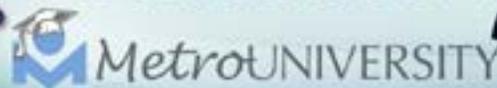




# Training Times

## NEWSLETTER



May | 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.

### How to Have a Happier Workweek (Audio Only)

24(m). In this audio-only course, explore key research and best practices for

achieving greater happiness at work. Nic Marks shares practices that can help you cultivate a more enjoyable work environment by connecting with and inspiring others, empowering your team, cultivating more opportunities, and creating a system that treats everyone fairly.

Enroll in [EduBrite](#) to complete this month's highlighted course.

### New May EduMinutes ~ Creating a Positive Customer Experience (CV: People First) (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)

### Collection 1 & 2 Workshops Are Back!

We're excited to share the revamped Collection 1 and 2 courses are now available for enrollment in EduBrite. These courses are a great opportunity to learn more about our library's collection philosophy and how you fit in with the overall management of our collection. The new format is self-placed and does include an *optional* Zoom session after completing both workshops. Enroll via

[EduBrite](#).

### Reminder ~ 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*.

### Reminder ~ Compliance: Introduction to Federal Employment Law: Supervisors (REQ)

25(m) This month non-supervisors will not have a compliance training. Managers don't forget to complete this month's compliance training over federal employment law available on your [EduBrite](#) dashboard. Completion is due *Tuesday, May 31st*.

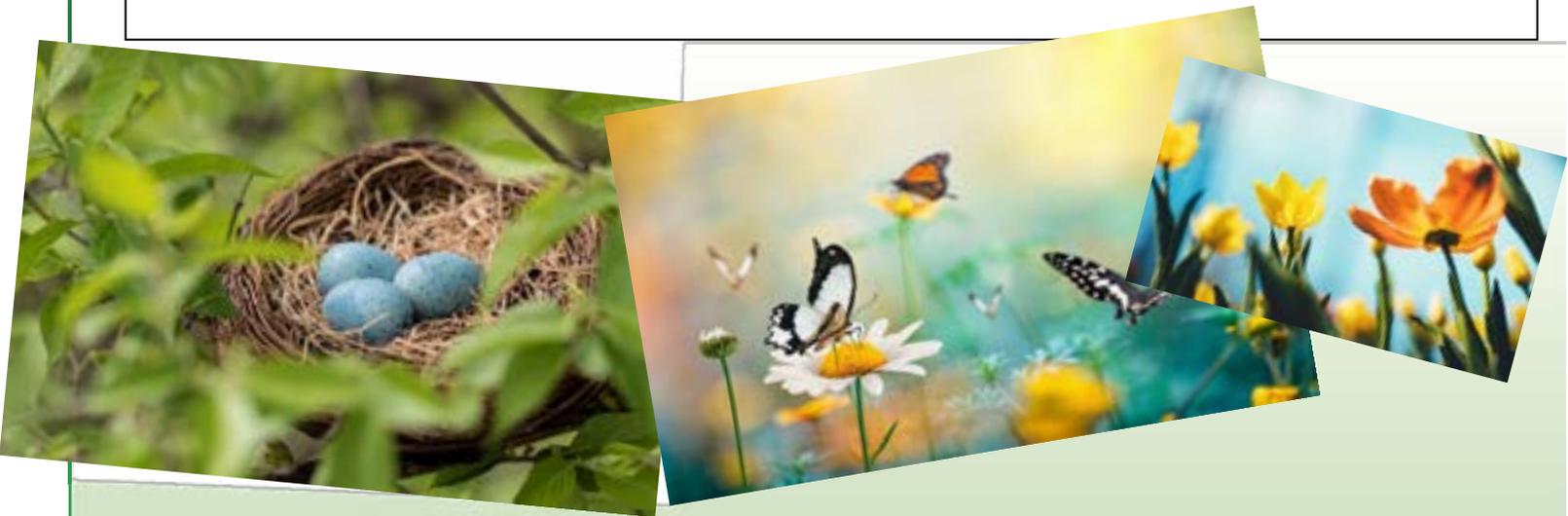


# Celebrate Spring in Oklahoma

Spring brings fun festivals, outdoor activities, and plenty of much-awaited sunshine. Gorgeous weather, delicious food and holiday celebrations are just a few reasons to get out and about in Oklahoma this **Spring**.

1. **Wade in a creek** - Take a trip to Sulphur to see one of Oklahoma's most beautiful places. Dip your toes into the cool waters of the Chickasaw National Recreation Area's streams and creeks and let the sunshine warm your skin as you relax on the bank next to Little Niagara.
2. **Monkey around on a treehouse** - Learn how science and nature interact by exploring the Science Museum Oklahoma's two-story treehouse in the GadgetTrees exhibit.
3. **Fall asleep in the sun** - Book a room at the Stone Creek Bed & Breakfast in Broken Arrow for ultimate relaxation
4. **Sip a spring flavored soda** - One of Route 66's premier destinations and modern landmarks, POPS in Arcadia has more soda flavors than you can even imagine.
5. **Ride a carousel** - Located in Elk City, Ackley Park's main attraction is their full-size carousel. Dazzlingly lit and fun for the entire family, make an evening of taking a nostalgic spin while riding one of 36 hand-carved horses.
6. **Pick your own produce** - Oklahoma is full of u-pick farms bursting with seasonal selections. The spring growing season at Joe's Farm in Bixby offers an abundance of organic fruits and vegetables that are ripe for the picking.

Full article here: [https://www.travelok.com/article\\_page/50-ways-to-celebrate-spring-in-oklahoma](https://www.travelok.com/article_page/50-ways-to-celebrate-spring-in-oklahoma)



# 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 post your questions enroll via [EduBrite](#).

## Niche: Niche Academy Webinar - Library Patrons' Privacy (OPT)

60(m) This webinar discusses considerations when introducing emerging technology within a library. Participants will be able to understand and communicate risks and utilize evidence-based approaches to addressing these risks within their libraries. Enroll via [EduBrite](#).

## Exercises to Prevent and Alleviate Carpal Tunnel (OPT)

8(m) In this course, Rehab and Revive Physical Therapist explains carpal tunnel syndrome and pain. They also share some exercises you can do to determine where your carpal tunnel is really originating from. Note: Not all exercises, suggestions, recommendations presented are suitable for everyone. Please seek help from a medical professional if you may be experiencing symptoms of carpal tunnel syndrome. Enroll via [EduBrite](#).

## Niche: Ryan Dowd on Mental Illness (Part 1): How to handle problematic behavior (OPT)

60(m) Learn what to do when someone is disruptive or potentially dangerous. Ryan Dowd also talks about ways to respond to someone with delusions, as well as tips for dealing with those good and bad days we experience at work. Enroll via [EduBrite](#).

## May ~ 10 Courses to Combat Spring Stress

**1.** How to Beat Burnout, Exhaustion, and Stress (Audio Only) ~ 30(m)

**2.** Managing Stress ~ 21(m)

**3.** Practices for Regulating Your Nervous System and Reducing Stress ~ 36(m)

**4.** Decision-Making in High-Stress Situations ~ 36(m)

**5.** How to Have a Happier Workweek (Audio Only) ~ 24(m)

**6.** Cultivate Balance and Well-Being as Offices Reopen ~ 4(h) 12(m)

**7.** Productivity: Prioritizing at Work ~ 48(m)

**8.** Managing Your Well-Being as a Leader ~ 41(m)

**9.** Managing Anxiety in the Workplace ~ 1(h) 9(m)

**10.** How to Train Your Brain for Happiness ~ 54(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 ~**Depression & Anxiety**

You may be thinking about ways to reduce the impact of current depressed feelings or simply methods to better manage your mood. Following this plan may also help prevent future episodes or lessen their impact.



## Tasty Spinach Dip Recipe



### Ingredients:

- 16 ounces of cream cheese, softened
- 1 cup alfredo sauce
- 1 box (10 ounces) frozen spinach, thawed and squeezed dry
- 1/2 cup chopped artichoke hearts
- 1/4 cup diced sun-dried tomatoes
- 2 cups shredded Italian-blend cheese
- 1/4 teaspoon Italian seasoning
- 1 dash hot sauce

### Directions

- Preheat oven to 350 degrees F.
- In a large bowl, stir together all of the ingredients until combined.
- Spoon into a lightly greased 2-quart casserole dish.
- Bake for 25 to 30 minutes, or until golden brown.
- Serve with toasted bread, pita chips, or your favorite crackers.

Reference: <https://www.almanac.com/recipe/florentine-spinach-dip>

## 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?



- Those born in the month of May have an emerald birthstone. The emerald is thought to signify wisdom, growth, and patience.
- On May 21st, 1881, the American Red Cross was founded by Clara Barton and on May 24th, 1884, Samuel Morse, inventor of the telegraph, sent the first official telegraph from the Capitol Building in D.C. to Baltimore.
- Famous Oklahoman, Jim Thorpe was born near Prague, Oklahoma on May 28th, 1888!

## 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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- **Empowering Your Team in Adversity, Stress, and Mental Health: A Q&A Panel with Actionable Strategies from Medical Experts ~ May 18th @ 11:00 am CST**

In this webinar you will learn the important of building connections across an organizations to improve mental health and well-being, as well as how to build peer support amongst teams and promote strategies for stress resilience and improved mental health.

- **BeanstackEDU Presents: Staff Essentials ~ May 20th @ 12:00 pm CST**

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.

- **Book Challenges and Intellectual Freedom: Proactive Planning for Public Libraries ~ May 24th @ 2:00 pm CST**

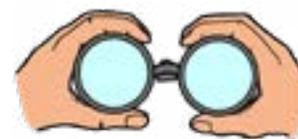
Across the United States, there are increased reports of book challenges from community members, which have led to very public and heated discussions. As public library leaders and staff consider how to prepare for similar local challenges, being proactive about developing and sharing policies and procedures can help to create clarity and establish expectations around responses to book challenges. Join this discussion with panelists who are working through these issues in their communities, to learn about the resources they have found useful, and their suggestions for getting started.

- **Understanding and Protecting Against Cyber Risk ~ May 26th @ 12:00 pm CST**

Last year, losses attributed to cyber risk increased by 400% and show no signs of slowing down! Cyber risk comes in many different forms, and while understanding how to protect your organization and your community can be overwhelming, it is vital that nonprofit organizations recognize the risk and are sufficiently prepared to protect against these risks and events. There are a lot of things an organization can do to protect themselves from cyber security incidents, and while insurance is typically a last resort when it comes to dealing with cyber risks, it is necessary to help mitigate the risks.

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# A Look Ahead



## Upcoming June Compliance Training ~ FMLA: Leave Rights and Responsibilities: Supervisors (REQ)

**Required for Supervisors.** 25(m) This training by McAfee & Taft will cover, from a Supervisors perspective, FMLA leave rights and will be assigned to your [EduBrite](#) dashboard on June 1st. Completion is due by **June 30th, 2022.**

## Upcoming June Compliance Training ~ FMLA: Leave Rights and Responsibilities: Non-Supervisors (REQ)

**Required for Non-Supervisors.** 15(m) This training by McAfee & Taft will cover FMLA leave rights and will be assigned to your [EduBrite](#) dashboard on June 1st. Completion is due by **June 30th, 2022.**

## XChange - June 2022: Coaching with Confidence Workshop (REQ)

**Required for Supervisors.** 19(m) June 8th to June 16th members of XChange will attend one 3(h) coaching workshop as part of our ongoing professional development. If you have not enrolled, please enroll in a session to secure your spot.

## Save the Date - October 10th, 2022!

**Required for Full-Time Staff.** Please save the date, October 10th, 2022 for our annual Staff Development Day. We are super excited to have this event back and have a day to connect with one another! Part-time staff are welcome and encouraged to attend. More information to come as planning gets underway!

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

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

606-3827 or 606-3729