

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
905 Jackson St., Toledo, OH 43604

Purpose: a grant for the Ashtabula County Law Library to purchase Microsoft licenses, 2 printers, conference registration and lodging

Amount: provide a one-time grant award in the amount of \$3,995.94

Term: effective upon execution and shall continue until December 31, 2026

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. 2026-291

June 30, 2026

**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**

Upon the motion of Kathryn L. Whittington, seconded by J.P. Ducro IV.

VOTE:

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

Aye
Aye
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.



Crystal Sturgill, 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 \$ **3,995.94** , 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, 2026. 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, 2026, and to refund any unspent funds to the Consortium by February 28, 2027.
- 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
Laura S. Novelo, Executive
Director

Date:

7-6-26

ASHTABULA County Law Library
Resources Board

By:

Shana H. Parkinaka
Law Librarian/Director

Date:

06/25/26

Board of ASHTABULA
County Commissioners

By:

President

Date:

6-30-26

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

AWARD LIST AND AMOUNT		
DATE	ITEMS	AMOUNT
4/14/2026	2024 Microsoft Office Standard Licenses (5) HP Laser Jet Printer HP LaserJet Laser Printer GLOVALL 2026 Annual Meeting Registration Lodging for GLOVALL 2026 Annual Meeting	\$3,995.94
TOTAL		\$ 3,995.94

December 31, 2026 -- Deadline for submission of grant report

February 28, 2027 – 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 County

Name of the person responsible for administering the grant *

Shara Parkomaki

Your email address *

shparkomaki@ashtabulacounty.us

Address of law library:

91 N Chestnut Street, Jefferson, OH 44047 (physical location) Maling location is 25 W. Jefferson St

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 HP Laser Jet Pro Wireless Color All in One Printer - \$539.99

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

5 - 2024 Microsoft Office Standard licenses for computers - \$1,646.95

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

1 HP LaserJet Enterprise M507x Wireless Monochrome Laser Printer - \$1,259.00

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

1 GLOVALL 2026 Annual Meeting Registration fee for Director for Oct 28-Oct 30 - estimated at \$250.00 (TBD by GLOVALL) - (Registration form not available yet)

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

1 room at Marriott Columbus Northwest for Oct 28th & Oct 29th for GLOVALL 2026 annual conference for Director - estimated at \$300.00 (TBD by GLOVALL)

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

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

Total amount requested. *

\$3,995.94

Please submit a quote for each item requested as ONE single PDF file *

Supporting mate...

↑ Add file

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. *

The 2 HP printers (#1 & #3 requests) will provide the patrons with the ability to print documents for filing with the court and will provide access to print legal resource materials. It will upgrade our current printing abilities. Our patron's printers are quite old and need replaced and upgraded. This grant will allow us to replace that equipment.

The 5 Microsoft office standard licenses (#2 request) will upgrade our current licenses which will no longer be supported as of Oct 2026. Three of these licenses will provide our patrons with the ability to prepare documents and spreadsheets. The 2 others will be used on laptops that patrons can use.

Requests #4 & #5 are for the Director to enhance her knowledge and skills by attending the GLOVALL annual conference in Columbus, Ohio in October 2026. Both of these amounts are estimated based on the past fees and estimated costs for hotel accommodation as this information is not currently available. Any remaining amount not covered by this grant will be covered by the ACLLRB funds

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

In the event that all costs requested to cover the GLOVALL annual conference are not available, the ACLLRB will cover the remaining costs incurred for these items.

ACLLRB will not allocate any funds to cover the new printers, in the event the grant is not given.

ACLLRB will allocate funds to cover a few of the Microsoft license but will be unable to cover the cost of all 5 licenses this year.

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

We do not have any collaborators for any of these requested grants

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

Equipment and education will be evident upon receipt

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

Our revenue seems to be getting small, yet our costs seem to increase. ACLLRB is very thankful to have the optional grant available to us for those things we are not able to budget for with our limited resources.

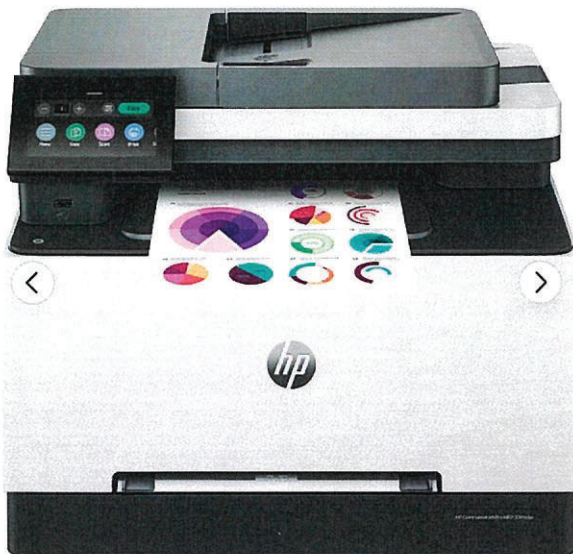
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1 Video



HP LaserJet Pro MFP 3301sdw Wireless Color All-In-One Printer, Scan, Copy, Best for Office, AI Enabled (499Q3F)

Item #: 24596155 | Model #: 499Q3F#BGJ

4.2 ★★★★★ 602 Reviews 68 Questions

\$539.99

Klarna

From \$48/month, or 4 payments at 0% interest with Klarna
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Printer Collection

3201dw (Good)

3301sdw (Better)

3301fdw (Best)

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1

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Legal**



OUTPUT TYPE
Color



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All-In-One

20% Back in Points



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Feb. 28, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote No.	3000199628600.1	Sales Rep	Matthew Lauer
Total	\$1,646.95	Phone	1(800) 4563355, +15127205082
Customer #	13260056	Email	Matthew.Lauer@dell.com
Quoted On	Feb. 25, 2026	Billing To	ROCKFORD BENSON
Expires by	Feb. 28, 2026		ASHTABULA COUNTY DATA BOARD
Contract Name	State of Ohio - Microsoft Licensing Solution Provider		25 W JEFFERSON ST
Contract Code	C000001302001		JEFFERSON, OH 44047-1092
Customer Agreement #	CSP029109		

Message from your Sales Rep

Please use the Order button to securely place the order with your preferred payment method online. You may contact your Dell sales team if you have any questions. Thank you for shopping with Dell.

Regards,
Matthew Lauer

Shipping Group

Shipping To	Shipping Method
ROCKFORD BENSON ASHTABULA COUNTY DATA BOARD 25 W JEFFERSON ST JEFFERSON, OH 44047-1092 (440) 576-3798	Standard Delivery

	Quantity	Unit Price	Subtotal
MICROSOFT SELECT PLUS - 5979754			
1. VLA OFFICE STD LTSC 2024	5	\$329.39	\$1,646.95

Subtotal:	\$1,646.95
Shipping:	\$0.00
Non-Taxable Amount:	\$1,646.95
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$1,646.95
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Shipping Group Details

Shipping To	Shipping Method
ROCKFORD BENSON ASHTABULA COUNTY DATA BOARD 25 W JEFFERSON ST JEFFERSON, OH 44047-1092 (440) 576-3798	Standard Delivery

	Quantity	Unit Price	Subtotal
MICROSOFT SELECT PLUS - 5979754			
1. VLA OFFICE STD LTSC 2024	5	\$329.39	\$1,646.95
SKU: AD161045	MFG Part #: EP2-27380	OLS Purchase Type:	
Current Duration: N/A	Total Duration: N/A	Maint. End Date:	



Highlights [View all details](#)
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HP LaserJet Enterprise M507X Wireless Monochrome Laser Printer

Item #: 24394803 | Model #: 1PV88A#BGJ

4.27 ★★★★★ [71 Reviews](#) [10 Questions](#)

\$1,259.00

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Quantity

1



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1



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Add to list

Marriott Columbus Northwest

📍 📞 ★ 4.2 (1072)

*estimated
doesn't include
GLO all discount
for conference*

STAY DATES

TOTAL STAY

Wed, Oct 28, 2026 -392.94 USD

Fri, Oct 30, 2026

🕒 Room(s) held for 14:54

Get a \$400 eGiftCard + Earn 50,000 Points

For your upcoming stay. Plus, earn up to \$100 in airline credits.

Simply present eGiftCard at a participating Marriott Bonvoy property to redeem.



Total Stay: 392.94 USD

eGiftCard: -400.00
USD

Total After eGiftCard: -7.06 USD

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