



# Training Times

MetroUNIVERSITY

NEWSLETTER

April | 2022

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/>

## 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.

## Computer and Text Neck Stretching Exercises

20(m). Our necks bear the brunt of the stress when we spend too much time looking at screens. Taking a break is the best solution, but sometimes we can't afford to go offline. Join Dr. Baxter Bell for this series of exercises that can help relieve and prevent neck and back pain. Enroll in [EduBrite](#) to complete this month's highlighted course.



## New April EduMinutes ~ Resume and Cover Letter Tips (OPT)

Opt in to have these optional micro-lessons added to your EduBrite dashboard at the beginning of each month by clicking on the following link ~ [https://www.surveymonkey.com/r/EduMinutes\\_Opt\\_In](https://www.surveymonkey.com/r/EduMinutes_Opt_In)

## XChange ~ Midpoint Reviews Toolkit

A new toolkit is available on the Intranet (Departments -> Learning & Development -> Learning & Development Toolkits) to

help support you and your team as you work on Midpoint Reviews.

## Summer Reading 2022 (REQ) Training is Back!

20 - 25(m) The purpose of Summer Reading training is to provide the tools and information staff need to assist our guests! There will be two versions of this training. One for Department staff and one for Public Services. The appropriate course has been assigned to your [EduBrite](#) dashboard. Completion is due *Saturday, April 30th*.

## 2nd Qtr Safety - Emergency Response (REQ)

19(m) While we can't control when and where life-threatening emergencies happen, being prepared can minimize property damage and will greatly reduce the chances of serious injuries or

death. This course will teach employees the basics of what they should do in case of an emergency in the workplace. Assigned to your [EduBrite](#) dashboard. Completion is due by *Thursday, June 30th*.

## April Compliance Supervisors Only ~ Discipline and Discharge (REQ)

25(m) As a Manager learn when and how to have discipline and discharge conversations. This compliance course is for Supervisors only and available on your [EduBrite](#) dashboard. Completion is due *Saturday, April 30th*.



# ***TAI CHI FOR FITNESS AND MORE***

Tai Chi was originally developed in China as a martial art. It is a non-impact exercise done through slow, careful movements that enhance body awareness, balance, coordination, strength, and flexibility.

While Tai Chi is often recommended for older adults, anyone can benefit from it. Here are 8 reasons to give it a try.

1. Improves heart health: It can help reduce blood pressure and improve cardiorespiratory health.
2. Reduces pain: It can help with musculoskeletal pain and fibromyalgia.
3. Improves mood: It can reduce depression, anxiety, and stress.
4. Prevents falls: It is great for balance, mobility, increasing muscle strength, and overall stability.
5. Boosts immunity: Research shows it improves immune function and increases antibodies after vaccinations.
6. Improves cognition: Studies show it can improve mental functioning in older adults.
7. Improves bone health: It can increase bone density and improve posture, which helps reduce fractures.
8. Improves sleep: Studies show that consistent practice can help you sleep better.

Ready to give it a try? You can get started by taking a class in person or online. Once you learn some basic moves, you can even do it on your own.

**Reference:**

<https://www.prevention.com/fitness/a36888559/tai-chi-health-benefits/>



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## **April is Donate Life Month**

Go to <https://registerme.org/> to sign up with the National Donate Life Registry

For more information about Donate Life America visit <https://www.donatelife.net/national-donate-life-registry/>

# Training Spotlight

## Live Session ~ Teen Mental Health Training (OPT)

1(h) *May 25th, 2:00p - 3:00p* trainers from Mental Health Association of Oklahoma will share with us general information about teen mental health, best practices that we as adults supporting teens can use, and resources that we can offer up to our teens via Zoom session. The trainers will also take any questions you might have, as well as address cases/scenarios you might propose. To Enroll and access the Survey to pot your questions enroll via [EduBrite](#).

## How to Beat Burnout, Exhaustion, and Stress (Audio Only)

30(m) Learn about the factors that cause overwhelming feelings of exhaustion, cynicism, and inefficiency; how you can prevent burnout from happening; and what you can do to recover from it. Enroll via [EduBrite](#).

## Summer Reading 2022 Manager & New Staff Training (OPT)

1(h) 30(m) Every summer for over 80 years MLS has offered a Summer Reading program to keep kids and their families reading all summer long. If you are interested in learning more about Summer Reading as a whole, and were not able to attend one of the live sessions a recording is now available. Enroll via [EduBrite](#).

## Prioritizing Your Tasks

37(m) Learn to prioritize your tasks effeciently and consistently. This short course shows you how to schedule your time in relation to what's most important and what will have the most significant impact on your work. Enroll via [EduBrite](#).

## April ~ 10 Courses to Celebrate Earth Day

1. Niche: GreenFILE Database ~ 15(m)
2. Niche: Earth Day Activity: Grow Green~ 5(m)
3. Navigating Environmental Sustainability: A Guide for Leaders ~ 16(m)
4. The Employee's Guide to Sustainability ~ 50(m)
5. Niche: Clean Waterways and the Creatures that Love Them ~ 10(m)
6. Niche: Wildscaping for Birds ~ 50(m)
7. Niche: Earth Day Craft: Color Spinners ~ 5(m)
8. Niche: DIY Butterfly ~ 1(m)
9. Niche: DIY Volcano ~ 1(m)
10. Green Building Concepts Foundations ~ 1(h) 33(m)



# Wellness Now

## • Get Your Kicks on Route 66 Step Challenge

Challenge from April 11th - May 23rd. **To participate enroll in the challenge by May 1st.** Travel along the historic Route 66, "The Mother Road of America." This 2,100 mile (3,400km) virtual journey begins in the "Windy City" of Chicago, winds its way along Route 66 through Illinois, Missouri, Kansas, Oklahoma, Texas, New Mexico, Arizona and finishes up on the west coast, in Santa Monica California. So, get nostalgic, get your sneakers on and rev up your engines to get your "kicks", or rather steps, on Route 66!



## Wellness Lesson Highlight

As we adjust to the pandemic winding down things may feel more stressful. Check out this **Wellness Lesson** from the Wellness Connect portal ~ **Stress Less**

Whether you want to proactively avoid stressors or learn how to cope with the stress you already have, this Wellness Lesson can help you improve your stress management and make lasting changes.



## Grandma's Lemon Meringue Pie



### Ingredients:

- 1 cup white sugar
- 2 tablespoons all-purpose flour
- 3 tablespoons cornstarch
- 1/4 teaspoon salt
- 1 1/2 cups water
- 2 lemons, juiced and zested
- 2 tablespoons butter
- 4 egg yolks, beaten
- 1 (9 inch) pie crust, baked
- 4 egg whites
- 6 tablespoons white sugar

### Directions

- Preheat oven to 350 degrees F.
- To make lemon filling: In a medium saucepan, whisk together 1 cup sugar, flour, cornstarch, and salt. Stir in water, lemon juice and lemon zest. Cook over medium-high heat, stirring frequently, until mixture comes to a boil. Stir in butter. Place egg yolks in a small bowl and gradually whisk in 1/2 cup of hot sugar mixture. Whisk egg yolk mixture back into remaining sugar mixture. Bring to a boil and continue to cook while stirring constantly until thick. Remove from heat. Pour filling into baked pastry shell.
- To make meringue: In a large glass or metal bowl, whip egg whites until foamy. Add sugar gradually, and continue to whip until stiff peaks form. Spread meringue over pie, sealing the edges at the crust.
- Bake in preheated oven for 10 minutes, or until meringue is golden brown.

Reference: <https://www.allrecipes.com/recipe/15093/grandmas-lemon-meringue-pie/>

## 2022 Core Value Learning Paths

**\* Completion Deadline is August 31st, 2022 \***

As you know, our focus for the 2022 Learning Path will be strengthening our customer service.

Over the coming year you will complete one of the three approved core value Learning Paths. During this time we encourage you to take notes over what you have learned, as well as work with your colleagues and managers to incorporate what you have learned in your daily work.



Existing staff and staff hired before June 1st, 2022 are required to complete a Learning Path. Staff hired after June 1st, 2022 are outside the performance review period and are exempt from completing a path.

### 2022 System Wide Requirement: Core Value Learning Path Options:

1. **Learning Path (Core Value): Customer Service Standards Option 1** 4(h) 32(m)
2. **Learning Path (Core Value): Customer Service De-Escalation Option 2** 5(h) 26(m)
3. **Learning Path (Core Value): Customer Service Advanced Option 3** 7(h) 39(m)

### Helpful, Optional Resources for Your Learning Path:

#### 1. Learning Path Reflection Workbook ~

Take notes on each course using the workbook. You can revisit your takeaways later and organize your thoughts! To access the workbook go to *Intranet > Departments > Learning & Development > Forms & Documents*.

#### 2. Learning Path Discussion Forums ~

Connect with others throughout the System by participating in the Learning Path Discussion Forums in EduBrite. Each Learning Path has its own designated Discussion Forum. Share and connect with others outside your team throughout the year!

## Did You Know?



- Hey car enthusiasts, Ford unveiled the first Mustang on April 17, 1964 at the World's Fair in New York, costing \$2,368.
- On April 7th, 1948, the World Health Organization (WHO) is founded.
- On April 1st, 2004 Google introduces Gmail.
- Some famous April birthdays include: Queen Elizabeth II, Jackie Chan, Emma Watson, and Paul Rudd.

## Class Schedule

### New Access Workshop Spring | 2022

Access 1	Saturday	1/29/2022	1:15-2:45pm
Access 2	Saturday	2/12/2022	1:15-2:45pm
Access 3	Saturday	2/26/2022	1:15-2:15pm
Access 1	Thursday	3/10/2022	9:15-10:45am
Access 2	Thursday	3/24/2022	9:15-10:45am
Access 3	Thursday	4/7/2022	9:15-10:15am
Access 1	Wednesday	4/20/2022	6:15-7:45pm
Access 2	Wednesday	5/4/2022	6:15-7:45pm
Access 3	Wednesday	5/18/2022	6:15-7:15pm

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



## Class Schedule

### New Access Workshop Summer | 2022

Access 1	Wednesday	6/8/2022	1:15-2:45pm
Access 2	Wednesday	6/22/2022	1:15-2:45pm
Access 3	Wednesday	7/6/2022	1:15-2:15pm
Access 1	Thursday	7/14/2022	6:15-7:45pm
Access 2	Thursday	7/28/2022	6:15-7:45pm
Access 3	Thursday	8/11/2022	6:15-7:15pm

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



## UPCOMING EVENTS

Below are several hot topic professional development opportunities coming up. Don't forget to visit the Upcoming Webinars and Training page on the Intranet for the registration links and to check out additional opportunities!

After attending an outside event please complete the [Outside Professional Development Summary Link](#) to receive credit on your [EduBrite](#) learning transcript.

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- **Niche Academy Webinar ~ Library Patrons' Privacy: How to Navigate Concerns with Emerging Technology ~ April 20th @ 1:00 pm**

This webinar will introduce several considerations for professionals when introducing emerging technology within a library environment. Participants will be able to understand and communicate risks and utilize evidence-based approaches to addressing these risks within their libraries. Participants will also have the opportunity to ask questions about specific technologies and/or related ethical concerns that they have encountered.

- **Digital Collections at Your Library: Community, Culture, and Connection ~ April 26th @ 2:00 pm**

Understanding the full lifecycle of digital stewardship is critical to successfully providing digital collections. In this webinar, practitioners will share how their digital collections have enabled their community members to connect with unique histories and cultures, increase appreciation of local history, and foster connections across generations. You'll also learn about a new series of free courses developed for small public libraries and tribal archives, libraries, museums.

- **BeanstackEDU Presents: Staff Essentials ~ May 2nd @ 1:00 pm**

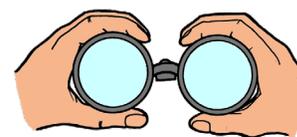
Join us for a one-hour session designed to provide staff members with the tools they need to provide your community with a positive Beanstack experience. Those with staff-level access will learn the key benefits of patron registration and understand the basic actions of the patron and staff experience, from account creation to logging to earning and redeeming rewards.

- **Beating Employee Burnout: How to Keep Your Team Engaged and Motivated ~ recording**

Create a dialogue that decreases feelings of burnout - your own and your employees. Learn to effectively speak up (and listen to) employees' concerns. Link to the recording can be found on the On-Demand section of the Upcoming Webinars and Training Page.

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## A Look Ahead



### Upcoming May Compliance Training ~ Introduction to Federal Employment Law: Supervisors (REQ)

**Required for Supervisors Only.** 25(m) This training introduces Supervisors to several key employment laws and legal concepts. Introduction to Federal Employment Law will be assigned to your [EduBrite](#) dashboard on May 1st. Completion is due by *May 31st, 2022*.

### New Collections Workshops Coming Soon!

The revamp of the Collections Workshops I and II is almost finished and we are so excited for you to check out the new formatting and structure for the courses. The workshops should be available to all staff in [EduBrite](#) tentatively on *May 2nd, 2022*.

### Upcoming 2nd Quarter Safety Training ~ Emergency Response (REQ)

**Required for All Staff.** 19(m) Our 2nd quarter safety training, Emergency Response (REQ), has been assigned on April 1st to your [EduBrite](#) dashboard to be completed by *June 30th, 2022*.

### Summer Reading (REQ)

**Required for All Staff.** It is that time of year again! The Summer Reading training will prepare us as Department and Library Staff to help our guests and share this program with the rest of the community. Summer Reading has been assigned accordingly to your [EduBrite](#) dashboard. Completion is due by *April 30th, 2022*.

### No May Compliance Training will be assigned to Non-Supervisors!

If you have any suggestions 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/r/bjS8KVHZj8>



Contact **Learning & Development** at

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