



MEMORANDUM OF UNDERSTANDING

FIRST 5 ALAMEDA COUNTY

AND

SAN LEANDRO PUBLIC LIBRARY (SLPL)

JANUARY 1, 2026 - JUNE 30, 2026

MOU # PS-ECE-2526-477

The California Children and Families First Act of 1998 (Proposition 10) created a program in the state for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The intent of this act is to enable counties to create and implement an integrated, comprehensive and collaborative system of information and services to enhance optimal early childhood development.

First 5 Alameda County approved a Strategic Plan for a comprehensive early childhood system of care for children birth to 5 years of age and families in Alameda County. A key component of the First 5 Strategic Plan is the Early Care & Education Strategy (2022-2027 Strategic Plan, page 30).

This Memorandum of Understanding (MOU) is entered into by **First 5 Alameda County (First 5)** and San Leandro Public Library (SLPL) for the purpose of building the capacity of providers and childcare sites through professional development to increase the quality of early childhood education programs. The purpose of this agreement is to provide Quality Counts program resources for Family, Friend, and Neighbor (FFN) caregivers by leveraging SLPL Stay and Play programming. Payments under the terms of this MOU shall not exceed the total amount of \$5,000.00 consistent with the terms and conditions of this MOU.

I. PROGRAM DESCRIPTION

First 5 desires to leverage Library institutions who have previously participated in promising practices and quality improvement activities to serve as library branches in Quality Counts. Library branches provide opportunities to reach FFN with quality improvement activities through enhanced Storytimes/playtimes. The goals of the Quality Counts library branches are to:

- A. Increase Kindergarten Readiness opportunities for children not in licensed child care through expanded engagement of parents/caregivers in home and community-based activities;
- B. Increase parents/caregivers' access to support and resources, and children's access to developmental services;
- C. Increase the use of best practices for early care and education at library institutions; and

- D. Continue support of libraries to provide programming aimed at its youngest patrons, birth to 5 years old.

II. ROLES AND RESPONSIBILITIES

To achieve these goals, San Leandro Public Library is committed to doing the following:

- A. Promote developmental screening and play activities through the Sparkler Learning mobile application at ten (10) bi-weekly Stay and Play sessions by June 30, 2026.
- i. Designate an SLPL staff member to collaborate with Help Me Grow (HMG) staff for the Sparkler Learning mobile application promotional planning (app tutorials, signing up, and distribution of early learning materials/play activities) that support early child development in ways that honor and embrace a young child's home language and culture. Appropriately publicize developmental screening availability to caregivers of children under 5 years old, incorporating First 5's name, logo, and role as sponsor.
 - ii. Purchase early learning equipment to enhance the library's child spaces appropriate for young children and their caregivers, approximately 50-60 participants every other week.
 - iii. Library staff will distribute incentives to new Sparkler Learning mobile application sign ups at each of the ten (10) Stay and Play sessions by June 30, 2026.
 - iv. Disseminate one (1) survey to Sparkler Learning mobile application participants at the end of program sessions in May 2026, link to be provided by First 5.
 - v. Submit photos, videos, and anecdotal stories or quotes from the Stay and Play sessions for First 5 to use in communications and impact reporting.
- B. Meet with First 5 Alameda County Help Me Grow program manager to develop plan to integrate Help Me Grow information and link in Storytimes in English, Spanish and Chinese.
- C. Utilize up to one (1) training or TA session for SLPL, as scheduled in partnership with First 5.
- D. Achieve performance targets outlined in Attachment 2: Results Based Accountability (RBA) Plan by July 15, 2026, and report achievements in First 5 database, HIGH5.
- E. Complete Contractor Demographic Survey(s) as requested by First 5. May be required to collect and report on specific measures as identified in the First 5 2022-2027 Strategic Plan.
- F. Adhere to the following reporting schedule:

Requirement Due		Due Date
1.	Contractor Leadership Demographic Survey	Upon Execution of MOU
2.	For the period January 1, 2026 – June 30, 2026 <ul style="list-style-type: none">1st (Final) Results Based Accountability Report	July 15, 2026

To achieve these goals, SLPL is committed to doing the following:

- A. Submit one (1) Invoice and one (1) Expense Report (and backup documentation) adhering to the following schedule:

Requirement Due		Due Date
1.	For the period January 1, 2026 – June 30, 2026 <ul style="list-style-type: none">1st (Final) Invoice1st (Final) Expense Report & Backup Documentation (receipts, invoices, etc)	July 15, 2026

- B. SLPL will submit invoices based upon deliverables completed and the firm fixed price outlined in Attachment 1: Budget. Additional supporting documentation for expenses may be requested per First 5's policies and other applicable requirements (federal laws, state regulations, and/or OMB Uniform Guidance standards).
- i. Invoices are subject to review and approval by First 5 staff before payment is issued. Payment is contingent on receipt and approval of all required documentation. First 5 reserves the right to withhold payment until required reporting documentation is received. Total payments to SLPL during the term will not exceed **\$5,000.00**.

To achieve these goals, First 5 Alameda County is committed to doing the following:

- A. Provide access for 100 children and their caregivers to the Sparkler Learning mobile application and activity booklets for free Ages and Stages Questionnaire 3 (ASQ-3) and Ages and Stages Questionnaire: Social Emotional 2(ASQ-SE-2) developmental screening tools, activities by age, and two-way messaging with Help Me Grow for early child development support.
- i. First 5 will execute contract with vendor Sparkler and will include SLPL staff in appropriate trainings for continuation of program.
- B. Provide access to early learning kits via First 5 designated online vendor by February 15, 2026.
- C. First 5 will order and distribute early learning kits directly to SLPL.
- D. Issue payment to First 5 designated vendor upon HMG and SLPL completion of early learning kits selection.
- E. Provide links to Home Activity Surveys in English, Spanish and Chinese by May 15, 2026.
- F. Translate and compile completed Home Activity Surveys completed by SLPL patrons and share results in infographic form with SLPL by June 30, 2026.
- G. Provide a meeting with Help Me Grow liaison to develop plan for integrating Help Me Grow in Storytimes and provide links for families in English, Spanish and Chinese.

- H. Issue payment to SLPL upon receipt and approval of Invoice, Expense Report, fiscal backup documentation, and Results Based Accountability Report.

III. LIMITATION ON LIABILITY; INDEMNIFICATION

Both **First 5 Alameda County** and SLPL agree to indemnify, to save and hold harmless the other party and their respective individual members, officers, agents, employees and volunteers, from any and all liability in addition to any and all losses, claims, actions, lawsuits, damages, judgments of any kind whatsoever arising out of the negligent acts, omissions or intentional misconduct of **First 5 Alameda County** or SLPL's respective employees, agents, subcontractors or volunteers in performance of services or in the course of performing services rendered pursuant to this Agreement.

IV. GENERAL TERMS

Period of Operation and Termination

This agreement will take effect upon signing of both parties to the agreement and shall remain in effect until terminated. Each party shall have the right to terminate the agreement upon 30 days prior written notice to the other party.

Alteration of Terms

It is mutually agreed that this agreement may be modified or amended upon the written consent of the parties hereto.

Governing Laws and Regulations

It is agreed that, if any of the provisions of this MOU are affected by changes in Federal or State laws or regulations and municipal and local health and safety regulations, this MOU may be renegotiated and amended accordingly, subject to the provisions outlined in the preceding two (2) paragraphs.

Contact Persons

SLPL agrees to assign a designee, to serve as liaison to First 5 on all matters relating to this MOU. First 5 agrees to designate **Juliana Sanchez** to serve as liaison to SLPL on all matters relating to this MOU.

V. TERMS OF AGREEMENT

This agreement will be effective January 1, 2026 through June 30, 2026, and is subject to review at the end of the contract year. Provisions of this agreement will be subject to modification only by the written consent of the undersigned parties.

First 5 Alameda County

Kristin Spanos
Chief Executive Officer

Date

San Leandro Public Library

Brian Simons
Library Director

Date



ATTACHMENT 1 BUDGET
Contractor: San Leandro Public Library (SLPL)
Contract Term: January 1, 2026 - June 30, 2026

Item #	Activity	# Units	Price per Unit	Total
1.	Early Learning equipment for Stay and Play sessions for the Main SLPL Library	1 Branch	\$ 5,000	\$ 5,000
Total Direct Payment to SLPL				\$ 5,000

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ATTACHMENT 2.0

RESULTS BASED ACCOUNTABILITY (RBA) PLAN

Contractor: San Leandro Public Library

Contract Term: January 1, 2026 – June 30, 2026

*First 5 Strategy: Quality Early Care and Education
Program: Informal Care*

Program Specific Result 1			
Increase access for children birth to 5 years to developmental services			
Funded Activity 1.A Integrate Sparkler Learning mobile application access with support from Help Me Grow (HMG) into San Leandro Public Library Stay and Play Sessions Meet with HMG staff to plan and continue access to Sparkler Learning mobile application Conduct HMG/Sparkler Learning mobile application vendor promotional activities at 10 library Stay and Play sessions	Performance Measure 1.A.1 Did SLPL meet with HMG staff to plan and continue promotion of Sparkler Learning mobile application to access to promote developmental screening? Yes or No	Notes Help Me Grow records	Periodicity of Reporting July 15, 2026
	Performance Measure 1.A.2 Was Sparkler Learning mobile application material or announcement made at 10 Stay and Play sessions? Yes or No	SLPL Records	July 15, 2026

Program Specific Result 2			
Maintain library institutional support for early childhood programming including distribution of early learning materials kits			
Funded Activity 2.A Host monthly (10) in person Sparkler Learning mobile application incentive distribution events by June 30, 2026 Purchase early learning equipment to enhance Children’s Library space for participants. Distribute early learning materials (provided by First 5) to the Stay and Play participants.	Performance Measure 2.A.1 # of programming activity equipment purchased	Notes SLPL records	Periodicity of Reporting July 15, 2026
	Performance Measure 2.A.2 # of learning materials/kits distributed	First 5/SLPL records	July 15, 2026
	Performance Measure 2.A.3 Was Sparkler Learning mobile application user survey disseminated? Yes or No	HMG/SLP records	July 15, 2026

Program Specific Result 3			
Tracking of unduplicated number of clients served and client demographics			
Funded Activity 3.A Track and report unduplicated number of clients (children by age, parents/caregivers, and providers) served for the year	Performance Measure 3.A.1 Submitted # of clients served for the year (children birth to two, children three to five, parents/caregivers, providers) to First 5? Yes or No	Notes Home Activity Survey, HIGH5 Client Served Reporting module, Sparkler Learning mobile application	Periodicity of Reporting July 15, 2026

Program Specific Result 3			
Tracking of unduplicated number of clients served and client demographics			
Funded Activity 3.B Track and report race/ethnicity, primary language, gender, zip code of unduplicated children and/or parents/caregivers and providers served for the year	Performance Measure 3.B.1 Submitted demographics (race/ethnicity, primary language, gender of adults, residential zip code of children and/or parents/caregivers, and provider gender and workplace zip code) to First 5 Yes or No	Notes Home Activity Survey, HIGH5Client Served Reporting module, Sparkler Learning mobile application	Periodicity of Reporting July 15, 2026

<p>Supporting Documents</p> <ul style="list-style-type: none"> • Home Activity Surveys • HIGH5 Client Served Reporting Module • Description of Sparkler mobile application and Help Me Grow activities implemented in Stay and Play sessions • Library Enhancement Report submitted by July 15, 2026. Report to include descriptions of equipment enhancements, photographs, expenditures and receipts/invoices for all expenditures. • Sparkler Learning mobile application participants early Learning materials kit distribution day. Provide photos/videos from programming with permission for First 5 to use in communications. <p>Additional Guidelines</p> <ul style="list-style-type: none"> • Accountability plans are subject to negotiation and approval by First 5. Modifications, including additional reporting measures and/or supporting documents, may be required.
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