



# Training Times

## NEWSLETTER

October | 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:

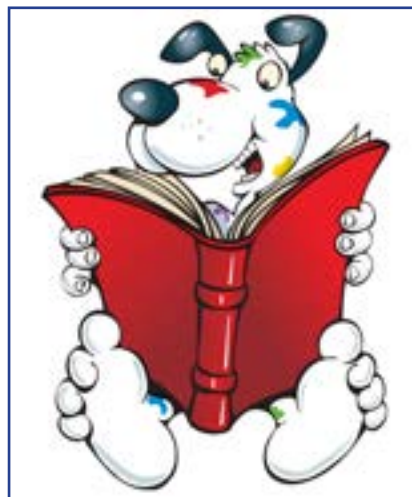
The information contained in the multimedia content and resources/handouts posted represents the views and opinions of the original creators of the content and does not necessarily represent the views, procedures, or policies of the Oklahoma Metropolitan Library System.

## 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.

### Strategies to Improve Self-Awareness 53(m)

In this course, executive coach Dr. Joel Perez explains what self-awareness is, what obstacles may challenge you in building self-awareness, and how to overcome those obstacles. He concludes with a detailed discussion of several ways that self-awareness can benefit you life, reduce stress and improve communication. Enroll in [EduBrite](#) to complete this month's course highlight.



### October 2021 - Compliance - Discrimination and Harassment in the Workplace (REQ)

30(m) There are two versions of this required training: Supervisor and Non-Supervisor. The appropriate course has been assigned to your [EduBrite](#) dashboard. Completion is due for all staff by **Sunday, October 31st**.

### 4th Qtr Safety - Slips, Trips, and Falls (REQ)

30(m) The Occupational Safety and Health Administration, or OSHA, regulates slips, trips, and fall hazards and requires employers to apply standards for walking and working surfaces to protect against this workplace hazard. This course has been assigned to your [EduBrite](#) dashboard. Completion is due for all staff **Friday, December 31st**.

### Core Value Learning Path is due October 31st!

Don't forget to complete your **Core Value Learning Path** by October 31st. Employees hired starting June 1st, 2021 are exempt from this System-wide requirement.

\*Those who do not complete by the deadline will receive an automatic **Needs Improvement** rating in the Professional Development competency on their 2021 annual performance review.\*

### EduMinutes: Part 2 - Respect Core Value - October 2021 (OPT)

EduMinutes are short video vignettes approximately 20(m). Each month we will be covering one of the Systems' core values. Staff can opt in to have these optional micro-lessons by clicking on the following link ~ [https://www.surveymonkey.com/r/EduMinute\\_OPT\\_IN\\_2021](https://www.surveymonkey.com/r/EduMinute_OPT_IN_2021)

## Libby update. What's new?

Several months ago, OverDrive previewed upcoming changes to Libby, and we're delighted to share that they're now live.



Here's a summary of what's new—please take a few minutes to review and share with your teams. We also encourage you to [watch this tutorial](#) for a brief tour of these updates.



- 1. Refined navigation bar.** ~ Each icon in the navigation bar has been updated for clarity and consistency. There is also an option in the new Settings menu (more below) to add labels to the icons, if desired.
- 2. Library home organization.** ~ We've simplified and refreshed the home view for design consistency. Extras and Guides are now featured prominently, while **Preferences** have been moved to search results, lists, and guides. Later this year, we will offer options in OverDrive Marketplace to further customize the library home view—stay tuned!
- 3. Search enhancements.** ~ When searching for a book, users will see a new "Explore with Filters" section, with options to easily browse by format, availability, skip-the-line titles, and more. Advanced search filters are available with the **+ more** button on this screen.
- 4. New Settings menu.** ~ Many existing settings (e.g., manage notifications, change download rules, choose your language, etc.) and some new options, like adding labels to the footer icons, are available in a centralized location in the in-app menu.
- 5. Timeline improvements.** ~ The timeline has a new layout, with each title displayed once in a single collapsible entry. More title and user activity details are available in this new layout.

Full article here: [https://company.overdrive.com/2021/08/13/refined-navigation-bar-new-settings-menu-search-enhancements-and-more-in-the-latest-libby-update/?utm\\_source=sfmc&utm\\_medium=email&utm\\_content=digital\\_dispatch](https://company.overdrive.com/2021/08/13/refined-navigation-bar-new-settings-menu-search-enhancements-and-more-in-the-latest-libby-update/?utm_source=sfmc&utm_medium=email&utm_content=digital_dispatch)

## Did you know?

- October 16th is National Fossil Day!
- The birthstone for October is the Opal. Opals are a symbol of hope and purity and were once thought to improve eyesight or enhance intuition.
- October's birth flowers are the Cosmos and the Calendula or Marigold.

## October



## Fall Bucket List

- |                                                                     |                                                      |
|---------------------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Visit an apple farm                        | <input type="checkbox"/> Take fall pictures          |
| <input type="checkbox"/> Go apple picking                           | <input type="checkbox"/> Roast pumpkin seeds         |
| <input type="checkbox"/> Make apple cider                           | <input type="checkbox"/> Listen to the rain fall     |
| <input type="checkbox"/> Make a leaf craft                          | <input type="checkbox"/> Carve Pumpkins              |
| <input type="checkbox"/> Drink hot cocoa by the fire                | <input type="checkbox"/> Make a pinecone bird feeder |
| <input type="checkbox"/> Decorate your front porch                  | <input type="checkbox"/> Roast marshmallows by a     |
| <input type="checkbox"/> Visit a pumpkin farm                       | <input type="checkbox"/> bonfire                     |
| <input type="checkbox"/> Jump into a pile of leaves                 | <input type="checkbox"/> Decorate for Halloween      |
| <input type="checkbox"/> Go through a haunted house                 | <input type="checkbox"/> Make chili                  |
| <input type="checkbox"/> Make something with squash                 | <input type="checkbox"/> Go on a scavenger hunt      |
| <input type="checkbox"/> Make apple pie (and one for a neighbor)    | <input type="checkbox"/> Jump in puddles             |
| <input type="checkbox"/> Go for a hay ride                          | <input type="checkbox"/> Host a Halloween party      |
| <input type="checkbox"/> Drink apple cider                          | <input type="checkbox"/> Go for a hike               |
| <input type="checkbox"/> Make caramel apples                        | <input type="checkbox"/> Go to a petting zoo         |
| <input type="checkbox"/> Go through a corn maze                     | <input type="checkbox"/> Make a roast                |
| <input type="checkbox"/> Take a walk through the leaves             |                                                      |
| <input type="checkbox"/> Play a game of family and friends football |                                                      |
| <input type="checkbox"/> Have a family game night                   |                                                      |
| <input type="checkbox"/> Watch a scary movie                        |                                                      |
| <input type="checkbox"/> Make a meal with pumpkin in it             |                                                      |
| <input type="checkbox"/> Jump in a pile of leaves                   |                                                      |
| <input type="checkbox"/> Collect pinecones and acorns               |                                                      |





# Training Spotlight

## Civil Legal Justice Trainings (OPT)

Library staff can be a big help to customers who need legal information and services. Depending on your interests there are four courses available in EduBrite. You can enroll in one or all of the courses, complete the online course work, and then enroll in the discussion session facilitated by our own Northwest Library Manager, Nicole Sump-Crethar. Enroll via [EduBrite](#).

## Weeding 2.0 (OPT)

1(h) You do not have to be a member of Public Services to benefit from the completion of this course. Department staff can learn more about the libraries weeding process and the importance of collection maintenance. Open to all staff via [EduBrite](#).

## September 2021 - XChange Town Hall (OPT)

2(h) 12(m) This is a recorded session of the XChange meetings held in September 2021. During this XChange meeting Senior Management Group (SMG) provided updates and answered staff questions. Now available in the [EduBrite](#) course catalog.

## Intellectual Freedom Toolkit (OPT)

The Intellectual Freedom Toolkit is provided by the Oklahoma Library Association (OLA) and is available through the [EduBrite](#) course catalog. We cover MLS specific expectations and procedures in the Collection 1 Workshop. Enroll in the Intellectual Freedom Toolkit and our Collection 1 workshop to learn more.

## EduBrite Top 10 Courses

**1.** Niche: Niche Academy Webinar - Making Surveys Work for Your Library ~ no time provided

**2.** Think Like a Lawyer to Make Decisions and Solve Problems ~ 27(m)

**3.** Practicing Fairness as a Manager ~ 44(m)

**4.** Niche: Code of Ethics - Intellectual Freedom ~ no time provided

**5.** Sharing Your Best Self at Work ~ 56(m)

**6.** Taking Charge of Your Leadership Conversations ~ 30(m)

**7.** Practices for Regulating Your Nervous System and Reducing Stress ~ 36(m)

**8.** Aligning Your Values with Work, Life, and Everything In Between ~ 38(m)

**9.** A Manager's Guide to Inclusive Teams ~ 46(m)

**10.** Niche: Understanding Power, Identity, and Oppression in the Public Library ~ no time provided



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!

## Back 2 Basics ~ Learning & Development

We know 2021 has been hectic for us all. As a result resources and communication can slip through the cracks. Learning & Development has compiled a list of resources and information below you may have missed this year.

### Course Recommendations

We are here to support you and assist your professional development and growth at MLS! If you ever find yourself searching in EduBrite for a particular topic or area of interest and would like a compiled list of courses please reach out to Learning & Development who will provide a list in an easy to read format. This can cut down on your time searching the catalog and ensure you have not missed any courses relating to the topic you're interested in.

### Course Assignments for Your Team

As a Manager you may want your team or an individual on your team to complete a series of courses throughout the year. You can direct the employee to enroll and monitor their progress by checking in during meetings or through the reports center. You can also have courses assigned by contacting Learning & Development. These courses can be set up with a due date and reminder emails sent to staff.

### EduMinutes

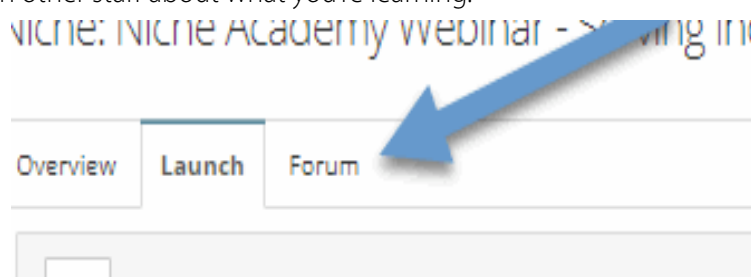
Did you know there is an easier way to meet your Professional Development competency? If you subscribe to EduMinutes you will be assigned a custom course via EduBrite at the beginning of each month. Courses are no more than 20(m) and completely optional. 2022 will have some great videos on topics such as fitness, resume tips, team work, and organizational skills, as well as our Core Values. Complete the survey below to subscribe to EduMinutes ~ [https://www.surveymonkey.com/r/EduMinute\\_OPT\\_IN\\_2021](https://www.surveymonkey.com/r/EduMinute_OPT_IN_2021)

### One Year Subscription to Niche Academy

Our subscription to Niche Academy has given staff access to thousands of courses over topics directly related to libraries! Many libraries around the United States use Niche Academy as their sole learning platform and it allows us to see what topics they are learning and how they are teaching staff about various topics. Our subscription ends January of 2022 and though we hope to renew we encourage you to take advantage while we still have this resource available. Now is the time to enroll in that course your teammates have mentioned in staff meetings or the course you're interested in but have been putting off!

### EduBrite Feature Release: Forum Tab

We have enabled the Forum tab on all Niche Academy courses. We hope you will go in to the courses you have completed and leave comments for others to view on the Forum tab. This is a great way to leave your recommendations and opinions on a course and interact with other staff about what you're learning.



# Wellness Now



## Flu season is around the corner!

We encourage you to stay healthy and take advantage of your employee benefits by grabbing a free flu shot voucher.

## New on Wellness Connect!

- Earn gym check-in points for your subscription based fitness app workouts. See Wellness Connect for more details.
- Receive 50 bonus points for COVID-19 Booster Shot.

## Receive your final COVID-19 dose to earn 100 points in Wellness Connect!

- Log in to Wellness-Connect.net, select 'Upload Exams & Events' under 'Earn Points' and click 'Submit' on the Covid-19 Vaccine point tile.

## Wellness Lesson Highlight

Check out this **Wellness Lesson** from the Wellness Connect portal and earn points for completion ~ **Healthy Weight**



Many people think that being at a healthy weight means being "thin," but actually a healthy weight is a weight that lowers your risk for health problems. This Wellness Lesson will give you information on how to get more active and eat healthier to manage your weight and make lasting changes.

## Frosted Pumpkin Bars



Reference: <https://www.almanac.com/recipe/browned-butter-frosted-pumpkin-bars#>

Yield size: Makes about 5 dozen small bars.

### Frosting Ingredients

1/2 cup (1 stick) salted butter  
4 cups confectioners' sugar  
1 teaspoon vanilla extract  
1/4 to 1/3 cup milk

### Bar Ingredients

1-1/2 cups all-purpose flour  
1-1/4 cups sugar  
2 tsp baking powder  
2 tsp ground cinnamon  
1 tsp baking soda  
1/2 tsp ground ginger  
1 (15oz) can pumpkin  
3/4 cup (1-1/2 sticks) salted, butter, melted  
3 eggs  
3/4 cup chopped sweetened dried cranberries (opt)

### Directions

- Heat oven to 350 degrees.
- In a bowl, combine flour, sugar, baking powder, cinnamon, baking soda, and ginger. Stir in pumpkin, butter, and eggs; mix well. Stir in cranberries (if using).
- Spread batter into ungreased 15x10x1-inch jelly-roll pan. Bake for 20 to 25 minutes, or until toothpick inserted into the center comes out clean. Cool completely.
- Pour over enchiladas and top with remaining cheese.
- Bake 22 minutes and then under high broil for 3 minutes to brown the cheese.
- For frosting: In a 1-quart saucepan over medium heat, melt butter, stirring constantly and watching closely, until butter just starts to turn golden brown (3 to 5 minutes). Immediately remove from heat. Pour into a bowl and cool for 5 minutes. Add sugar and vanilla to cooled browned butter and mix well. Stir in enough milk for desired frosting consistency.

# FALL FITNESS

Did you know that aside from January, Fall is the busiest time of the year for gyms? Once Summer is over and kids go back to school, it's a time when we feel motivated to return to our routines.

However, going to the gym isn't the only way to exercise. With COVID-19 cases increasing, there are lots of other great ways to stay active.

## Here are a few ways to get moving this Fall:

**Upgrade your equipment.** Perhaps it's time for a new pair of athletic shoes, water bottle, or new workout clothes. Having the right equipment is important and new items can help increase your motivation.

**Find a buddy.** You're more likely to stay motivated and consistent if you have an accountability partner. It also makes your workouts more enjoyable.

### Take advantage of the weather.

Many people reduce their workouts or stop exercising completely during the hot summer months. As the weather cools, it can be easier to go jogging, take walks, or go hiking.

**Multi-task.** If you have kids involved in sports or other extracurricular activities, use this time to your advantage by walking around the facility or park. In fact, you may want to partner with another parent who can become your exercise buddy.



Reference:

<https://www.corporatewellnessmagazine.com/article/seven-tips-fun-easy-fall-fitness>



## Class Schedule

### Access Workshop Summer | Fall 2021

#### OCT 1

- Compliance and Safety courses launched.
- October EduMinutes launched

#### OCT 27& 28

- Discussion groups for Civil Legal Justice Training: Finding and Partnering with Legal Service

#### OCT 31

- Compliance course due
- Halloween!

Access 1	Tuesday	6/15/2021	9:15-10:45am
Access 2	Tuesday	6/29/2021	9:15-10:45am
Access 3	Tuesday	7/13/2021	9:15-10:15am
Access 1	Wednesday	7/28/2021	1:15-2:45pm
Access 2	Wednesday	8/11/2021	1:15-2:45pm
Access 3	Wednesday	8/25/2021	1:15-2:15pm
Access 1	Saturday	9/11/2021	1:15-2:45pm
Access 2	Saturday	9/25/2021	1:15-2:45pm
Access 3	Saturday	10/9/2021	1:15-2:15pm
Access 1	Thursday	10/21/2021	6:15-7:45pm
Access 2	Thursday	11/4/2021	6:15-7:45pm
Access 3	Thursday	11/18/2021	6:15-7:15pm
Access 1	Wednesday	12/1/2021	1:15-2:45pm
Access 2	Wednesday	12/15/2021	1:15-2:45pm
Access 3	Wednesday	12/29/2021	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 Summer | Fall 2021

Workshop 1	Wednesday	6/9/2021	2:00-4:30
Workshop 2	Wednesday	6/16/2021	2:00-4:30
Workshop 3	Wednesday	6/23/2021	2:00-4:30
Workshop 1	Tuesday	8/10/2021	9:30-12 PM
Workshop 2	Tuesday	8/17/2021	9:30-12 PM
Workshop 3	Tuesday	8/24/2021	9:30-12 PM
Workshop 1	Tuesday	10/5/2021	5:30-8 pm
Workshop 2	Tuesday	10/12/2021	5:30-8 pm
Workshop 3	Tuesday	10/19/2021	5:30-8 pm
Workshop 1	Tuesday	11/4/2021	2:00-4:30
Workshop 2	Tuesday	11/11/2021	2:00-4:30
Workshop 3	Tuesday	11/18/2021	2:00-4:30

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

[Link to class schedule](#)



## A Look Ahead



### No Required Compliance Training for November!

Due to Performance Reviews there will not be a compliance training for November!

### Core Value Learning Path Due October 31st for all Staff

Any incompletes after the deadline will result in an automatic 'Needs Improvement' on our Professional Development competency.

### Upcoming December Compliance Training ~Diversity and Inclusion (REQ)

**Required for All Staff.** This compliance course is required for all staff and will be assigned accordingly to your [EduBrite](#) dashboard on December 1st. Completion is due by **December 31st, 2021**.

### 2022 Required Staff Training Table

Be on the lookout for the 2022 compliance and safety schedule. Once approved the calendar will be made available to all staff and can be printed and kept at your office/location.

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If you have any suggestions or content you would like to see in the Training Times Newsletter please complete the survey below.

This can include suggestions on a book highlight relating to one of our core values, a training spotlight, recipe, etc.

Survey Link: <https://forms.office.com/Pages/ResponsePage.aspx?id=h4TxDn-72UCNdY>

Contact **Learning & Development** at

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

606-3827 or 606-3729