

RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE STATEWIDE CONSORTIUM OF COUNTY LAW RESOURCES BOARDS AND BOARD OF ASHTABULA COUNTY COMMISSIONERS ON BEHALF OF THE ASHTABULA COUNTY LAW LIBRARY RESOURCES BOARD

WHEREAS, Shara Parkomaki, Law Librarian, has presented a Memorandum of Understanding for the approval of the board, to-wit:

Party: Statewide Consortium of County Law Library Resources Boards
369 S. High St., 10th Floor, Columbus, OH 43215

Purpose: a grant for the Ashtabula County Law Library to purchase a copier.

Amount: provide a one-time grant award in the amount of \$3,993.59

Term: effective upon execution and shall continue until December 31, 2025

WHEREAS, The Commissioners feel such a grant is necessary and the MOU to be entered into; now

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Memorandum of Understanding for the grant be accepted in accordance with the copy of said MOU on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS
CERTIFICATION PAGE**

Resolution No. 2025-198

April 22, 2025

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE
STATEWIDE CONSORTIUM OF COUNTY LAW RESOURCES BOARDS AND
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Upon the motion of Kathryn L. Whittington, seconded by Casey R. Kozlowski.

VOTE:

J.P. Ducro IV	Aye
Casey R. Kozlowski	Aye
Kathryn L. Whittington	Aye

CERTIFICATE OF CLERK

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



Lisa Hawkins, Clerk of the Board
Board of County Commissioners
Ashtabula County, Ohio

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE STATEWIDE CONSORTIUM OF COUNTY LAW LIBRARY
RESOURCES BOARDS AND BOARD OF
ASHTABULA COUNTY COMMISSIONERS ON BEHALF OF THE
ASHTABULA COUNTY LAW LIBRARY RESOURCES BOARD**

This Memorandum of Understanding (“MOU”) is made by and between the Statewide Consortium of County Law Library Resources Boards (hereinafter the “Consortium”) and the Board of Ashtabula County Commissioners (hereinafter the “County”) on behalf of the Ashtabula County Law Library Resources Board (hereinafter the “LLRB”).

SECTION 1: PURPOSE AND USE

- 1.1 The Consortium is a statewide consortium comprised of all county law library resources boards under R.C. 3375.481. The Consortium is governed by a five-member board authorized by R.C. 3375.481(E)(2) to provide grants to LLRBs.
- 1.2 The County is a political subdivision of the State of Ohio.
- 1.3 The LLRB is a County board.

SECTION 2: RESPONSIBILITIES OF THE CONSORTIUM

- 2.1 The Consortium will provide a total grant award in the amount of \$ **3,993.59** , on the terms and conditions specified in its Request for Proposals, to the County for use by the LLRB.
- 2.2 A true and accurate copy of the Request for Proposals is attached and incorporated.

SECTION 3: RESPONSIBILITIES OF THE COUNTY LAW LIBRARY RESOURCES BOARD

- 3.1 The LLRB will use the grant funds as described in its grant proposal.
- 3.2 A true and accurate copy of the LLRB’s grant proposal in response to the Request for Proposals is attached and incorporated.

SECTION 4: RESPONSIBILITIES OF THE BOARD OF COUNTY COMMISSIONERS

- 4.1 The County will allocate the grant funds to the LLRB fund for use as described in the grant proposal. The County agrees that it will be liable to repay any funds spent in a manner inconsistent with this MOU or the stated purpose, as determined by the Consortium.
- 4.2 A true and accurate copy of the LLRB’s awarded funds is attached and incorporated.

SECTION 5: TERM, TERMINATION

- 5.1 The term of this MOU shall be effective upon execution and shall continue until December 31, 2025. The CLLRB may cancel this MOU by sending a written notice of termination to the Consortium and returning funds at any time during the grant term.
- 5.2 The Consortium reserves the right to terminate this MOU immediately upon verification that grant funds have been or will be used in a manner that is not consistent with the grant proposal or in a manner that otherwise violates the provisions of this agreement. In such an instance, the Consortium will notify the CLLRB and the County of the violation or anticipated violation in writing, and the County and the CLLRB will return all grant funds in full within ten days of such written notification.
- 5.3 All notices in connection with this MOU shall be sent to the following representatives:

Laura S. Novelo, Executive Director
Statewide Consortium of County Law
Library Resources Boards
905 Jackson St.
Toledo, Ohio 43604

Shara Parkomaki, Law Librarian/Director
Ashtabula County LLRB
25 W. Jefferson St.,
Jefferson, OH 44047

Section 6: MISCELLANEOUS

- 6.1 This MOU constitutes the entire agreement between the parties as to the subject matter described herein, and any changes or modifications to this MOU shall be made and agreed to in a written amendment signed by all parties.
- 6.2 This Agreement shall be governed, construed and interpreted in accordance with the laws of the State of Ohio.
- 6.3 The County and the LLRB agree that, in the performance of this MOU, they will not unlawfully discriminate in their employment or contract practices, on the basis of race, religion, gender, national origin, age, handicap, or veteran status.
- 6.4 The County and the LLRB agree to comply with all applicable federal, state, and local laws in administration of the grant award funds. The County and LLRB, by signatures on this document, certify that they have reviewed and understand the Ohio ethics and conflict of interest laws, and will take no action inconsistent with those laws.
- 6.5 The LLRB agrees to provide the Consortium accurate receipts of all purchases by December 31, 2025, and to refund any unspent funds to the Consortium by February 28, 2026.
- 6.6 If any provision of this MOU shall be invalid, illegal, or unenforceable, in any respect, said provision shall be severed. The validity, legality, and enforceability of all other provisions of this Agreement shall not in any way be affected or impaired unless such severance would cause this Agreement to fail of its essential purpose.

- 6.7 The failure of any party to exercise or enforce in any respect any right or provision provided for in this MOU shall not be deemed a waiver of any such right or provision.
- 6.8 This MOU shall bind the parties thereto; and their respective assigns, successors, receivers, and legal representatives of any type whatsoever; and shall not be modified unless done so in writing signed by authorized representatives of all parties.
- 6.9 The headings in this MOU are for reference only. They are not intended and shall not be construed to be a substantive part of this MOU or in any other way to affect the validity, interpretation, or effect of any of the provision of this MOU.
- 7.0 The County and the LLRB affirmatively represent and warrant to the Consortium that they are not subject to a finding for recovery under R.C. 9.24 or that they have taken the appropriate remedial steps required under R.C. 9.24 or otherwise qualify under that section. The County and the LLRB agree that if this representation and warranty is deemed to be false, the MOU shall be void ab initio as between the parties to this MOU, and any funds paid by the Consortium shall be immediately repaid to the Consortium, or an action for recovery may be immediately commenced by the Consortium for recovery of said funds.
- 7.1 The County and the LLRB affirm that funds received under this MOU will not be used for any political campaign or governmental lobbying in a partisan manner. Funds must be used during the Term and manner as stated above.
- 7.2 The parties to this agreement affirm that the individuals shown as signatories below on this MOU have been duly authorized by their respective organizations.
- 7.3 This MOU shall be fully executed and effective on the last date it has been signed by a party hereto. Failure to execute and return the MOU to the Consortium within 60 days will result in rescission of the grant approval.

(remainder of page intentionally left blank)

IN WITNESS WHEREOF, the parties hereunto have caused this MOU to be executed by their duly authorized representatives.

Statewide Consortium of County Law
Library Resources Boards

By: _____
Laura S. Novelo, Executive
Director

Date: _____

Ashtabula County Law Library
Resources Board

By: Shana H. Parkomaki
Law Librarian/Director

Date: 4/17/2025

Board of Ashtabula
County Commissioners

By: [Signature]
President

Date: 4-22-25

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ADDENDUM

AWARD LIST AND AMOUNT		
DATE	ITEMS	AMOUNT
4/7/2025	Xerox Copier	\$3,993.59
TOTAL		\$ 3,993.59

2025 COCLL Request for Proposals ("RFP") and Grant Application

The Consortium of Ohio County Law Library Resources Boards ("Consortium") seeks opportunities to return a portion of its revenue from the statutorily mandated payments of County Law Library Resources Boards ("CLLRBs") via competitive grants to individual CLLRBs and cooperating groups of CLLRBs for improvement projects, as opposed to expenses related to the daily operation of the law library (such as personnel costs), in four categories which are described below. With these grant opportunities, the Consortium hopes to encourage and increase cooperation among libraries and county offices, quality of patron service, and efficiencies of operation. Although grants are available to individual CLLRBs, the Consortium Board especially encourages proposals that are for the good of the whole or for a positive impact on a group of CLLRBs.

1. Staff Training

and Career Development: *Staff Training and Career Development Grants* provide

financial assistance for library staff to participate in continuing education and training opportunities. According to

AALL's County Public Law Library Standards, "The library staff should participate in conferences and online discussion groups as part of ongoing professional development and education." The goal of these grants is to

enhance the knowledge and skill level of those who offer or support library services with an end result of improved library services and/or outreach. Eligible activities include registration fees, lodging

expenses, and/or airline expenses (mileage is excluded) to the following:

regional, state, and national workshops; pre-conferences, conferences, seminars or other development programs offered by professional associations or other appropriate public or non-profit entities; web-based instructional courses; and technical or special training sessions.

2. Programming for Patrons: *Programming for Patrons Grants* provide financial

assistance for library staff to create programs and materials designed to educate patrons. The goal of these grants is to enhance the knowledge and skill level of patrons in using legal materials and law library resources. The grants can assist with the costs of program content (e.g., speakers, venue) or the method of wider distribution (e.g., podcast, webinar). Applicants should describe the audience and educational content, identify relevant speakers/presenters, and propose delivery options. Programming should be open and available to court personnel, private attorneys, and members of the public.

3. Technology: *Technology Grants* provide financial assistance for library staff to increase access to information for library patrons through electronic means. Grants can assist with the costs of digitization projects which bring new materials into the library or preserve the current collection, the costs of technology that assists special needs patrons' access to legal information, or costs for any new technology and/or equipment (including furniture) that can be of value to the law library. Applicants should describe the technology being requested and explain its relevance to the law library and how it will incorporate into the library's collection.

4. Multi-Agency

Collaboration: *Collaboration Grants* seek to encourage joint projects of a CLLRB and other CLLRBs or local government bodies. Grants can fund initiatives that will result in collaboration, efficiencies, and cooperation among libraries. Proposals should demonstrate the participants' preparedness for a cooperative effort, a documented need for cooperation if the proposal is largely financially driven, and/or how applicants can share acquired experience beyond their own libraries. One means of assisting a library in financial straits is to merge with neighboring counties into a multi-county law library resources commission (see RC §307.516). *Collaboration Grants* may provide financial assistance to begin this process. Grants can assist with the cost of legal fees associated with a merger, recruitment fees, and employment costs associated with hiring a librarian.

MAXIMUM AWARDS

The total funding available for grants is projected biennially in the Consortium's operating budget as approved by the Consortium Board. CLLRBs may apply for grants in more than one category; however, the maximum award for any CLLRB is \$4,000 for these categories: staff training and career development, programming for patrons, and/or technology. Higher amounts will be considered for multi-agency collaboration grant applications, including costs for the creation of a multi-county law library resources commission under O.R.C. 307.516. If the amount requested exceeds the maximum award amount, the CLLRB is responsible for the remaining costs. CLLRBs requesting several items should eliminate items from their requests if the sum of all items is above \$4,000. The number of grants awarded in any given year will vary based on the number of proposals received, the quality of those proposals, and the available funds.

NOTIFICATION AND FUNDING

The Executive Director and Assistant Director will review all complete proposals submitted by the deadline and will make a recommendation to the Consortium Board for approval of funding of the initiatives that are significant and potentially effective. Upon review, they may, in a timely manner, request additional documentation if the proposal requires further review or clarification. All authors of grant proposals will be notified via email. Successful applicants must be established in the Ohio Shared Services Portal before they can receive any grant funds.

REQUIREMENTS FOR RECIPIENTS

Grant recipients will be required to retain and submit to the Consortium Board copies of receipts for purchases of goods and services; in addition, they will submit a report on the initiative and its results,

which may be shared with the Ohio county law library community via the Consortium website, by December 31, 2025. Recipients are also encouraged to present on the grant-funded initiatives at professional meetings or conferences (e.g., a meeting of the Consortium, the Ohio Regional Association of Law Libraries, the ORALL County Law Libraries SIG, or the American Association of Law Libraries). Failure of a grant recipient to achieve the intended outcomes may result in a requirement of a full or partial reimbursement of the grant funds by the recipient organization(s) to the Consortium and possible ineligibility for future grants.

The successful CLLRB ("Grantee") will be required to enter into a grant agreement, a memorandum of understanding ("MOU"), with the Consortium Board prior to providing any services for the project. The grant agreement will not be valid and enforceable until the availability of funds is certified by and approved by the Office of Budget and Management ("OBM") in accordance with Chapters 126 and 131 of the Ohio Revised Code. The Consortium Board is not obligated to make grant payments prior to such OBM certification. The initial grant term and reporting will end on December 31, 2025. The MOU will be signed by the law librarian/library director, a member of the county board of commissioners or the equivalent for Cuyahoga and Summit counties, and the executive director of the Consortium. County or CLLRB policies may require additional parties to review or sign the MOU, and any additional requirements are the responsibility of the CLLRB and not the Consortium.

The Consortium Board will not be liable for any costs incurred by any CLLRB in responding to this RFP, even if the Consortium Board does not award a grant through this process. The Consortium Board may decide not to award a grant for the project. The Consortium Board may also cancel this RFP through written notice or by issuing another RFP.

Section 9.24 of the Revised Code prohibits a State agency from awarding a contract to any person against whom the Auditor of State has issued a finding for recovery if the finding for recovery is "unresolved" at the time of award. By submitting a proposal, the CLLRB warrants that it is not now and will not become subject to an "unresolved" finding for recovery under R.C. 9.24 prior to the award of any contract arising out of this RFP.

EXTENSION OF GRANT TERMS

Any requests for an extension of the grant completion deadline must be submitted in writing to the Executive Director by December 1, 2025. Grantees requesting an extension are not eligible for the next cycle of grants.

NON-ALLOWABLE EXPENSES

- Personnel costs
- Westlaw and/or Lexis costs
- Any continuing subscription costs
- Office supplies
- Board member expenses
- Print resource costs
- Food and/or drink
- Mileage/rental vehicle reimbursement

IMPORTANT DATES

- February 28, 2025 – Deadline for proposal submission
- April 30, 2025 – Deadline for Consortium to post results
- December 31, 2025 – Deadline for grant-funded initiatives to be achieved

December 31, 2025 – Deadline for submission of grant report

February 28, 2026 – Deadline for any unspent grant funds to be refunded to the Consortium

Email *

shparkomaki@ashtabulacounty.us

By checking this box, the applicant acknowledges that they are the authorized representative of * the CLLRB and that the applicant has read all the above guidelines and will follow all the terms as described. The applicant further acknowledges that the CLLRB is aware of and has approved the project described in this grant application.

Yes

Your county *

Ashtabula

Name of the person responsible for administering the grant *

Shara H. Parkomaki

Your email address *

shparkomaki@ashtabulacounty.us

Address of law library:

25 W. Jefferson St., Jefferson, OH 44047

Category of grant request (check all that apply) *

- Staff training and career development
- Programming for patrons
- Technology
- Multi-agency collaboration

Specific service and/or item requested and cost, one item per line (i.e., 3 laptops @\$100/each = \$300)

1 Xerox VersaLink B7125 Mono Copier @ \$3,993.59

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Total amount requested. *

\$3,993.59

Please submit a quote for each item requested as ONE single PDF file to coclloho@gmail.com

Describe how the service(s) and/or item(s) requested will accomplish one or more of the following goals: (1) Enhance the knowledge and skill level of employees. (2) Improve library services and/or outreach. (3) Educate patrons or enhance their knowledge in using legal materials and/or law library resources. (4) Increase and/or make access to information easier. *

Our multipurpose copier is used by our public patrons to scan to USB, copy or email legal resource documents, which provides them with access to legal resource forms and documents.

Identify any existing library resources (financial, human, etc.) that will be allocated to the project. *

The ACLLRB will contribute the remaining amount included in the purchase price of this copier in the amount of \$934.49.

Identify any outside group or individual that will serve as collaborators on the project. *

none

Explain how the CLLRB will know if the project was successful. *

Access to these materials for the public is done on a daily basis and a multi-function copier assists with that access. We've seen it with the current older version copier, which needs replaced.

Provide any additional information the committee should know before making recommendations. *

These grants are very important for small law libraries like ours with small budgets to continue to assist our patrons especially our public patrons with access to legal resource materials.

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