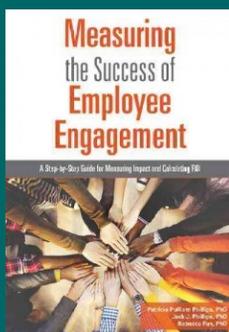
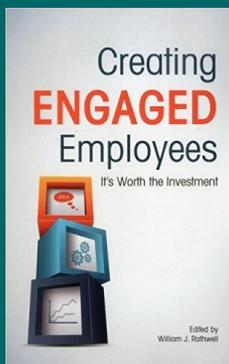
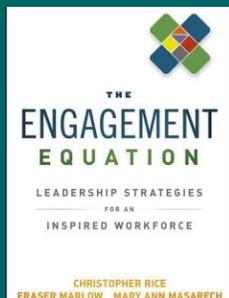


4th Quarter 2016

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Recent Books



News You Can Use is a publication of the State Library of Ohio. For more information email Amber Shedd, HCM Sr. Analyst at ashedd@library.ohio.gov or, call 614-369-4488.

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Employee Engagement

Has employee engagement been a hot topic among those within your agency? Many professionals across the state have been developing strategies to inspire their workforce. Employee engagement has been known to improve performance, gain employee satisfaction, and reduce costs while meeting organizational goals.

Employee engagement is not only an initiative from leadership and upper management, but should also include your own engagement. Often times, we tend to forget employee engagement is a two-way relationship between both managers and employees. Having all parties involved we then reach total engagement.

From an organizational perspective, engaged employees are more likely to be committed to the organization's mission and goals as well as contribute to organizational efficiency and success.

But, where do you start? Although there are many resources online, ciphering through a listing of unwanted information can be time consuming. By simply contacting the State Library, you'll gain access to multiple articles, books and surveys to identify current trends and analysis, or new information on the topic to open dialog with leaders, management and employees. Find out more by visiting library.ohio.gov.

Enhance Career Development Goals or Improve Performance



Gale Courses are available to you as part of the State Library of Ohio services for all state employees. Gale Courses delivers hundreds of engaging, instructor-led online courses focused on professional development, technology skills, and personal enrichment. The six-week courses are taught by college instructors and experts in the field, ensuring a high-quality, high-impact educational experience for all ages. There are over 300 courses available, so there is something that will interest everyone. Following the successful completion of your course, a Certificate of Completion will be generated for you. You will Gale Courses by selecting **Databases A-Z** on the library's home page.

The next round of courses begin December 14th, so if you have the time please check out these offerings.

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation.

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives.

Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

Online, On-Demand, All the Time

Safari Books Online

Your state employee library card grants access to Safari Books Online through OhioLINK. Safari Books

Online has thousands of best-selling technology and business books from expert authors and the world's best publishers in one easy-to-use online destination. It is filled with features that make it easy to build your own personal collection of information and learning tools to use at work, at home or on the road with your laptop.

With Safari Books Online you are able to bookmark pages, print, and share your research. By clicking the upper right corner of the page or by clicking the bookmark icon in the tool bar, your place is saved. You may also jump to any bookmarked page by clicking the *Bookmark* record in the left navigation panel beside the reading screen. Share your research with your friends and

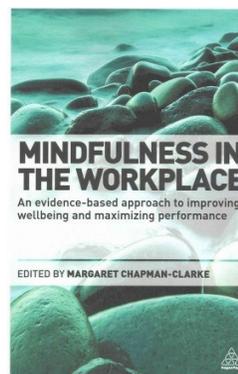
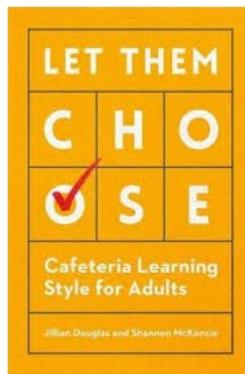
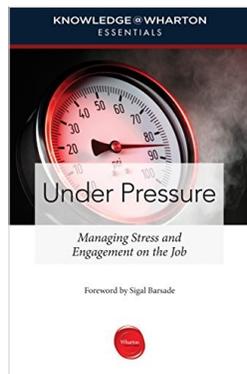
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You can access Safari Books Online on the [Collections](http://library.ohio.gov/collections/) page of the State Library website (library.ohio.gov/collections/) of the State Library website or, on the [Databases A-Z](http://library.ohio.gov/collections/databases-a-z/) page (library.ohio.gov/collections/databases-a-z/).

You will need to enter your name and last 9 digits of your library card. If your card has expired or you don't have a state library card, you may [register](#) for one online.

Safari eBooks



Ask a Librarian

Question: How do I find out which areas of the country are still recovering from the recession?

Answer: The Federal Reserve publishes the [Beige Book](#), a summary of regional economic conditions. Technically known as the *Summary of Commentary on Current Economic Conditions by Federal Reserve District*, this report is published eight times per year. Each Federal Reserve Bank gathers anecdotal information on current economic conditions in its district through reports from bank directors and interviews with key

business contacts, economists, market experts, and other sources. The Beige Book summarizes this information by district and sector (e.g. manufacturing, real estate, agriculture, etc...). An overall summary of the twelve district reports is prepared by a designated Federal Reserve Bank on a rotating basis. The Beige Book is located at www.federalreserve.gov/monetarypolicy/beigebook/.

Ohio Digital Library eBooks

