



# Training Times

## NEWSLETTER

November | 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:

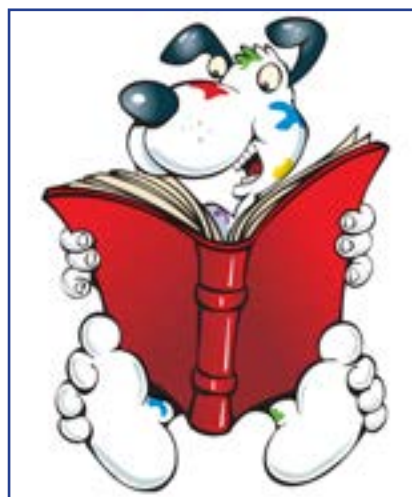
The information contained in the multimedia content and resources/handouts posted represents the views and opinions of the original creators of the content and does not necessarily represent the views, procedures, or policies of the Oklahoma Metropolitan Library System.

## 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.

### How to Be More Inclusive 1(h) 12(m)

Creating an inclusive workplace, where every employee feels welcomed, valued, and heard, requires both structural change to company processes and active allyship in your day-to-day interactions. In this course, Kelsey Bardfield explores common biases in the workplace and tangible ways to shut them down. Kelsey explores privilege and equity, and illustrates the key differences between equality and equity and the importance of doing so. She also discusses key topics like identity, microaggressions, hiring practices, allyship, and inclusion best-practices. Enroll in [EduBrite](#) to complete this month's course highlight.



### EduMinutes: Part 2 - Intergrity Core Value - November 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 in to have these optional micro-lessons 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 November Compliance

As a reminder, there will not be a November compliance training due to performance review discussions taking place.

### Reminder ~ 4th Qtr Safety - Slips, Trips, and Falls (REQ)

30(m) The Occupational Safety and Health Administration, or OSHA, regulates slips, trips, and fall

hazards and requires employers to apply standards for walking and working surfaces to protect against this workplace hazard. This course has been assigned to your [EduBrite](#) dashboard. Completion is due for all staff **Friday, December 31st**.

## National Stress Awareness Day

Every year on the first Wednesday in November is National Stress Awareness Day. Stress Awareness Day is dedicated to identifying stress-causing factors and ways to reduce them.

Although Stress Awareness Day has passed now that today, and every day, we are here to support you!



We have compiled a list of courses available in EduBrite dealing specifically with stress and stress management. Although stress is inevitable in our daily lives we hope you will consider completing a few of these courses to learn more about stress and stress reduction techniques.

- 1. Mindful Stress Management 36(m)** ~ Get a new approach to managing your relationship with on-the-job pressure with the power of mindfulness. Mindfulness strengthens your ability to deal with job-related tensions that can negatively impact your physical, mental, and emotional well-being. Learn more by enrolling through EduBrite.
- 2. Practices for Regulating Your Nervous System and Reducing Stress 36(m)** ~ If you don't understand the basics of how your nervous system works, it can get the best of you, especially in stressful situations. In this course, somatic expert and coach Jay Fields teaches specific practices for regulating the autonomic nervous system, which unconsciously controls the fight-or-flight responses, like your breathing, heart rate, and sleep. Learn more by enrolling through EduBrite.
- 3. Managing Stress 21(m)** ~ In this short course, Dr. Todd Dewett shares his tips for managing stress. Learn how to identify and assess your stress triggers, manage your responses more effectively, and make positive personal choices. Learn more by enrolling through EduBrite.
- 4. Managing Stress for Positive Change 57(m)** ~ In the workplace, stress is often viewed in purely negative terms. It's seen as a response that should simply be minimized or pushed aside; however, it's possible to use stress to fuel positive change. Learn more by enrolling through EduBrite.
- 5. Decision-Making in High-Stress Situations 36(m)** ~ By changing how we think about making decisions under pressure, we can remain effective leaders, even during times of crisis. Learn more by enrolling through EduBrite.

## Did you know?

- The birthstone for November is the topaz.
- Lincoln's Gettysburg address was given in November 1863.
- November's birth flower is the Chrysanthemum, otherwise known as mums.
- A few November celebrity birthdays include Grace Kelly, Bruce Lee, and Chadwick Boseman

## November



# PREVENTING DIABETES

**Type 2 diabetes** has become a worldwide epidemic and when not well managed it can lead to serious complications, including heart disease, kidney failure, blindness, amputations, and more.

Type 2 diabetes doesn't develop overnight. It can take years and your daily habits can either increase your risk or help prevent it. Here are seven ways to reduce your risk.

**Reduce sugar, refined carbs, & processed foods** These foods spike your blood glucose (sugar) and your insulin. Over time, your cells become resistant to insulin raising your blood sugar levels and raising your risk of diabetes.

**Avoid sugary drinks** Sodas, sweetened tea, sugary coffee beverages, juice, sports and energy drinks, and any other sweetened beverages increase your risk. Stick to water and unsweetened tea or coffee (or at least add your own sweetener in small amounts).

**Portion control** Eating too much at one time can raise blood sugar & insulin levels.

**Eat plenty of fiber-rich foods** Fiber slows down digestion and allows for a more gradual rise in blood sugar, as opposed to a spike. See the other article in this newsletter on Foods that Balance Blood Sugar for suggestions on high fiber foods.

**Lose weight** (if you're overweight) Carrying excess weight, especially if it is in your midsection, increases your chances of becoming diabetic. Following the previous four steps can help with weight loss.

**Increase physical activity** Regular exercise can increase insulin sensitivity and help keep your blood sugar under control. Both cardio and strength training can help. Exercising consistently is important, but it is also necessary to be more active overall since sitting most of the day increases your risk of diabetes.

**Get your vitamin D level checked** Having a vitamin D level of 30 ng/ml or over (higher is better) helps with blood sugar control. It is difficult to get enough from food alone and most people don't spend enough time in the sun, which is how human were designed to metabolize it. If your level is below 30, talk to your doctor about a supplement.



# Training Spotlight

## Civil Legal Justice Trainings (OPT)

Library staff can be a big help to customers who need legal information and services. Depending on your interests there are four courses available in EduBrite. You can enroll in one or all of the courses, complete the online course work, and then enroll in the discussion session facilitated by our own Northwest Library Manager, Nicole Sump-Crethar. Enroll via [EduBrite](#).

## Booktalking for Teen Services Staff (OPT)

1(h) This recorded training is an excellent skill building opportunity for Teen Services staff, especially Librarians, Engagement Specialists, and Engagement Managers. Learn to talk about and pitch books to teens (and their parents) at the reference desk, in programs, virtually, and during outreach events. Open to all staff via [EduBrite](#).

## EBSCO Discovery Service Recorded Training (OPT)

30(m) If you were not able to attend the live session for the new user interface demo of EBSCO Discovery on October 11th you can now access the recorded session via the [EduBrite](#) course catalog. Please search the title in the course catalog and enroll to stay current on the latest updates to EBSCO.

## Niche: Ryan Dowd: Homeless Q&A with Ryan (Part 3) (OPT)

In this 1-hour training Ryan Dowd answers questions sent in from employees of libraries and other similar organizations. Is there a question on your mind about handling difficult patrons or questions about people experiencing homelessness? It may be answered by Ryan in this training. Open to all staff via [EduBrite](#).

## EduBrite Top 10 Courses

**1.** How to Boost Your Creativity from Home in 10 Days ~ 32(m)

**2.** Managing Innovation (Audio Only Course) ~ 58(m)

**3.** Essential Lessons for First-Time Managers ~ 1(h) 5(m)

**4.** How to Stop Wasting Time in Meetings ~ 33(m)

**5.** Niche: Niche Academy Webinar - Assisting Patrons with Legal Questions ~ no time provided

**6.** Niche: Above and Beyond: Developing a Culture of Organizational Citizenship ~ 1(h)

**7.** Essentials of Team Collaboration ~ 32(m)

**8.** How to Proactively Manage Conflict as an Employee ~ 26(m)

**9.** How to Be More Inclusive ~ 1(h) 12(m)

**10.** Digital Accessibility for the Modern Workplace ~ 30(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!

## Upcoming Webinars and Training Opportunities

Below are a few hot topic professional development opportunities for the month of November. 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.

- **Choosing the Right Social Media Platforms for Your Library ~ November 17th @ 2:00 pm - 3:00 pm**

Every library needs a social media presence. However, not all social media platforms are created equal. Each platform has its own audience with its own quirks as to how it interacts with content. But, with so many choices, how do you know where to focus your library's limited resources and staff time? In this one-hour webinar led by web developer and library services manager Laura Solomon, learn which target audiences best match up to which popular platforms and the important nuances of picking the right digital place for your marketing efforts.

- **Understanding Eviction and How Libraries Can Help ~ November 18th @ 2:00 pm - 3:00 pm**

Join this webinar to understand the current state of the eviction crisis, recognize the basic stages of the process, and discuss options for forestalling evictions through rental assistance. Learn how you and your library can sort through the maze and connect people to eviction-related information and services. You can make a big difference in the lives of these community members.

- **Youth Fiction and Nonfiction Announcements ~ November 23rd @ 1:00 pm - 2:00 pm**

Adventures? History? Superheroes? STEM? We'll be hearing about a little of everything in this free, one-hour webinar featuring upcoming fiction and nonfiction titles for young readers. Join us Tuesday, November 23 at 1 p.m. CT when DK, Creative Company, Disney, and Clavis Publishing present the latest and greatest coming to a shelf near you this winter and spring! Moderated by Booklist's Books for Youth senior editor Julia Smith.

- **Quick Bites: Reflective Practice for Early Literacy Staff ~ November 30th @ 1:00 pm - 1:20 pm CST**

With full calendars and very full plates, sometimes it can be challenging to find time to set goals, evaluate progress, reflect on our own learning, and refine our vision. But integrating time for reflective practice into your work has many potential benefits for you, your staff, and the community you serve. Join Kate for a quick look at some simple strategies for leveraging reflective practice as early literacy library staff.

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

# Wellness Now



## Wellness Lesson Highlight

Check out this **Wellness Lesson** from the Wellness Connect portal and earn points for completion ~ **Know Your Numbers**



### Flu season is around the corner!

We encourage you to stay healthy and take advantage of your employee benefits by grabbing a free flu shot voucher.

### New on Wellness Connect!

- Earn gym check-in points for your subscription based fitness app workouts. See Wellness Connect for more details.
- Receive 50 bonus points for COVID-19 Booster Shot.

### Receive your final COVID-19 dose to earn 100 points in Wellness Connect!

- Log in to Wellness-Connect.net, select 'Upload Exams & Events' under 'Earn Points' and click 'Submit' on the Covid-19 Vaccine point tile.

Your blood pressure, cholesterol, blood glucose, triglyceride levels, and body mass index are all excellent indicators of the state of your health. This five series lesson will help you learn about these indicators, the tests used to measure them, and what you can do to keep your levels within a healthy range.

## Maple Roasted Brussel Sprouts with Bacon



### Ingredients:

- 1 pound Brussels sprouts, trimmed
- 1/4 cup extra-virgin olive oil
- 3 tablespoons pure maple syrup
- 4 slices bacon, cut into 1/2 inch pieces
- 1/2 teaspoon salt
- 1/4 teaspoon freshly ground pepper

### Directions

- Heat oven to 400 degrees F.
- Place Brussels sprouts in a single layer in a baking dish. Drizzle with olive oil and maple syrup; toss to coat.
- Sprinkle with bacon; season with salt and pepper.
- Roast in the preheated oven until bacon is crispy and Brussels sprouts are caramelized, 45 minutes, stirring halfway through.

Reference: <https://www.allrecipes.com/recipe/228875/maple-roasted-brussels-sprouts-with-bacon/>

Servings: 6

*Easy Holiday Side Dish!*

## Class Schedule

### Access Workshop Summer | Fall 2021

#### NOV 11

- Access 2 Zoom Session

#### NOV 18

- Access 3 Zoom Session
- Collection 3 Zoom Session

#### NOV 25

- Thanksgiving Day

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

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



### XChange Meeting - December 14th

**Required for XChange.** XChange members don't forget to pick your session for the XChange meeting on December 14th. Linda Clark will be presenting on our MLS Core Values. Enroll in **one** of the times below in [EduBrite](#) to save your seat:

Session 1	8:30 am - 11:30 am
Session 2	1:30 pm - 4:30 pm

### Upcoming December Compliance Training ~ Diversity and Inclusion (REQ)

**Required for All Staff.** This compliance course is required for all staff and will be assigned accordingly to your [EduBrite](#) dashboard on December 1st. Completion is due by **December 31st, 2021.**

### 2022 Access Schedule Coming Soon

As we begin to close out another year please be on the lookout for the 2022 Access Workshop schedule. Once finalized the schedule will be made available to all staff and can be printed and kept at your office/location.



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