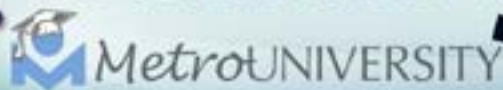




Training Times

NEWSLETTER



March | 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:

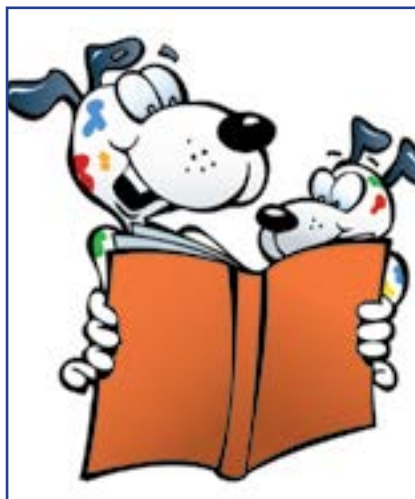
The information contained in the multimedia content and resources/handouts posted represents the views and opinions of the original creators of the content and does not necessarily represent the views, procedures, or policies of the Oklahoma Metropolitan Library System.

Announcements

Please 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.

Four Simple Strategies to Boost Creativity and Productivity

8(m). This month's course highlight is audio only. Listen in while you answer emails, write your to-do lists, take notes on the course, etc. This course focuses on actionable techniques to burst through productivity barriers, enabling you to produce meaningful outcomes. Enroll in [EduBrite](#) to complete this month's highlighted course.



New Forum Available on the Intranet! ~ What are your attitude anchors?

A new forum is available on the Intranet to do just that! To create a post or respond to your colleagues go to: Intranet > Staff > Forum > Learning and Development Community. We hope you will consider participating in these forums so we can continue to share and grow together as a System and community!

March Compliance Launched ~Safe Place (REQ)

15(m) MLS is proud to partner with Pivot to bring the Safe Place program to our library locations! In this training, you will learn more about Safe Place and how we will implement the Safe Place process at locations. This compliance course is required for all MLS Staff and available on your [EduBrite](#) dashboard. Completion is due **Thursday, March 31st.**

2022 OLA Gold Leadership ~ Applications Open!

The 2022 Gold Leadership Institute will focus on Influence & Emergent Leadership which will allow participants to exert influence regardless of positional authority. A class of 24 OLA members will be selected through a competitive application process. Link to the application can be found

on the Upcoming Webinars Page via the Intranet or by clicking [here](#). Applications are due by **5 p.m. Thursday, March 31st.**

Reserving Meeting Rooms Tutorial

As meeting rooms open for our guests, Central Information Services has updated the Reserving Meeting Rooms tutorial on the Intranet. For a quick refresher go to **Intranet > Departments > L&D > How-To's.**



IMPORTANT FACTS ABOUT MULTIPLE SCLEROSIS

Multiple Sclerosis (MS) is a condition that affects the central nervous system and early symptoms may include vision problems, muscle weakness, tingling or numbness in arms or legs, fatigue, and balance issues. This is because the immune system attacks the myelin sheath, which is a substance that covers and protects nerve cells.

MS is a chronic condition that can change and progress over time. Although there is no cure, there are many effective treatments that can help with symptoms and slow the progression.

What causes MS is not fully understood, but there are certain risk factors. While you may not have control over some, others can be avoided:

Genetics: Your chances of developing it are slightly higher if a close relative, such as a parent or sibling, has the condition.

Sex: Women are 2-3 times more likely to develop MS.

Low vitamin D or low sun exposure: Vitamin D plays a crucial role in immunity, whether it's obtained through the sun, food, or supplements. Because it's easiest to metabolize vitamin D through sun exposure, people who live in areas with less sun have a greater risk.

Smoking: Smokers may have double the risk.

Chemical exposure: Some studies have found a link between exposure to air pollution and organic solvents in paints, adhesives, and lacquers.

Viral infections: There is a possibility that having been exposed to certain viruses increases the risk, including Epstein-Barr, human herpes virus-6, varicella-zoster (the chickenpox virus), and others.

Reference:

<https://www.healthline.com/multiple-sclerosis/ms-basics>

Training Spotlight

Niche: Niche Academy Webinar - Introduction to Strategic Planning for Public Libraries (OPT)

In this webinar, uncover barriers to strategic planning and the framework all libraries can use, regardless of size, as a basis for strategic planning. Enroll via [EduBrite](#).

Niche: Designing Vibrant Libraries (OPT)

1(h) Examine what makes libraries work at the most basic levels, and how our jobs, right now, have the potential to create a foundation for a stunningly vibrant future for libraries and the communities they serve. Enroll via [EduBrite](#).

EduMinutes: Thinking Creatively (Core Value: Innovation) (OPT)

EduMinutes are short video vignettes approximately 20(m). 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

Niche: Niche Academy Webinar - Copyright for Libraries: What You Need to Know

Copyright issues abound in librarianship, but there are some easy principles you can apply to better understand and navigate these issues. This webinar, covers copyright basics, copyright exceptions, and, of course, fair use. Enroll via [EduBrite](#).

March ~ 10 Courses on Time Management

1. Finding Your Time Management Style ~ 1(h) 14(m)
2. Proven Tips for Managing Your Time ~ 16(m)
3. Time Management for Busy People ~ 50(m)
4. Prioritizing Your Tasks ~ 37(m)
5. Prioritizing Effectively as a Leader ~ 36(m)
6. How to Stop Wasting Time in Meetings ~ 33(m)
7. Efficient Time Management ~ 1(h) 58(m)

8. How to Set Goals When Everything Feels Like a Priority ~ 15(m)
9. Time Management for Managers ~ 1(h) 8(m)
10. Time Management Tips: Teamwork ~ 43(m)



Wellness Now



Eating for Better Health on Wellness Connect!

- Complete the Diabetes Wellness Lesson, Heart Healthy Wellness Lesson, or Healthy Weight Wellness Lesson by March 31st to earn 25 BONUS points.

Coaching for Heart Health on Wellness Connect!

- Complete three coaching sessions between February 1st and March 31st to earn 25 BONUS points. See Wellness Connect for more details.

Know Your Numbers on Wellness Connect!

- Complete the Health Assessment, Know Your Numbers Wellness Lesson, and Financial Wellness Lesson by March 31st to earn 25 BONUS points. Bonus points will be awarded the first week of April.

Wellness Lesson Highlight

Now that the weather is warming up check out this **Wellness Lesson** from the Wellness Connect portal ~ **Walking**



Walking is a safe, simple exercise that's effective for both weight loss and cardiovascular health. It's low-impact, which means it won't damage your joints like running can. Walking at a moderate pace for just 30 minutes a day can vastly improve your overall health.

Score! Easy March Madness Cookies



Ingredients:

- 14 double stuff oreos
- 1 package Wilton Orange Candy Melts
- 1/2 package Wilton Brown Candy Melts
- Silpat or parchment paper

Directions

- Melt orange candies according to package directions.
- Dip oreos completely and set on waxed paper or silpat. (If your finger mark leaves a little Oreo showing, drizzle a little melted candy on and smooth).
- Let orange-coated oreos harden (approximately 30 minutes).
- Melt brown candies and pour melted mixture into resealable sandwich bag. Slice tiny corner off the bottom of the bag and pipe basketball lines as shown.
- Eat and enjoy!

Reference: <https://sugarmama-cooks.com/score-easy-march-madness-cookies/>

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?



- March 16th is National Panda Day! Although the OKC Zoo doesn't have Giant Pandas, you can check out the Sanctuary Asia habitat and see the Red Pandas to celebrate!
- March 30th, 1867 the United States buys Alaska for \$7.2 million from the Russian Empire, the cost equivalent to \$133 million in 2020 dollars.
- March 31st, 1943 the musical "Oklahoma!" debuts on Broadway.

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 prerequisites 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 prerequisites before enrolling in any workshops.



Upcoming Webinars and Training Opportunities

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

- **Creating a Sustainable, User-centric Website for Academic Libraries ~ March 16th @ 1:00 pm CST**

In this session, Jaci Wilkinson, Assistant Professor and the Head of Discovery and User Experience at Indiana University Bloomington Libraries, will share five guidelines that have structured her work as the manager of a digital ecosystem of platforms and services since the start of the pandemic. These guidelines are tailored to the unique complexities of the academic library website.

- **BeanstackEDU Presents: Staff Essentials ~ March 17th @ 1:00 pm CST & March 31st @ 12:00 pm CST**

There's no such thing as an overtrained staff! 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. Both live and pre-launch clients are welcome to attend!

- **Rekindling from Burnout: Lessons and Strategies for Public Library Workers ~ recording**

In this webinar we will discuss: Trauma exposure at the library, how our library's "Rekindling from Burnout" project came about, and strategies & actions you can try at your library to build resiliency and networks of support. Additionally, we will share several resources created and curated by the Brooklyn Library staff.

- **Ted Talk: Own Your Behaviors, Master Your Communication, Determine Your Success ~ recording**

18(m) This speech is a call to action. We spend about eighty percent of our day at work, the rest is at home. If we have a bad day at work we are likely to take that negativity home with us and vice versa. It is of paramount importance that we create healthy environments in the spaces that most affect our lives by giving of our best and receiving the like in return.

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

A Look Ahead



Upcoming April Compliance Training ~ Discipline & Discharge (REQ)

Required for Supervisors Only. 25(m) This training gives Supervisors the tools to make discipline and discharge decisions. Discipline & Discharge will be assigned accordingly to your [EduBrite](#) dashboard on April 1st. Completion is due by **April 30th, 2022.**

No April Compliance Training for Non-Supervisors!

Non-supervisors will not have a compliance training for April as Summer Reading will be our main focus. Supervisors will be assigned Discipline & Discharge along with Summer Reading.

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

Required for All Staff. 19(m) Our 2nd quarter safety training, Emergency Response (REQ), will be 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 you as Department and Library Staff to help our guests and share this program with the community. Summer Reading will be assigned accordingly to your [EduBrite](#) dashboard on April 1st. Completion is due by **April 30th, 2022.**

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-72UCNdYW8Btt47Kn2mTUI9yVNi7ybnd3vBm5UMjk0U0xRNIBGRE9JQ1lySEtFS0ZTTIFaNi4u>

Contact **Learning & Development** at

training@metrolibrary.org

606-3827 or 606-3729