



# Training Times

## NEWSLETTER

July | 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.

### Sleep is your Superpower 34(m)

In this course learn how to prioritize sleep, assess your sleep, create the right sleep environment, and adopt strategies to fall asleep and stay asleep. Enroll in [EduBrite](#) now.

### EduMinutes: Part 2 - People First Core Value - July 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](https://www.surveymonkey.com/r/EduMinute_OPT_IN_2021)

### No compliance training for July!

Due to Summer Reading there will not be a compliance training for July!

### 3rd Qtr Safety - Hazardous Communication (REQ)

27(m) Chemicals can pose a wide range of health and physical hazards. During this course, employees will learn about OSHA's Hazard Communication (HAZCOM) standard and methods for learning about chemical hazards, including labels, safety data sheets, and hazard assessments. Completion is due for all staff by **September 30th**.



### Register for Staff Development Day!

Your Staff Development Day session has been selected by our Executive Director Larry White, however it is important for the planning committee that all staff register for the event and mark their assigned session for data and communication purposes. The deadline to complete registration is

**September 17th** ~ <https://www.surveymonkey.com/r/>

[SDD 2021](#)

### Enroll in Weeding 2.0!

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. This 1 hour course builds on the knowledge learned in the Collection I and Collection II workshops. Anyone can take Weeding 2.0 and we encourage you to enroll in the Collection workshops first before completing! Available in [EduBrite](#).

## Niche Academy's Top 15 Courses

With our one year subscription to Niche Academy, all MLS Staff have access to content tailored specifically for libraries by 1200 libraries across the country.

Don't miss out on this great professional development opportunity!

You can access all Niche courses through the course catalog in EduBrite by searching **keyword** 'Niche'. Courses can also be identified by the Niche Academy logo.

Here is a list of Niche Academy's **Top 15** most popular courses to help you get started:



1. **Niche: Dealing with Angry Patrons**
2. **Niche: Ancestry Library - Access Genealogical Records of Billions**
3. **Niche: Working with the Public**
4. **Niche: Hoopla - Audiobooks, eBooks, Magazines and More**
5. **Niche: OverDrive / Libby eBooks, Audio Books and More**
6. **Niche: Bringing STEM Learning to Public Libraries**
7. **Niche: Goodreads - Perfect Book**
8. **Recommendations**
9. **Niche: Be Fearless: Public Speaking for Librarians**
10. **Niche: Beyond Book Groups: Fun Library Programs for Adult Readers**
11. **Niche: Library Service to Patrons with Disabilities**
12. **Niche: The Reference Interview**
13. **Niche: Creativebug - Online Arts and Crafts Classes**
14. **Niche: Cart Safety**
15. **Niche: Cricut Tutorial**

## How to Prevent Burnout

**What is burnout?** Burnout is a state of mental and physical exhaustion that can zap the joy out of your career, friendships, and family interactions. Continual exposure to stressful situations, like caring for an ill family member, working long hours, or witnessing upsetting news related to politics and school safety can lead to this stress condition.

Burnout, however, isn't always easy to spot. With that in mind, we've put together a guide to help you identify the signs of burnout, as well as ways to prevent it.

**Who gets burnout?** Anyone who's continually exposed to high levels of stress can experience burnout. Helping professionals, such as first responders, doctors, and nurses are especially vulnerable to this health condition.

Along with career-induced burnout, people caring for children can also have this type of extreme exhaustion. A recent study found that, just like doctors and business executives, mothers and fathers can also burn out.

Personality characteristics like needing to be in control, perfectionism, and being "Type A" can also increase your risk of burnout.

Here are some ways you can help **prevent burnout**:

### Exercise

Not only is exercise good for our physical health, but it can also give us an emotional boost.

Stretched for time? You don't need to spend hours at the gym to reap these benefits. Mini-workouts and short walks are convenient ways to make exercise a daily habit.

### Eat a balanced diet

Eating a healthy diet filled with omega-3 fatty acids can be a natural antidepressant. Adding foods rich in omega-3s like flaxseed oil, walnuts, and fish may help give your mood a boost.

**Avoiding Burnout  
24(m) in EduBrite!**

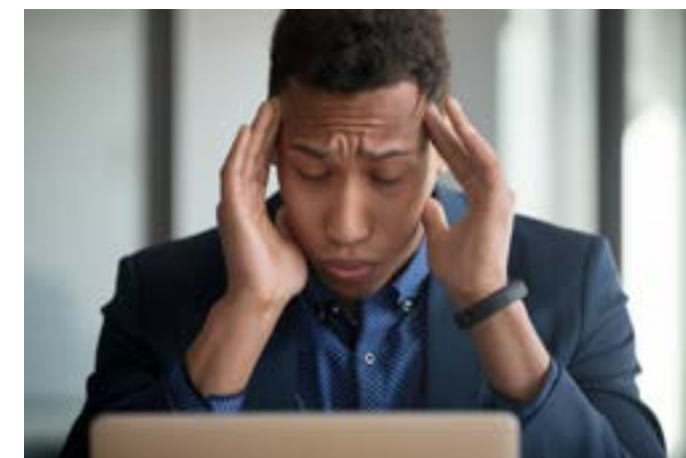
### Practice good sleep habits

Our bodies need time to rest and reset, which is why healthy sleep habits are essential for our well-being.

According to the National Sleep Foundation, avoiding caffeine before bedtime, establishing a relaxing bedtime ritual, and banning smartphones from the bedroom can help promote sound sleep hygiene.

### Ask for help

During stressful times, it's important to reach out for help. If asking for assistance feels difficult, consider developing a self-care "check-in" with close friends and family members so that you can take care of each other during trying times. Reach out to HUM if you need additional resources.



## Did you know?

## July

- July has two birth flowers - the water lily and the larkspur.
- The first crewed mission to the moon, the Apollo 11 Mission, launched July 16, 1969. Four days later on July 20th, Neil Armstrong walked on the moon!
- The first phone call ever made took place between Canada and the U.S. in July 1881.



Full article by Healthline available here ~  
<https://www.healthline.com/health/tips-for-identifying-and-preventing-burnout#prevention>



# Training Spotlight

## Customer's Without Masks: Simple strategies that get customers to follow your COVID-19 policies (without a fight!)

1(h) A lot of libraries and other organizations are starting to open up again. Because of this we are once again highlighting one of our most popular webinars. Learn more by taking the course in [EduBrite](#).

## Adding Value through Diversity

58(m) Diversity and inclusion are important aspects of how a successful business operates. In this course you can learn how fostering diverse teams can help your organization stay competitive in the marketplace, drive innovation, expand the richness of thought, and remain relevant on a potentially global scale. Each lesson offers practical insights for your own recruiting, hiring, and promotion processes. Enroll through the [EduBrite](#) course catalog.

## Niche: Ryan Dowd on Fights: How to Prevent and Stop Them (Safely!)

1(h) Join Ryan Dowd to learn the four stages of a fight (and why "Stage 2" is the best place to stop it). Also, find out how library staff should break up a fight and what research says about bystanders and fights. Now available in the [EduBrite](#) course catalog.

## Transforming Teen Services Training: Computational Thinking - Recording

1(h) 44(m) Learn about the principles of computational thinking. Learn how to apply them to your library's teen services; how to elevate your current work; and how to leverage teen interests to build positive learning experiences that translate into academic and career potential. Now available in the [EduBrite](#) course catalog.

# Wellness Now

## Resources

Check out this **Wellness Lesson** on the many advantages of owning a pet from the Wellness Connect portal ~ **Better Sleep**

Sleep plays an essential role in both physical and mental health. How much energy you have, your mood, and your thoughts can all be affected by the amount and quality of your sleep. In this wellness lesson, you will learn about sleep basics, why sleep is so important, how you can improve your sleep, as well as how to overcome problems like insomnia, sleep loss due to shift work or jet lag, and sleep apnea.



## 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 ~ Do You Know The Myths & Facts About Men's Health?

- While good health is essential for a high quality of life for both men and women, everyone has their own set of health challenges due to different anatomies and risk factors. Take this quiz to see how much you know about men's health issues.

## EduBrite Top 10 Courses

**1.** Microsoft Teams: Organizing Your Personal Life ~ 1(h) 30(m)

**2.** Video Editing Fundamentals ~ 37(m)

**3.** Excel: You Can Do This ~ 34(m)

**4.** DIY Relief: Massage Self Care ~ 54(m)

**5.** Financial Wellness: Managing Personal Cash Flow ~ 56(m)

**6.** Establishing Evening Routines to Optimize the Day Ahead (Audio Only) ~ 15(m)

**7.** Sleep is your Superpower ~ 34(m)

## Niche Academy Course Highlights:

**8.** Niche: Cultural Literacy Programs in Your Library ~ no time provided

**9.** Niche: PLS Interpersonal Relations and Skills in the Workplace ~ no time provided

**10.** Niche: Library Service to Patrons with Disabilities ~ no time provided

Dont 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!

## Salmon on the Grill



### Ingredients

- Four 6 oz. salmon fillets, preferably wild salmon
- Sea salt to taste
- Pepper to taste
- 4 tbsp. butter
- 1/2 cup lime juice
- 1/4 cup honey
- 2 garlic cloves, minced
- 2 tbsp. chopped cilantro

### Directions

Season salmon with salt and pepper.

Heat grill and place salmon on it, flesh side down and cook for about 8 minutes.

Flip and cook on other side until cooked through, about 6 minutes or more.

Meanwhile, make sauce combining butter, lime juice, honey & garlic in a small saucepan and cooking over medium heat until butter is melted.

Turn off heat and add cilantro.

Pour sauce over salmon and serve.

Reference: <https://www.delish.com/cooking/recipe-ideas/recipes/a58718/best-grilled-salmon-fillets-recipe/>





# Class Schedule

Access Workshop Summer | Fall 2021

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

## JULY 1

- 3rd Quarter Safety launched.

- Intacct Training (*closed session*)

## JULY 14

- Intacct Training (*closed session*)

\*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



## August Compliance - Code Adam (REQ)

**Required for All Staff.** This course is designed to provide MLS Staff with knowledge and resources to respond quickly and effectively to situations involving missing children. This training is approximately 30(m) and will be assigned to your [EduBrite](#) dashboard on August 1st. Completion is due for all staff by *August 31st, 2021*.

## OCARL: Oklahoma Contemporary Art Reference Library Overview

**Required for Public Service Staff.** 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. This training will be available August 2nd for all Staff and assigned to Public Service Staff via EduBrite.

## August XChange Meeting

**Required for supervisors.** We're excited to announce XChange will be in person August 2021! Due to social distancing seating will be limited to 20 participants a session. Please sign up as soon as possible in [EduBrite](#) to secure your desired session. Click the link to view additional details. ~ <https://sway.office.com/4pkbGzZaYNtCos0d?ref=email>

August 2, 2021	1:00 - 3:30pm	Village
August 3, 2021	8:30 - 11:00am	Midwest City
August 4, 2021	2:00 - 4:30pm	Northwest
August 5, 2021	9:00 - 11:30am	Edmond
August 6, 2021	1:00 - 3:30pm	Southern Oaks

We want your  
FEEDBACK!

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