



# Training Times

## NEWSLETTER

August | 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.

### Serving Customers In A Continuously Changing World 32(m)

Customer service today brings new challenges, protocols, and attitudes. This course provides advice for returning to work and interacting with the public. Enroll in [EduBrite](#) now.

### EduMinutes: Part 2 - Innovation Core Value - August 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 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**



### August 2021 - Compliance - Code Adam (REQ)

25(m) Code Adam is designed to provide MLS Staff with knowledge and resources to respond quickly and effectively to situations involving missing children. Completion is due for all staff by **August 31st**.

### New Professional Development Opportunity! ~

### OCARL: Oklahoma Contemporary Art Reference Library Overview (REQ for PS Only)

Oklahoma Contemporary Art Reference Library (OCARL) Overview will introduce to the new OCARL collection, our partnership with the Oklahoma Contemporary Art Center and Kirkpatrick Foundation, and the goals for the collection. Completion is

required for Public Service staff and will be due **August 31st**. This training is available for all MLS Staff to enroll in via [EduBrite](#).

### Reminder ~ Weeding 2.0 Available in EduBrite!

1(h) Weeding is an important part of collection maintenance within libraries. If you want to learn more about this process for our library system enroll in Weeding 2.0. Anyone can take Weeding 2.0 and we encourage you to enroll in the Collection workshops first before completing! Available in [EduBrite](#).

## Skills for Action: Equity, Diversity, & Inclusion (EDI)

Equity, Diversity, and Inclusion (EDI), one of our MLS Core Values, centers acceptance, understanding, and belonging to value the identities of all individuals.

This month, build skills to foster EDI at work, within your teams, and through your interactions with customers.

Access all of these courses through the course catalog in EduBrite.



### Helping diverse communities succeed at work:

1. **Succeeding as an LGBT Professional** ~ 20(m)
2. **Gender in Negotiation** ~ 40(m)
3. **Supporting Workers with Disabilities** ~ 57(m)
4. **Hiring and Supporting Neurodiversity in the Workplace** ~ 1(h) 3(m)

### Creating desired EDI outcomes through inclusive leadership:

1. **Business Leadership, Social Change and Movements** ~ 1(h) 7(m)
2. **A Manager's Guide to Inclusive Teams** ~ 46(m)
3. **Connecting Engagement and Inclusion to a Culture of Performance** ~ 43(m)

### Equity, Diversity, and Inclusion at work:

1. **Niche: Diversity, Equity, and Inclusion in Library Imagery** ~ 15(m)
2. **Creating Psychological Safety for Diverse Teams** ~ 22(m)
3. **Niche: Celebrating Inclusion and Diversity in Storytime** ~ 1(h)
4. **Supporting the Whole Self at Work, a Diversity and Inclusion Imperative** ~ 31(m)

## Did you know?

- The warmest temperature ever recorded in Oklahoma was 122 degrees on August 12th, 1936.
- On August 1st, 1876, Colorado became the 38th state of the United States.
- The birthstones for August are the peridot and the sardonyx.

## August



# New Professional Development Opportunity Coming Soon ~



## CIVIL LEGAL JUSTICE TRAININGS



Webjunction, in partnership with Legal Services Corporation has developed a four part course on how to improve customers' access to civil legal information and services.

Library Staff can be a big help to customers on this process. This series of classes will help increase staff member's confidence by providing practice conducting a legal reference interview, helping distinguish between information and advice, and explaining our legal system, court rules and civil procedure.

There will be four courses available in EduBrite starting in September and lasts eight weeks for all four classes. Depending on your interests and needs you can enroll in one or all of the classes! The courses include an online component, then attendance of a zoom meeting facilitated by Northwest Library Manager, Nicole Sump-Crethar.

### People First & EDI (CV)

This course directly relates to our Core Values of People First and Equity, Diversity, and Inclusion. When we put people first, we strive to offer the best services and resources we can. In particular, improving our civil legal justice assistance especially addressing equity and inclusion by helping to increase fair treatment of our customers, eliminating barriers, and facilitating access to justice.

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### Frequently Asked Questions:

#### When will the courses be available in EduBrite?

Anticipated launch date of September 1st, 2021.

#### Are these trainings required?

No, the Civil Legal Justice trainings are 100% optional. They are a great opportunity to assist our customers and learn about civil legal information. Don't forget these courses can be documented on your end of year performance review under the *'Professional Development'* competency.

#### What do I search in EduBrite to find the courses when they launch in September?

Type keyword: **'civil legal'** for each course to populate or search by individual course title:

- Civil Legal Justice Training Course 1: The Justice Gap and US Legal System
- Civil Legal Justice Training Course 2: Legal Issues and Resources
- Civil Legal Justice Training Course 3: Finding and Partnering with Legal Service Providers
- Civil Legal Justice Training Course 4: The Legal Reference Interview

#### Will I have to complete all four courses to receive credit?

No, each course is designed to stand alone and will cover different topics. However we encourage you to complete as many as possible to get the most from this four course series.

# Training Spotlight

## Niche: Ryan Dowd on HELP!: The Correct Way for Staff to Provide Backup in Crisis

1(h) Learn the four problems with the way most people do backup and exactly how to provide backup correctly. Do you have new employees on your team? Learn how to use backup to train those employees. Enroll in the course via [EduBrite](#).

## Reopening: A Special Series from the Hello Monday Podcast (Audio Only)

22(m) In this special series from the creators of the Hello Monday podcast, host Jessi Hempel digs into six big questions related to how we approach reopening as quarantine restrictions are lifted. In each episode, Jessi chats with thought leaders about topics ranging from how we relate to our colleagues to how to start taking big risks again. Enroll through the [EduBrite](#) course catalog.

## Niche: Ryan Dowd on Homeless Children and Libraries: Special Presentation With Lydia Sigwarth

1(h) Join Ryan Dowd to learn tips and tricks for how libraries can better serve children experiencing homelessness, as well as a special interview with author of *Dear Librarian*, Lydia Sigwarth, as Lydia shares experiencing homelessness as a child. Now available in the [EduBrite](#) course catalog.

## Niche: Niche Academy Webinar - Community Homelessness and What Libraries Can Do

1(h) In this webinar, Julie Ann Winkelstein will give a brief overview of who is unhoused, the numerous ways community members experience homelessness, some basic statistics and facts about US homelessness, and insights into its impact on people's lives, including daily trauma. Enroll through the [EduBrite](#) course catalog.

## EduBrite Top 10 Courses

1. Creativity at Work: A Short Course from Seth Godin ~ 37(m)
2. Staying Positive in the Face of Negativity ~ 56(m)
3. Empowering BIPOC through Membership ~ 1(h) 10(m)
4. Overcoming Decision-Making Traps ~ 1(h) 1(m)
5. Supporting Your Team as Offices Reopen ~ 34(m)

6. Leading with a Heavy Heart ~ 34(m)

7. Overcoming Perfectionism ~ 52(m)

### Niche Academy Course Highlights:

8. Niche: Acing Virtual and In-Person Interviews ~ 1(h) 16(m)

9. Niche: Healthy Choices ~ 20(m)

10. Niche: Basic First Aid ~ 44(m)

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

## Wellness Lesson Highlight

Check out this **Wellness Lesson** from the Wellness Connect portal ~ **Breathe Better**

This wellness lesson will focus on a few respiratory conditions that can affect our well-being, including allergies, asthma, and chronic obstructive pulmonary disease (COPD). If you are one of the many people who struggle with allergies and/or asthma, this lesson will provide important tips on how to control triggers at home and at work, as well as prevention and management of COPD.



### Earn 50 points in Wellness Connect!

- Take the health assessment by September 30th, 2021.
- Complete 10,000 Steps by September 30th, 2021.

### Download the Wellness Connect App

- Sync your fitness device.
- Check-in at your local gym or health club on the go.
- Set up your coaching goal(s) to schedule a session with a health coach.

### Earn 10 points for completing the quiz ~ How Much Do You Know About Cholesterol?

- Over 90 million people in the U.S. have high cholesterol and it is a risk factor for heart disease. Unfortunately, many people have misconceptions about cholesterol. Take this quiz to see how much you know.

## Banana-chocolate chip mini muffins



### Ingredients

- Cooking spray (5 sprays)
- 2/3 cup plain lowfat yogurt
- 1/3 cup low-fat milk (1%)
- 1 large egg
- 1/2 cup uncooked quick oats
- 1/3 cup packed brown sugar
- 1 large, ripe, mashed banana
- 1 1/2 tsp. vanilla extract
- 1/2 cup all-purpose flour
- 1/3 cup whole wheat flour
- 1/2 tsp. baking soda
- 1 1/4 tsp. baking powder
- 1/2 tsp. salt
- 1/2 cup mini chocolate chips

Serving size: 1 muffin

### Directions

- Preheat oven to 375°F. Spray 24-cup mini-muffin pan with nonstick spray.
- Whisk together yogurt, milk, and egg in large bowl. Add oats, brown sugar, banana, and vanilla, whisking to combine; let stand 5 minutes.
- Meanwhile, whisk together all-purpose flour, whole-wheat flour, baking powder, baking soda, and salt in medium bowl. Add flour mixture and all but 1 tablespoon chocolate chips to yogurt mixture, stirring until moistened.
- Spoon batter evenly into prepared muffin cups; sprinkle evenly with reserved chocolate chips.
- Bake until golden brown on top and toothpick inserted into center of muffin comes out clean, 15–17 minutes. Let cool in pan on wire rack 5 minutes; run knife around inside of cups to loosen muffins from pan. Remove from pan and cool completely on rack. Store in airtight container at room temperature up to 2 days or freeze up to 3 months.

Reference: <https://www.weight-watchers.com/us/recipe/banana-chocolate-chip-mini-muffins/5626a5df4236657004994d50>

## Class Schedule

### Access Workshop Summer | Fall 2021

#### AUG 2ND

- August compliance course launched.

#### AUG 31ST

- August compliance course due.
- OCARL training due for Public Service staff.

Class Name	Day	Date	Time
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

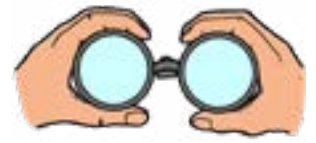
Class Name	Day	Date	Time
Workshop 1	Wednesday	6/9/2021	2:00-4:30
Workshop 2	Wednesday	6/16/2021	2:00-4:30
Workshop 3	Wednesday	6/23/2021	2:00-4:30
Workshop 1	Tuesday	8/10/2021	9:30-12 PM
Workshop 2	Tuesday	8/17/2021	9:30-12 PM
Workshop 3	Tuesday	8/24/2021	9:30-12 PM
Workshop 1	Tuesday	10/5/2021	5:30-8 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



### Upcoming September Compliance Training ~ Americans with Disabilities Act: Non-Supervisor (REQ)

**Required for non-supervisors.** This compliance course is required for non-supervisors and will be assigned accordingly to your [EduBrite](#) dashboard. Completion is due by **September 30th, 2021**.

### Staff Development Day postponed until 2022!

Due to the increasing case numbers, higher hospitalizations, and projections of future activity this year's Staff Development Day has been postponed until next year. A big thank you to everyone who has helped in the planning of this event thus far. We are sorry we could not have the event this year! Please be on the lookout for details on a staff recognition and appreciation (virtual) event.

### Upcoming September Compliance Training ~ Americans with Disabilities Act: Supervisor (REQ)

**Required for supervisors.** This compliance course is required for supervisors and will be assigned accordingly to your [EduBrite](#) dashboard. Completion is due by **September 30th, 2021**.

### Civil Legal Justice trainings (OPT) launching soon!

**See page 3 for more details.** Webjunction, in partnership with Legal Services Corporation has developed a four part course on how to improve customers' access to civil legal information and services. This series of classes will help increase staff member's confidence by providing practice conducting a legal reference interview, helping distinguish between information and advice, and explaining our legal system, court rules and civil procedure. The anticipated launch date is **September 1st, 2021**.



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

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606-3827 or 606-3729