

NORWELD News

Play Your Way to Literacy Through STEM & Musical Madness

April 16—17

Sawmill Creek Resort in Huron will be the venue for a two-day youth services symposium being hosted by NORWELD and NEO-RLS on April 16 and 17. *Play Your Way to Literacy Through STEM & Musical Madness* is shock full of fun and ideas for youth services staff. Keynote speakers are Betsy Diamant-Cohen creator of *Mother Goose on the Loose* and Beverly Meyers, known as “The Music Lady.” The conference will include many opportunities to learn, play, and network with crafting, music, and more!



Click Here to Register: NORWELD.org

Mental Health First Aid—Focusing on Youth

April 11 & 25

Are you looking for ways to help adolescents (ages 12—18) who may be experiencing mental health issues, addiction challenges, or other crisis? This two-part series, *Youth Mental Health First Aid*, is designed for adults who regularly interact with young people to equip them with the information needed to understand issues they may be experiencing. Topics covered in this training include anxiety, depression, substance use, disorders in which psychosis may occur, disruptive behavior disorders, and eating disorders.

To reserve your seat for this valuable training, click here: NORWELD.org



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Congratulations!

Congrats to Shannon Featheringill who has been appointed Interim Director at Seneca-East Public Library in Attica upon the retirement of Barbara Bayer.



Painful Necessity - Updating Employee Handbooks

Article By T. R. Whitney

One of the most painful yet rewarding necessities in an organization may well be the task of updating the employee handbook and employment policies. How many times have you considered doing so yet the job falls to the bottom of your “To Do” list?

Let’s face it—policy updates are time consuming and not much fun. Yet, well written employment policies are one of the best tools an organization can have to eliminate and address employment concerns. The policies will serve to define the employment relationship and outline expectations in the workplace so that HR issues are manageable and far less arbitrary.

Here are some benefits of having a well executed employee handbook:

- Defines the employer and employee relationship
- Provides the standard of conduct in the workplace
- Clearly outlines fringe benefits and compensation
- Is a useful recruitment and training tool—(benefits and expectations)
- Stipulates how workplace topics are to be handled
- Protects the organization in legal issues
- Provides direction in handling HR concerns
- Includes the history of the organization and helps define the culture

Keeping employment and other policies updated and conducting systematic, timely reviews is well worth the time. Should your organization need assistance in updating policies or need insight on how to proceed, feel free to contact Toni Whitney at NORWELD. It will be a pleasure to help you get the painful updates completed so that you may enjoy the reward.

Contact Toni Whitney @ NORWELD: twhitney@norweld.org

Further Reading:

[*The Top 8 Policies to Include in Your Employee Handbook*](#)
[*It's Not Too Late to Consider Updating Your Employee Handbook for 2019*](#)
[*5 Reasons to Update Your Employee Handbook*](#)

HR Audits

“A **Human Resources Audit** (or **HR Audit**) is a comprehensive method (or means) to review current **human resources** policies, procedures, documentation and systems to identify needs for improvement and enhancement of the **HR** function, as well as, to assess compliance with ever-changing rules and regulations”, per [Strategic HR Inc.](#)

As a library administrator involved in human resources functions for your library, have you ever been asked or ever considered having an HR Audit conducted? If you are wondering what this entails, click on the link above which provides an overview.

The benefits of having an HR Audit completed can provide peace of mind for you and the Library Board as it should reveal areas that may need to be improved or others that are lacking. This process typically includes a review of policy, procedures, and related documents assuring that all are in agreement. HR firms or employment attorneys can be contracted to complete the audits and will summarize findings which can then be used to make recommended internal improvements.

Frequently, experts will incorporate a review of employment documents such as job applications, position descriptions, postings and the like to check for legal compliance and to be sure that these support employment handbooks and other policies.

Another area of review can include the handling of employment applications, tests, medical records, and general employment files in relation to legalities to be followed. For example, the I-9’s filed properly and medical records kept separately. An audit can reveal if the employment posters are properly displayed and current.

HR Audits can include long lists of items to be reviewed but can be tweaked to address specific areas with which your organization may be concerned.

For more information on HR Audits, feel free to contact Toni Whitney at NORWELD.

Roundtables



“Meet new people and join the conversation on trending topics “

Register for Roundtables

Roundtables begin at 10:00 am

Wednesday, April 24

Director’s Roundtable
Facilitator: Toni Whitney
Host: Rhett Grant, Director
Ada Public Library
Ada, Ohio

Roundtables are informal discussions where those with similar responsibilities come together to share ideas, glean insight on trending topics, and network.

NORWELD SPRING MEMBERSHIP MEETING

June 19

NORWELD Spring Membership Meeting Wednesday, June 19, 2019 12:00 p.m.

The 2019 NORWELD Spring Membership meeting will be held at Ostego Park Stone Hall in Bowling Green, Ohio, on Wednesday, June 19th. The membership meeting is free to NORWELD full-paying members with lunch at a cost of \$15.00 per person.

Keynote speaker will be Scott Frank who is an Internet safety expert and he will be presenting a program on Digital Empowerment. Frank will share his perspective on the risks and dangers of the digital world and his knowledge on empowering others to make safe and healthy choices in their digital lives.

Schedule for the Day:

Lunch Served at 12:15 p.m. with meeting beginning at 1:00 p.m.

- Welcome & Introductions
- Remarks from Executive Director Toni R. Whitney
- Remarks from Board President Beth Leibengood
- Election of New Board Members
- Keynote Speaker: Scott Frank, Internet Safety Expert, Digital Empowerment

Click here to register: norweld.org



Karen Moore, Director Forest-Jackson



Jeff Winkle, Director Findlay-Hancock



Susan Titkemeier, Director Pemberville



Memories from visits to NORWELD members.



Jessica Hermiller, Director Bluffton (L)
Board Member (R)

About the Speaker



**Amy S. Tolbert, Principal
ECCO International**

Amy Tolbert, PHD, CSP and principal of ECCO International specializes in helping build leaders and increasing individual's productivity and organizational profitability. She uses a variety of methods in her teaching incorporating e-learning, technology, and facilitated learning. She is an accomplished author and presenter.

Click the link below:

**HOTEL & CONFERENCE
REGISTRATION
DETAILS:**

NORWELD.ORG

ECCO International helps Fortune 500 companies and organizations, providing leadership development and diversity communication skills training.

Developing Executive Presence

May 16—17

Maumee Bay Lodge & Conference Center

Day One—Communication Across Styles & Building Teams

Have you ever wondered why is it easy to communicate with some individuals while communicating with others creates conflict and confusion? By understanding your own behavioral strengths, and learning how to identify and value behavioral strengths in others, you can open your world to new possibilities. Together, we can improve the way we work with others, discover viable solutions to resolve conflict, and relieve stress that comes with miscommunication and frustration. Learn principles and apply tools to build high-performing teams. During this session, Dr. Tolbert, will use experiential activities in a motivating session that can be life-changing.

In this session, learn to:

- Identify your personal behavioral style
- Discover and understand behavioral strengths
- Learn how and when to adapt behavior to improve communication
- Enhance individual and team performance
- Reduce conflict and stress in times of change
- Apply team building principles to everyday interactions.

Day Two—Developing Executive Presence

Do you need to demonstrate executive presence in your role? Perhaps when facilitating, presenting to the Board, or when representing the Library System in the community? This requires a blend of competencies, temperament, and skills that project a truly authentic professional. This session explores foundational elements of executive presence that any business leader must master: engaging in presenting a clear message with a call to action, facilitating effective dialogue and establishing a personal brand. You will learn to apply tools and techniques to enhance your credibility and create powerful presentations.

Developing Executive Presence While Communicating Across Styles and Building Teams

Dr. Amy S. Tolbert, Ph.D., CSP
Founder/Principal of ECCO International

Thursday, May 16 & Friday, May 17

Maumee Bay Lodge and Conference Center



**ARE YOU READY TO
BLAST OFF?**

For out of this world
resources for
Summer Reading
click on the star.




**NORTHWEST REGIONAL
LIBRARY SYSTEM
NORWELD**

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