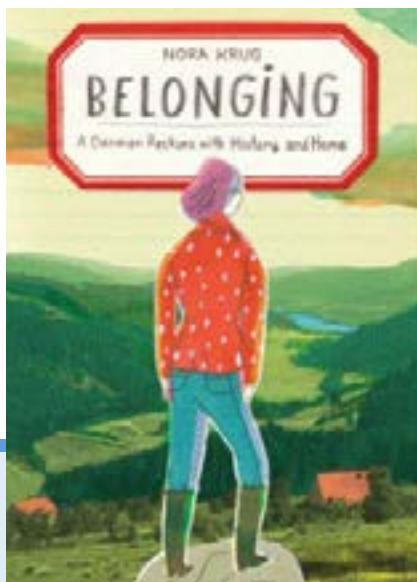
**Required for supervisors only.** This compliance course is required by supervisors only and will be assigned accordingly to your [EduBrite](#) dashboard. There is an introduction page with full course details. Completion is due for all staff by *Apr. 30th 2021*. Non-supervisors will not have a compliance training for the month of April.



## Staff Pick Book Highlight

Here is our staff readers pick for March tied to our core value **Equity, Diversity, and inclusion.**

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** - Belonging

**Author** - Nora Krug

**Released** - 2019

Contact Learning & Development at

[training@metrolibrary.org](mailto:training@metrolibrary.org)

606-3827 or 606-3729