MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE COUNTY OF SAN MATEO ("COUNTY") AND THE SAN MATEO COUNTY LIBRARIES ("SMCL") IN SUPPORT AND IN FURTHERANCE OF "THE BIG LIFT" INITIATIVE

WHEREAS, in 2012, the Peninsula Partnership Leadership Council (PPLC) – a coalition of government, education, nonprofit, foundation and business leaders in San Mateo County – launched The Big Lift™ to significantly improve children's third grade reading proficiency through strategic, thoughtful, evidence-based investments in early learning and education, and

WHEREAS, it is recognized that third grade reading proficiency is essential in promoting the life-long learning skills needed to create productive residents and a prosperous community, as third grade is the year when students make the leap from learning to read to reading to learn, and

WHEREAS, the goal of The Big Lift is to increase the percentage of students in San Mateo County who are reading at grade level by the end of third grade and

WHEREAS, The Big Lift has been implemented in San Mateo County communities in which third grade reading proficiency scores were close to or below the County average based on 2012-2013 school year data.

WHEREAS, to achieve this goal, The Big Lift is committed to advancing the national campaign for Grade-Level Reading framework, which specifies the following evidence-based interventions, or "four pillars":

- A comprehensive school readiness strategy focused on high-quality preschool for 3 and 4 year-olds, leading to an aligned and sequenced set of high-quality learning experiences in kindergarten through third grade;
- A focus on reducing chronic absences in the early grades, based on research about the importance of attendance in the early years to improving academic outcomes;
- Inspiring summer learning opportunities that enable children to maintain their academic and developmental gains from high-quality preschool throughout the early grades; and
- Strengthening family and community engagement through investments in strategies that support children's learning in school, out of school and at home, and

WHEREAS, The Big Lift is a collective impact collaborative led by the San Mateo County Office of Education (COE) and the County of San Mateo (the County) - where school districts partner with preschool programs and community-based agencies to work toward the long-term goal of third grade reading success through the four pillars of The Big Lift, and

WHEREAS, the data collected by school districts and SMCOE show that children participating in The Big Lift preschools are entering more kindergarten-ready than demographically similar peers with no preschool; and paired with The Big Lift Inspiring Summers, children are maintaining learning gains over the summer, and

WHEREAS, since 2015, Raising A Reader had served all Big Lift preschool programs as the primary family engagement strategy of The Big Lift implemented by Silicon Valley Community Foundation until 2021 when its operation transitioned to San Mateo County Libraries (SMCL); and

WHEREAS, since 2016, SMCL has operated The Big Lift Inspiring Summers (BLIS) program across The Big Lift school districts in collaboration with school staff and community partners to curb learning loss in the summers between kindergarten and third grade; and

WHEREAS, since 2021, SMCL has operated The Big Lift Inspiring Summers and Preschool Family Engagement Programs.

WHEREAS, SMCL and the County wish to continue this partnership, whereby SMCL will implement The Big Lift Inspiring Summers and Preschool Family Engagement programs from July 1, 2025 through June 30, 2026, and

WHEREAS, the County will allocate up to $1,508,815.00 for the SMCL Inspiring Summers and Preschool Family Engagement programs.

NOW, THEREFORE, in consideration of the foregoing and the terms, covenants and conditions herein contained, County and SMCL agree to the following:

1. COUNTY OF SAN MATEO'S RESPONSIBILITIES:
    a. Communicate, notify and share information collaboratively with SMCL;
    b. The County and SMCL appointed leaders agree to meet regularly to review updates and provide strategic direction for The Big Lift;
    c. Provide administrative and fiscal leadership on grants and expenditure of County funds to meet all funding and reporting requirements;
    d. Pursuant to the terms of this MOU, provide funding to SMCL for costs incurred associated with The Big Lift
        i. Funds will be deducted from the County's appropriated funds for The Big Lift based on the SMCL budget approved by the County, as attached in Exhibit B;
        ii. In no event shall the County's total fiscal obligation under this MOU exceed $1,508,815.
    e. Include Imagination Library application as part of The Big Lift preschool enrollment packet, so all preschoolers are signed up for Dolly Parton Imagination Library program.
    f. Provide storage for Inspiring Summers materials including storytime books, walkie talkies and robots.
    g. Help identify new long-term public and private investment to sustain The Big Lift programs and services and cooperate in and support fundraising efforts for The Big Lift;
    h. Analyze data to determine the success of the efforts undertaken in support of The Big Lift.

2. SAN MATEO COUNTY LIBRARIES' RESPONSIBILITIES:
    a. SMCL will provide the programs described in Exhibit A.

3. COMPENSATION
    a. The County will reimburse SMCL $1,508,815 for the term July 1, 2025 through June 30, 2026.
    b. Expenses shall be eligible for reimbursement based on compliance with the budget set forth in Exhibit B.
    c. The County shall disburse funds quarterly and on a reimbursement basis to SMCL upon receipt of invoices. Invoices should be accompanied by back-up documentation (e.g., receipts for professional services rendered, salary and benefits back up, etc.) and submittal of any required summary reports. The County reserves the right to change the disbursement method during the term of this MOU.
    d. Invoices for NDSEL funds should be (1) on SMCL's official letterhead, (2) include date of invoice, amount requested, and Agreement number, and (3) include back documentation, (3) submitted to the attention of:

       Katharine Sullivan, Big Lift Executive Director
       500 County Center 2nd Floor, Redwood City, CA 94063
       Ph: (650) 802-7661
       Email: ksullivan@smcgov.org
    e. LIBBL and LIBRR claims will be submitted directly to the County Executive's Office through their Measure K claiming procedures.

4. TERM AND TERMINATION

Subject to all terms and conditions, the term of this MOU shall be July 1, 2025 through June 30, 2026. This MOU will not automatically renew, nor shall it create any reliance on the possibility of future funding.

County may terminate this MOU based on the unavailability of Federal, State or County funds by providing written notice to SMCL within a reasonable time after County learns of said unavailability of funding. SMCL acknowledges that this MOU may be subject to approval of the Board of Supervisors.

County may suspend and/or terminate this MOU if SMCL fails to comply with the terms of this MOU and may, at its sole discretion, withhold or cancel pending and future disbursements of funds and/or upon a showing of cause require SMCL to return some or all of the funds disbursed under this MOU.

SMCL may, at any time after execution of this MOU, terminate this MOU in whole or in part, for the convenience of SMCL, by giving written notice specifying the date and scope of such termination. Termination shall be effective on a date no less than thirty (30) days from notice. In event of termination, SMCL shall be compensated for all work performed until termination.

SIGNATURE PAGE TO FOLLOW

THIS MOU IS NOT VALID UNTIL SIGNED BY ALL PARTIES. NO FUNDS WILL BE DISTRIBUTED UNTIL THIS DOCUMENT IS SIGNED BY THE BOARD OF SUPERVISOR'S PRESIDENT.

In witness of and in agreement with this MOU's terms, the parties, by their duly authorized representatives, affix their respective signatures:

SAN MATEO COUNTY LIBRARIES

DocuSigned by:
Anne-Marie Despain
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Authorized Signature	Date	Name (please print)
Anne-Marie Despain	4/22/2026	Anne-Marie Despain

COUNTY OF SAN MATEO

By:

President, Board of Supervisors, San Mateo County

Date:

ATTEST:

By:

Clerk of Said Board

Exhibit A

In consideration of the payments set forth in Exhibit B, SMCL shall provide the following programs and initiatives in support of The Big Lift Goals:

Goal 1: Work in collaboration with the County of San Mateo and San Mateo County Office of Education to support collective impact activities for Big Lift partners, and to provide countywide coordination and support for The Big Lift activities.
a. Help coordinate and attend meetings with local partners; identify service integration and other opportunities that will advance The Big Lift goals and improve the quality of the initiative.
b. SMCL staff will sit on the Steering Committee comprised of representatives from SMC, SMCOE, SMCL, and community stakeholders and meet regularly to plan and ensure progress in the implementation of The Big Lift; identify policy and program issues and bring them to the Steering Committee for discussion.
c. Help identify new long-term sources of funding and provide fiscal support to The Big Lift Inspiring Summers Program and Preschool Family Engagement Program in order to sustain and enhance the programs.
d. Prepare reports, grant applications, and presentations as necessary to support The Big Lift.

Goal 2: Provide administrative leadership and operate The Big Lift Inspiring Summers Program in collaboration with SMCOE, SMC and the seven (7) Big Lift school districts to provide a high-quality Inspiring Summers Program for a minimum of four (4) weeks.
a. Oversee the implementation, coordination and quality control of The Big Lift Inspiring Summers Program; and lead year-round program planning meetings consisting of school district Partner Program Leads (PPLs), SMCOE, SMC and any additional curriculum or program partners as relevant to program planning.
b. Identify and implement in collaboration with The Big Lift Leadership and with school district input research-based rising K through 3rd grade literacy curriculum, and afternoon STEAM curriculum based on the CREATE framework.
c. Support SMCOE and school districts to manage and monitor the Inspiring Summers online registration process, and communicate expectations and timelines about Inspiring Summers enrollment, data requirements and other deadlines.
d. Provide translated outreach and marketing materials to school districts, and support the application and enrollment process with emails, phone calls and text messages to families as needed.
e. Coordinate with County Human Resources to recruit, hire, execute background checks and meet minimum TB requirements for all part-day

facilitators, full-day facilitators and floater positions at all sites and maintain employee records for all positions. Continue to offer competitive rates to ensure adequate staffing at all summer sites. SMCL agrees to hire 128 facilitators for a maximum of 56 classrooms at 8 sites for 20 average program days. Any changes to the number of staff or program days will be agreed upon in writing by both parties.
f. Hire lead staff for up to 8 school sites and ensure proper background checks and meet minimum TB requirements and maintain employee records for all leads.
g. Provide training for all SMCL staff facilitators, floaters and leads on supporting the morning academics, afternoon curriculum, safety guidelines, mindfulness, and trauma-informed classroom behavior management.
h. Coordinate on-site and off-site experiences and family engagement efforts to deepen quality and experience of program, including field trips to the local library and connecting families to community resources.
i. Provide an annual report on Inspiring Summers by October 31st of that year.

Goal 3: Engage families and family needs around learning and literacy through participating in The Big Lift community collaboratives, Preschool Family Engagement Program, Inspiring Summers, and other family engagement strategies.
a. Oversee the preschool family engagement model. Deliver 2 teacher trainings on family engagement workshop content and work with Big Lift preschools to sign children up for Dolly Parton's Imagination Library.
b. Coordinate with preschool sites to co-facilitate 2 family literacy workshops annually (one in the fall and one in the spring) with preschool & library staff to connect families with practical early literacy and language skills and resources.
c. Explore data-informed and data-rich family engagement strategies for Big Lift families.
d. Facilitate engagement with the local library through The Big Lift local community collaboratives and participate in local collaboratives as needed.

Exhibit B

In consideration of the programs provided by SMCL described in Exhibit A and subject to the terms of the MOU, SMCL shall submit invoices for reimbursement of eligible expenses to the County on a quarterly basis per the invoicing schedule below. Library will submit an invoice for NDSEL funds to the County's Big Lift Executive Director. LIBBL and LIBRR claims will be submitted directly to the County Executive's Office through their Measure K claiming procedures

In no case shall the total amount payable under this Agreement for the work indicated in Exhibit A exceed $1,508,815 without prior written consent of the County in the form of an amendment to the MOU. No additional meal approval from County Executive Office will be required if meals provided at Big Lift related training courses are under $3,000.

		2025-26 Budget
Inspiring Summers	**NDSEL**	**$320,803**
Inspiring Summers	**LIBBL**	**$1,088,012**
Preschool Family Engagement	**LIBRR**	**$100,000**

Invoicing schedule

a. October 31st: Term of July 1st – September 30th
b. January 31st: Term of October 1st – December 31st
c. April 30th: Term of January 1st – March 31st
d. July 31st: Term of April 1st – June 30th

Payment is dependent on submission of supporting documentation. Payment will be delayed if supporting documentation is not received. Invoices must be accompanied by evidence of work performed, or costs incurred including but not limited to copies of bills, timesheets and/or packing slips.