

# Workforce Development and Library Association Partnership Agreement

## Statement of Agreement to Establish Partnership

The purpose of this Agreement is to document and institutionalize the cooperation and collaboration between the Partners:

- The Maryland Department of Labor, Licensing and Regulation (DLLR)
- The Maryland Association of Public Library Administrators (MAPLA)

## Purpose of Agreement

This Partnership will promote greater collaboration and set forth the strategies each Partner will employ for the planning and implementation of mutually beneficial duties, obligations, and responsibilities identified through this Agreement. The Partners agree to perform the activities described herein within the scope of legislative requirements governing the Partners' respective programs and services and in accordance with Maryland law.

## The Goals of the Partnership

The goal of this partnership is to explore areas of mutual interest in providing Maryland citizens with timely and accurate information related to financial literacy, workforce development and adult education and to distribute this information as widely as possible to ensure the broadest possible access to workforce information and resources to Maryland's citizens.

## Timeframe

The Partners realized that designing a meaningful and substantive partnership Agreement that will improve both the environmental results and the way in which the Partners interact in performing their respective responsibilities, will take longer than one Agreement cycle. Therefore, the Partners Agreement will outline expected outcomes and renewed commitment to the partnership on an annual basis.

## **Term**

The Term of this Agreement will begin July 1, 2011 and end June 30, 2012, with the understanding that the Partners plan to renew their commitment to this partnership annually allowing for the establishment of additional annual objectives.

### **Objectives of the Partnership during the Term (FY2012) are as follows:**

#### **The Department of Labor, Licensing and Regulation (DLLR) will:**

Identify key DLLR staff to meet bi-monthly with the State Library Resource Center on the Workforce Development Leadership Team to identify areas of mutual interest and oversee projects, and monitor progress on those projects including but not limited to the following:

- Collaborate on the Identification and approval of public library GED Testing sites in support of DLLR's expansion goals
- Recruit GED examiners for approved testing sites
- Develop testing schedules in coordination with approved libraries
- Working jointly to develop a Financial Literacy web portal, with DLLR's Division of Financial Regulation to provide expertise on content
- Provide a direct link on the Maryland Workforce Exchange to the state library website
- Jointly develop and post job search, career planning and skills development worksheets and tools
- Design and provide comprehensive training for public library staff in the full use of the Maryland Workforce Exchange (MWE) web site
- Share new and existing related resources, press releases, information, programs, and referrals from DLLR and the workforce development system with key public library staff and library patrons
- Design a train the trainer program to reach all Maryland public library staff emphasizing the use and depth of the Maryland Workforce Exchange (MWE) web site
- Facilitate communication and collaboration between the public libraries and their local workforce investment area staff

- Working with the Maryland Public Libraries (MPLs), identify key outcomes based evaluation information needed to measure the use of library websites, attendance at library programs, and requests for training.

**Maryland Public Libraries (MPLs) will:**

Identify key library staff to meet bi-monthly with the DLLR staff on the Workforce Development Leadership Team to identify areas of mutual interest and oversee projects, and monitor progress on those projects including but not limited to the following:

- Work with DLLR staff to identify public library testing sites that comply with GED testing site regulations
- Work with DLLR to recruit GED examiners for approved testing sites
- Provide testing space, including minimal storage for testing supplies
- Develop testing schedules in coordination with DLLR's GED Testing office
- Conduct outreach and create awareness of the availability of GED testing
- Assign technical staff and resources for the development of a financial literacy web portal
- Provide a direct link from/to the state library web site to the Maryland Workforce Exchange
- Jointly develop and post job search, career planning and skills development worksheets and tools
- Post notices and outreach materials about workforce development, employment and training opportunities available at DLLR at the local public libraries and on the MPLs website(s)
- Working with DLLR staff assist in the design and implementation of a train the trainer program to reach all Maryland public library staffs emphasizing the use and depth of the Maryland Workforce Exchange (MWE) web site
- Working with DLLR staff, develop and conduct public training sessions, (approved by DLLR) in the use of the Maryland Workforce Exchange (MWE) web site and develop on-line training in the use of MWE for library staff and patrons
- Share new and existing related resources, information, programs, and referrals with key personnel within the workforce system

- Working with DLLR, design outcomes based evaluation and a data collection form based on the Maryland State Library Resource Center (SLRC) model to measure the use of library websites, attendance at library programs, and requests for training in order to provide outcome measures for the Partnership and inform subsequent year's partnership deliverables.

## ORGANIZATION

There is hereby created the "Workforce Development and Library Association Partnership" to implement this Agreement. Each Partner will designate official Representatives to the Workforce Development Leadership Team to implement the items identified in this Partnership. The Partnership may create committees or work groups as necessary to implement this Agreement.

The Partners agree that each should fulfill its responsibilities under this Agreement in accordance with the provisions of law and regulation that govern their activities. Nothing in this Agreement is intended to conflict with any such law or regulation. The Partners may modify, amend or terminate at any time upon mutual consent of both Partners. The Partners will review this Agreement annually, considering each year's stated goals, objectives, strategies and accomplishments, and developing new or modified goals and objectives by mutual Agreement, which will be attached each year as an appendix to this Agreement. This Agreement will continue from year to year with mutual consent of both Partners, as evidenced by the annual review of the Workforce Development Leadership Team created herein.

*See Attachment for goals for the fiscal year 2012 as an attachment to Agreement.*

**Effective Date Beginning:** July 1, 2011

Alexander M. Sanchez signature 10/27/11 date

Alexander M. Sanchez, Secretary, Maryland Department of Labor, Licensing and Regulation (DLLR)

Denise Davis signature 10-27-2011 date

Denise Davis, Chair, Maryland Association of Public Library Administrators (MAPLA)

**Year One Goals beginning July 1, 2011 through June 30, 2012**

- Working together DLLR and MLPs will explore the expansion of GED testing sites. Expected outcome for FY 12 will include:
  - Establishment of at least 2 public library locations in support of the crucial first step to workforce development and career success
- Public libraries will work with DLLR in the provision of training for workforce development staff and agencies in the development of resources supporting career exploration and training available in public libraries to include four joint staff development training opportunities. Expect outcomes for FY 12 will include:
  - Two trainings will be held as face-to-face session
  - Two trainings will be provided on-line using the Wimba platform
  - Each training session will include an outcomes based evaluation
- Working together to create of a “Training Blog” that will be launched where outcomes can be reported between staff development training sessions and both DLLR and Maryland public library staffs can share training ideas and successes
- DLLR and public libraries will work toward the state-wide standardization of workforce development resources creating print and online resources for public library customers, youth to adults. Expected outcomes in FY12 will include:
  - Public libraries will provide collections and resources supporting exploration of career and training opportunities, reviewing existing (both DLLR and library) resources and references, identify best models for joint distribution and make them available on the Pratt Library web site. Expected outcomes for FY 12 will include:
    - The Workforce Development Working Group will meet the beginning July 2011 to examine current online resources and guides on public library web sites
    - Existing resources will be highlighted on each library web site by Sept 1, 2011
    - A template for standardization of web based resources will be developed (standard look) by January 1, 2012
    - Develop an approval process for both parties
    - Complete and post six new resources in FY 12
- DLLR will work with public library staff in the provision of training for public library staff in the area of workforce development with expected outcomes to include:
  - By June 2012, 1 person in each public library will be trained in the area of workforce development and establish a train the trainer program within each library system
- Public libraries will work collaboratively with DLLR staff in exploring the creation of a financial literacy information clearinghouse and make the information available to the general public through the Library’s web site
- Public libraries in conjunction with DLLR staff will explore the potential of joint grants supporting both workforce development and adult learning