



# Training Times

## NEWSLETTER

February | 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: Niche Academy Webinar - Serving Individuals with Autism ~ approx. 30(m)

Over half a million individuals on the autism spectrum will become adults in the next 10 years. However, there is a lack of resources and services to meet the needs of this group.

In this training by Niche Academy, Author Carrie Rogers-Whitehead goes beyond sensory story time and provides practical recommendations on ways that libraries can better serve this growing population. Enroll in [EduBrite](#) now.



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)

### February Compliance - Ethical Issues in Employment (REQ)

This compliance course is required by all MLS staff and discusses how employees can spot ethical issues in their workplace. 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 **February 28th**.

### Enroll In A Core Value Learning Path Today!

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. 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](#).

### 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



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## Ryan Dowd courses now available through EduBrite!

**BONUS** – In addition to Niche Academy, we recently purchased Ryan Dowd's courses from Librarian's Guide to Homelessness as a one-year subscription. His courses can be found in EduBrite by searching for Niche: Ryan Dowd. The following Niche Academy courses are now available in EduBrite:

- Niche: Ryan Dowd on Supervisors Training: Tips for Managers
- Niche: Ryan Dowd on Burnout, Vicarious Trauma, and Compassion Fatigue
- Niche: Ryan Dowd on Advanced Body Language Skills
- Niche: Ryan Dowd on Domestic Violence and Sexual Assault Issues (in libraries) featuring Miranda Dube
- Niche: Ryan Dowd on Homelessness 201: A Deeper Understanding
- Niche: Ryan Dowd on Body Odor: The Most Dreaded Conversation
- Niche: Ryan Dowd: Homeless Q&A with Ryan (Part 1)
- Niche: Ryan Dowd: Homeless Q&A with Ryan (Part 2)
- Niche: Ryan Dowd on Traumatic Brain Injury
- Niche: Ryan Dowd on COVID: How to Deal with Problem Behaviors Related to COVID-19
- Niche: Ryan Dowd on Dementia and Alzheimer's
- Niche: Ryan Dowd on Jerks with Homes: How to deal with members of the public who are being jerks about homeless folks
- Niche: Ryan Dowd on Getting Hit on by Customers: Women (and men) share



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- Niche: Ryan Dowd on Ornery Teenagers: How to compassionately and effectively manage their problem behaviors
- Niche: Ryan Dowd on Burnout and Stress: Strategies in case 2021 is as bad as 2020
- Niche: Ryan Dowd on Resolving Liberal Vs. Conservative Conflict in the Workplace

Seek supervisor approval prior to any enrollment and don't forget to track your learning for the professional development core competency on your annual Performance Development.

**We want to thank the Commision Members for approving this added learning benefit in the budget!**



**HOMELESS TRAINING INSTITUTE**

## A Librarian's Guide to Homelessness



by Ryan Dowd

## SHELVING TRAINING LAUNCHED FOR PUBLIC SERVICE

### When will Shelving Training Launch?

We are excited to announce February 2021 Shelving Training has launched 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?

All Public Services staff will be required to complete all Shelving Training in EduBrite by May 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 February 14, 2021. All Public Services staff should complete all assigned Shelving Training course(s) by May 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 has automatically enrolled staff into the proper course(s). **Any questions/concerns on why staff are assigned a course should be directed to their supervisor.**



## SHELVING TRAINING LAUNCHED 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 check 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 independent 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

## Intellectual Freedom Toolkit (OPT)

The intellectual freedom toolkit is provided by the **Oklahoma Library Association (OLA)** and is **available now** in [EduBrite](#) any time! We cover MLS specific expectations and procedures in the Collection 1 Workshop. Enroll in the Intellectual Freed Toolkit and our Collection 1 workshop to learn more.

## 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.

## 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.

## 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 the African-American experience. Learn more by taking the course in [EduBrite](#).

## EduBrite Top 10 Courses

1. Working with Difficult People ~ 1(h) 46(m)
2. Inclusive Mindset ~ 55(m)
3. Economic Tips for Everyone ~ 46(m)
4. Asking for Feedback as an Employee ~ 21(m)
5. Diversity: The Best Resources for Achieving Business Goals ~ 33(m)
6. Listen to Lead ~ 49(m)
7. Leading Culture Change in Your Team ~ 36(m)



### Niche Academy Course Highlights:

8. Niche: Goodreads - Perfect Book Recommendations
9. Niche: Dealing with Angry Patrons
10. Niche: Working with the Public

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 **Today** ~ [Why you shouldn't share your COVID-19 vaccination card on social media](#)

Check out this quick read from **NY Times** ~ [For a Healthier 2021, Keep the Best Habits of a Very Bad Year](#)

Check out these wellness videos from **Integris** ~ [Arcadia Trails Wellness Videos](#)



Check out the wellness webinar from **Wellness Connect ~ Stress & Mindfulness**. The COVID-19 pandemic and being in quarantine has created unprecedented challenges. Watch the Stress and Mindfulness webinar to learn key strategies that will help you improve sleep, support your immune system, and calm your nerves.

- 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"

## White Beans and Peppers by Allrecipes



### Ingredients

1 teaspoon olive oil  
 1/4 large onion, chopped  
 1 yellow gypsy (bull horn) sweet pepper, chopped  
 1 (15 ounce) can great Northern beans, drained  
 1 pinch dried oregano  
 ground cayenne pepper to taste  
 salt to taste  
 ground black pepper to taste

### Directions

Heat oil in a skillet over medium high heat.

Stir in onion and sweet pepper, and cook until tender.

Mix in beans.

Season with oregano, cayenne pepper, salt, and black pepper.

Continue cooking, stirring occasionally, until beans are heated through.

## Class Schedule

### Access Workshop Spring 2021

#### FEBRUARY 1

February Compliance  
course launches

#### FEBRUARY 14

Valentines Day!

#### FEBRUARY 28

February 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](#)



## Heart Healthy Trails in Oklahoma



Start your journey to health! Complete the course **Build Better Routines 41(m)** in EduBrite today!

Getting heart healthy is just a step away with this handy list of state park and city trails across the state. Nearly a third of Oklahoma State Parks offer an official **Heart Healthy Trail**, which is classified as a paved trail or nature/hiking trail that is of easy to moderate difficulty and marked by Heart Healthy Trail signs at 1/4 mile intervals.

Take a look at the list below and remember - the journey of a thousand miles begins with one step!

### Alabaster Caverns Statepark - Freedom

The Raptor's Roost Trail is an easy-to-walk, 0.40 mile trail that begins near the park office and ends at the northwest corner of the parking lot west of the park office and picnic shelter.

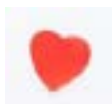


### Bernice Area at Grand Lake State Park - Afton

The Nature Trail is a 0.55 mile one-way trail that takes visitors along the shores of Grand Lake. Along the trail are two wildlife viewing areas, both with watch towers. Much of the trail is paved, and a wildflower plot is also located along the trail.

### Boiling Springs State Park - Woodward

The Scout Trail, which has a one-way distance of 0.83 mile, begins at the northern tip of Shaul Lake and takes guests through the park's best flora and fauna.



### Great Plains State Park - Mountain Park

This park's Heart Healthy Trail is a paved 0.40 mile, one way trail that takes hikers along the shores of beautiful Tom Steed Reservoir.



### Great Salt Plains State Park - Jet

An easy-to-walk portion of the Nathan Boone Trail will take guests along a 0.30 mile, one way walk from the trailhead to the turn-around across from Coon Hollow Road.

### Fort Cobb State Park - Fort Cobb

Three segments of the Western Oaks Trail are designated as this park's Heart Healthy Trail. Periodically, portions of this trail are under water or are too wet to cross, so please use caution.

### Foss State Park - Foss

Walk along the 0.88 mile, one way Great Western Trail, which connects Cottonwood Campground to the Cedar Point Area.

### Roman Nose State Park - Watonga

The Three Springs Loop Trail connects the picnic area with Big and Middle Springs and the CCC pavilion. The trail is easy to walk and has a one-way distance of 0.25 mile.

### Lake Murray State Park - Ardmore

The park offers a paved, one mile trail that takes visitors from the lodge and cabin area to the park office and fishing pier.

Full article from [TravelOK.com](http://TravelOK.com).



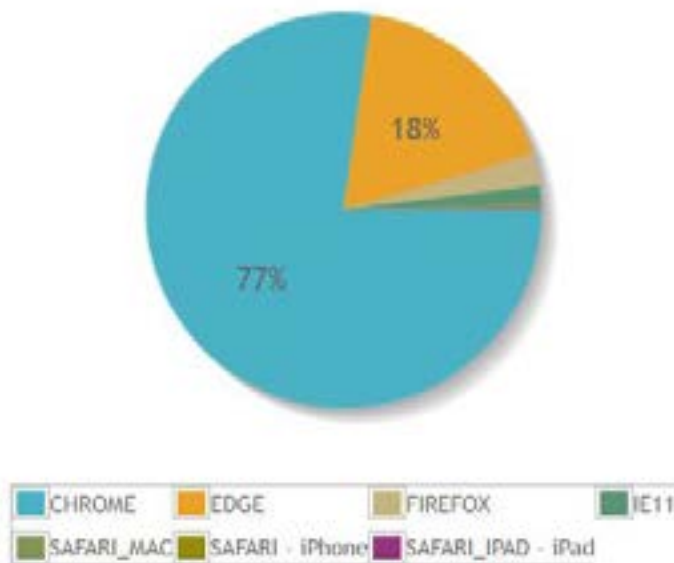
## EduBrite Metrics

After a review of user metrics in EduBrite data shows:

- 77% of MLS staff use Chrome
- 18% of MLS staff use Edge
- 2% of MLS staff use FireFox

Because Chrome is the preferred browser in EduBrite, Learning & Development recommends this browser when completing trainings.

Refresh your Chrome skills with ***Learning the Chrome Browser 2(h) 31(m)*** in EduBrite.



Here are some additional courses **available in EduBrite** for refreshing your technology skills in 2021:

- [Niche Academy Webinar - Best Practices for Techno-Storytime](#)
- [Excel Quick Tips 48\(m\)](#)



## Did you know?

February fluctuates between having 28 and 29 days per year. The 29th day only occurs every 4 years during leap years.

If you were born in February, your birthstone is an amethyst and your flower is a primrose.

February is one of the most frequently misspelled words in the English language. Don't forget the extra "r"!



## 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 First Quarter Safety Training

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

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

**Required for all staff.** This compliance course is required by all MLS Staff. There is a supervisor and non-supervisor version that will be assigned accordingly to your [EduBrite](#) dashboard. There is an introduction page with full course details. Completion is due for all staff by **Mar. 31st, 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 launched February!

We are excited to announce a more streamlined Shelving Training has launched February 1st, 2021 to all Public Service staff in EduBrite. Staff have been assigned the applicable Shelving course(s) on their EduBrite dashboard.

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

## Staff Pick Book Highlight

Here is our staff readers pick for January 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** - Inclusion: Diversity, the New Workplace & the Will to Change

**Author** - Jennifer Brown

**Released** - 2016

Contact Learning & Development at

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

606-3827 or 606-3729