

**MINUTES  
LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
BOARD OF TRUSTEES' MEETING  
LAS VEGAS, NEVADA  
FEBRUARY 13, 2020  
(approved July 23, 2020)**

The Board of Trustees of the Las Vegas-Clark County Library District met in regular session in the West Charleston Library, Las Vegas, Nevada, at 6:00 p.m., Thursday, February 13, 2020.

**Present:**

Board:	F. Ortiz, Chair	S. Bilbray-Axelrod
	K. Benavidez	E. Foyt
	R. Wadley-Munier	M. Francis Drake
	S. Ramaker	J. Meléndrez
	K. Rogers	

Counsel: G. Welt

Absent: B. Wilson - excused

Staff: Dr. Ronald R. Heezen, Executive Director  
Numerous Staff

Guests: Keiba Crear, President, Las Vegas-Clark County Library District  
Foundation, Inc.

F. Ortiz, Chair, called the meeting to order at 6:00 p.m.

**Roll Call and Pledge of Allegiance (Item I.)**

All members listed above represent a quorum. Trustee Meléndrez and Counsel Welt attended via telephone. Trustee Wilson had an excused absence. Appendix A.

Molly Bilbray-Axelrod, daughter of Trustee Bilbray-Axelrod, led attendees in the Pledge of Allegiance.

**Public Comment (Item II.)**

None.

**Agenda (Item III.)**

Trustee Bilbray-Axelrod moved to approve the Agenda as proposed. There was no opposition and the motion carried.

**Presentation by Las Vegas-Clark County Library District Foundation, Inc. Board President Keiba Crear (Item IV.A.)**

Development and Planning Director Danielle Milam introduced Las Vegas-Clark County Library District Foundation, Inc. President (and former Board of Trustees member) Keiba Crear who described how the Vision 2020 Awards were created. Crear gave a brief presentation on their history and types of projects that won the awards last year. The awards were presented at the last District Staff Day, held on October 14, 2019. Each team received a pizza party. The list of award winners is attached as Appendix B.

Ms. Crear also encouraged Trustees to attend the Foundation's first fundraising event, which is scheduled for September 25th. Each Trustee was provided with a handout describing the event. The focus is a capital campaign to raise money for the District's branches. Crear thanked Chair Ortiz for serving as her co-chair and requested that Trustees provide Ms. Milam with a list of prospective donors and/or event sponsors the Foundation can approach for this critical project.

**Presentation by  
West Charleston  
Library Branch  
Manager Florence  
Jakus.  
(Item IV.B.)**

Trustees are also welcome to serve on the event committee and should indicate their interest by letting Milam know.

West Charleston Library District Branch Manager, Florence Jakus, began her presentation by welcoming Trustees to the branch. She then introduced her Department Heads:

Sam Kushner - Assistant Branch Manager/Adult Services Department  
Linda Mirkil - Customer Service Department  
Joanna Goddard – Young People's Department  
John Culliver - Computer Lab Department  
Firouzeh Forouzmand and her assistant Amiel - Programming and Venue Services (PVS)

**Branch History and Demographics:**

The West Charleston Library opened at its current location on January 18, 1993, after moving from the Brush Street location (now the Charleston Heights Performing Arts Center). The move to this location was the result of a 50 year agreement with the College of Southern Nevada. From 1993 to 2008, the branch was the primary support for the College's allied health programs. By 2008, CSN had increased their allied health and other programs from three to ten. The National Accreditation Board, recommended that the College build their own library to support all of their programs. The West Charleston Library's focus then changed to serving the general population's and making sure staff provides services and programs that will meet their needs.

The demographics of the Library's area has also changed since 1933.

The West Charleston Library's service area contains 119,332 people, which equates to 7.1% of the Library District's population. Some highlights of the population:

- The ethnicity of most of the population is Hispanic.
- Most of the population has an education level of high school equivalency or less.
- Most of the 40,563 households have children.
- The average household income in West Charleston Library's service area is \$60,909.
- Of the population over 5 years old, 12.2% have limited English proficiency. The branch offers Adult Literacy programs and English as a Second Language classes.
- The largest three market segments in our service area are The Singles, Hard Workers and Apron Strings & Hard Hats.
  - The Singles consists of 17% of the area's population. The people in this segment are predominately single parents who rely on blue-collar jobs and public assistance for income.
  - Hard Workers consist of 11.1% of the area's population. The people in this segment are predominantly young single parents

with young children who rely on blue-collar jobs and public assistance for income.

- Apron Strings & Hard Hats consist of 8.2% of the area's population. The people in this segment are singles, mostly in their 30s with children, below average education, and earning less than \$30,000 annually.

### **New Programs at the West Charleston Library:**

The Computer Lab staff and Ms. Jakus will be providing a monthly Computer Basics program for the public starting in March.

Youth Services staff

- have implemented a Toy Library where children can checkout toys,
- offer an ASL Storytime on the 2<sup>nd</sup> Saturday of each month, which has been well received by the public,
- will offer a craft "buffet" for children and teens in May to kick off the Summer Reading Program, and
- came in 3<sup>rd</sup> place among the District's branches for total completions for the Winter Challenge program due to Ms. Goddard and her staff.

Adult Services staff offers on a monthly basis

- a writing Club,
- the Book Club,
- a Dungeons & Dragon game, and
- Craft programs for adults.

The Customer Service staff provides great book displays in the lobby to let the public know what is new, available, and good to rediscover.

The PVS staff plan and organize a variety of programs and partnerships, which include:

- Nevada One Stops – weekly Navigation Sessions,
- Diabetes Support Group,
- Myasthenia gravis support group,
- AARP Tax assistance, and
- a wide variety of other programs from Poetry Outloud, as well as musical performances and informational programs on a wide variety of subjects

Trustee Foyt, referring to the 50-year agreement with CSN, asked who owns the District's building. General Services Director Steve Rice explained that the arrangement was a land lease. Foyt then asked if the District used student workers. Ms. Jakus said that some students may work as Pages, but there is no formal program at this time.

Chair Ortiz thanked Ms. Jakus for her presentation and said staff was doing a great job.

**Approval of  
Proposed Minutes  
Regular Session,  
November 14, 2019;  
Naming Library  
Policy Committee  
Meeting, January  
16, 2020; and  
Regular Session,  
January 16, 2020.  
(Item V.A-C.)**

Removed from Agenda.

**Chair's Report  
(Item VI.)**

There is a Board Retreat scheduled for Tuesday, April 28, 2020 from 8:00 a.m. to 3:00 p.m. at a location to be determined. Chair Ortiz asked all Trustees to make sure the meeting is on their calendar as it will be so critical that everyone participates in this major planning exercise.

**Library Reports  
(Item VII.)**

**Executive Director's  
Report  
(Item VII.A.)**

Executive Director Dr. Heezen pointed out the handouts placed at every Trustee's seat or emailed to those on the phone. These include Information Technology statistics, the annual report of work-related injuries and illnesses (OSHA form 300), a memo regarding the glass doors at the East Las Vegas Library, a letter praising Outreach Specialist Andrew Brannon, and material relating to the current Golden Knights promotion.

Dr. Heezen then thanked staff who were working at the meeting and introduced new staff member Technician Supervisor Benjamin Saint Louis. He oversees the 10 technicians who support the District's programming, events, and rentals.

Dr. Heezen next brought up some issues regarding the American Library Association's (ALA) budget as it relates to the Midwinter Meeting which occurs in January. Trustees Benavidez and Wadley-Munier had questions on the information he provided and meeting structure. Chair Ortiz asked how much the District pays to ALA annually. Executive Assistant Allison Boyer estimated that the membership for Trustees and Counsel Welt runs about \$199 per person. Dr. Heezen's membership is slightly higher, and the District's annual membership is approximately \$2,000 due to the District's population and service area.

Finally, Dr. Heezen read an email from Trustee Wilson (who was unable to be present) regarding several items from the reports: rebranding delay issues, the cashless pilot program at East Las Vegas, and Food for Thought.

Executive Assistant Allison Boyer updated Trustees on the Diligent implementation. Trustees will be moving to the platform as of the March Trustee meeting. Training will be available on iPads, as necessary, as well as the Diligent program at the March meeting.

**Library Operations,  
Security Reports  
and Monthly  
Statistics  
(Item VII.A.1.a.)**

No questions.

**Branding and  
Marketing Report  
and Electronic  
Resources Statistics  
(Item VII.A.2.a.)**

Chair Ortiz asked about the Golden Knights partnership and cost. Branding and Marketing Director Betsy Ward explained that there is no cost, as it is an advertising trade promotion. The District has permission to use the Golden Knight's logo in marketing efforts, and they have donated items that the District has used for prizes such as autographed hockey sticks and Chance dolls.

Trustee Benavidez thinks it is great that the District is partnering with the area's professional teams. She asked if the District executes a Memorandum of Understanding (MOU) with them to track the value of what the partner is providing and detail what the District is providing. Ms. Ward responded to say that no MOU's have been executed as in her opinion this type of agreement works better when it is fluid since it is easier to react to opportunities when they come up. She will be happy to look into this and see if the teams are agreeable to using an MOU. In regards to the question about quantifying the value of the donations, Ms. Ward will provide that information to the Trustees. She commented that she saw one of the autographed hockey sticks go at an auction for \$2,500. The District received 25 of those sticks. They were given as prizes for the Summer Challenge winners and for Library Card Sign-up Month last September.

Trustee Wadley-Munier suggested keeping a good database of the items that had been donated and who received them and why, perhaps incorporating a form that is signed by the recipient. This way, there is a way to protect the staff if there ever is a question. Wadley-Munier also agreed that these partnerships are a great idea. Counsel Welt agreed with the idea of a receipt for all the items and would be happy to work with Ms. Ward to draft a form. He added, however, that an MOU could be a problem as he does not believe outside organizations want to tie themselves down. Welt does not believe groups would be interested in executing an MOU such as those the District has with other government entities as these can be tricky.

**Community  
Engagement Report  
and Monthly  
Statistics  
(Item VII.A.2.b.)**

Trustee Francis Drake attended the recent Asian Chamber gala with Community Engagement Director Matt McNally. She also attended the Senior Expo at the Suncoast and was pleased to see the District had a table.

Chair Ortiz pointed out the tremendous growth in attendance for the Youth Services programs at the East Las Vegas and Whitney libraries.

Chair Ortiz asked whether staff had received the final statistics from last fall's Las Vegas Book Festival from the city of Las Vegas. Community Engagement Director Matt McNally confirmed that staff have received this data, and are taking a look at the information to see if the program still aligns with the District's goals for such partnerships.

**Development and  
Planning Report  
(Item VII.A.2.c.)**

No questions.

**Information  
Technology Report  
(Item VII.A.2.d.)**

No questions.

**Financial Services  
Report  
(Item VII.A.3.a.)**

Chair Ortiz congratulated Deputy Director/CFO Fred James and the Financial Services Department on winning the Government Finance Officers Association's Distinguished Budget Presentation for the District's Budget publication. He then asked about the property tax base increase of 9% in the last month. Mr. James replied that the percentage varies by month, overall the tax base increase is 3% to 4% on average. He suggested that Trustees do not look at any one month due to the wide variations that can occur during the course of the year.

Chair Ortiz then requested a breakdown of the \$598,000 that was budgeted for Legal Services at the next meeting in Mr. James' report. Mr. James will provide this in next month's report.

**General Services  
Report  
(Item VII.A.3.b.)**

Chair Ortiz asked that General Services Director Steve Rice give a report on the issues with the glass doors at the East Las Vegas Library. A written report has been provided to each Trustee and incorporated below.

Mr. Rice explained that the East Las Vegas Library had four (4) glass doors break over a relatively short period of time:

<b>Date</b>	<b>Location</b>	<b>Cause of Break</b>
05/28/19	Teen Sphere	Malfunctioning door closer caused door to come to a sudden stop while being opened by customer creating a pressure/break point at door handle.
08/28/19	Main Hallway	Book return cart impacted door handle while being rolled through doorway by staff member creating a pressure/break point at door handle.
09/04/19	Computer Center	Customer impacted door handle with electric wheelchair while exiting room creating a pressure/break point at door handle.
01/19/20	Reading Room	Customer rattled locked door creating a pressure/break point at door handle.

Fortunately, there were no injuries. However, it is a concern that the doors are breaking under these circumstances. Mr. Rice has been working diligently with the design team and contractor to resolve this matter ever since it became apparent the initial breakage was not an isolated incident. Additionally, given the potential safety implications and Rice's loss of confidence in the integrity of the design/fabrication of the doors, he contracted Sean Delp of PK Delp Structural Engineering to conduct an independent investigation and report on his findings. His investigation revealed potential issues with the door handle hardware as well as the manufacturing of the glass. His findings are currently under review by all parties involved. Subsequent to his report, Rice expanded his investigation to secure opinions of probable cause from three other reputable glass contractors. Their review is scheduled to begin early next week.

After the fourth occurrence on January 19, 2020, as a precautionary measure, Mr. Rice had all of the glass doors removed pending further review and direction on an appropriate solution. The removal of the doors has created minor operational challenges for Branch staff with regard to security of theft sensitive equipment, controlling access to various rooms, and noise. Therefore, it is imperative that the solution be identified and the problem rectified in a timely manner, and all parties are working diligently to do so. Mr. Rice will continue to keep Trustees updated on the progress of this issue.

Trustee Benavidez asked if staff had contacted the door manufacturer. Mr. Rice said that staff had contacted the door manufacturer, and the glazing subcontractor who actually put the doors together. After clarifying that the door and parts were made by separate vendors, Benavidez then asked if the District will have to repurchase the doors. Rice explained that it depends on whether the fault is the process or the installation. Also, there is a need to establish a clear reasonable expectation for use. Benavidez then asked about the price. Rice said that, per the installer, the price is about \$6,000 per door with 27 doors in the building, which adds up to \$162,000. He commented that all the vendors involved are very reputable. Everyone is still trying to figure out the cause. If the cause cannot be determined, Rice then wants to make reasonable modifications to reduce the risk.

Trustee Wadley-Munier then asked about using a stress engineer as part of the process; she also asked why the doors did not come with documentation about the limits. Mr. Rice said that the doors could be sent out to be tested as part of the investigation. With regards to her question about stress limits, he explained that because this is an engineered system, he wants to defer answering until he has more information. Wadley-Munier agreed that it is a complicated process.

Trustee Foyt encouraged staff to continue with the investigation.

**Human Resources  
Report  
(Item VII.A.3.c.)**

Chair Ortiz asked about the status of the Human Resources Director search. Dr. Heezen and Mr. James explained that a search firm has been chosen and the contract is being negotiated. Once the contract is approved, possibly in the next week, the process will begin. In

response to a further question from Ortiz, James explained that the District will tell the search firm what qualifications are required (such as years of experience, education, certifications, etc.). Ortiz requested that Trustees receive updates on the search process.

Trustee Bilbray-Axelrod moved to accept Reports VII.A.1-3. There was no opposition and the reports were accepted.

**Discussion and possible Board action regarding contract award for the HVAC system boiler and air handler replacement at the West Charleston Library. (Item IX.A.)**

General Services Director Steve Rice explained that funds are allocated in the Capital Projects Fund to replace the HVAC system boiler and air handler at the West Charleston Library. Both equipment items are approximately 27 years old and need replacing due to age and functionality deficiencies.

An Invitation to Bid was advertised in the *Review-Journal*, posted on the District's website, emailed to minority Chambers of Commerce, and posted on the Nevada Government eMarketplace (NGEM). The bid opening was held on December 6, 2019. A total of five bids were received. One bid was withdrawn by the bidder due to a mistake of fact in preparing its bid. The bid results follow:

<b>Bidder</b>	<b>Total Bid Amount</b>
ACCO Engineered Systems	\$328,885.00
US Mechanical, LLC	\$299,000.00
Ryan Mechanical, Inc.	\$288,888.00
Pyro Combustion and Controls, Inc.	\$241,774.00
<b>Desert Boilers &amp; Controls, Inc.</b>	<b>Bid Withdrawn</b>

The lowest responsive and responsible bidder is Pyro Combustion and Controls, Inc.

The Disclosure of Ownership/Principals Form for Pyro Combustion and Controls, Inc. is attached as Appendix C.

After several questions, Chair Ortiz pronounced himself satisfied with the disclosure.

Trustee Wadley-Munier congratulated Mr. Rice on being able to maintain the current system for so long.

Trustee Wadley-Munier moved to authorize staff to award a contract for the HVAC system boiler and air handler replacement at the West Charleston Library in accordance with Bid No. 20-04 to Pyro Combustion and Controls, Inc. for the amount of \$241,774.00. There was no opposition and the motion carried.

**Discussion and possible Board action to approve a proposed *Food for Thought* food drive program that includes a waiver of \$2.00 of fines and fees for every food**

Community Engagement Director Matt McNally explained that the *Food for Thought* program will allow the District to celebrate National Library Week, April 19-25, 2020, by inviting the community to visit the library to obtain a library card and participate in a food drive, in partnership with the Three Square food bank.

The proposed food drive will occur during the entire month of April 2020, and provide current customers with an opportunity to bring their accounts in to good standing. Customers will be able to return overdue



**item a cardholder donates during the month of April 2020, in celebration of National Library Week. (Item IX.B.)**

items and have \$2.00 of their fines and fees waived for every canned and/or packaged food item they donate. Library cards that are lost or missing will also be replaced free of charge.

If approved, this would be the 6th consecutive year that the Library District engages in the program. *Food for Thought* is a program that allows the Library District to create positive impact with its customers, staff, and community.

The current *Circulation Policy* charges fines for overdue materials up to a maximum of \$4.00 per item. Once a customer's account has \$10.00 in fines, the cardholder is blocked from checking out additional materials until the fines are paid and the materials are returned. The proposed program will allow customers to return their accounts in to good standing by donating items so they may resume borrowing library materials.

The *Food for Thought* program was piloted during a two-week period in April 2015. The program was then lengthened in subsequent years to occur throughout the entire month of April. Previous statistics of the program are shown below:

Year	Number of Overdue Items Returned	Value of Returned Items	Items Returned Dating Back to	Pounds of Food Collected	Number of Meals Provided	Amount of Fines Waived
2015	2,102	\$37,216.08	2009	33,204	28,276	\$55,085.75
2016	3,875	\$66,016.21	2011	35,819	29,851	\$67,872.34
2017	3,001	\$51,057.82	2012	40,205	33,504	\$80,062.92
2018	3,402	\$55,657.06	2013	34,284	28,570	\$68,305.07
2019	2,091	\$44,645.86	2014	31,421	26,184	\$67,790.58
<b>TOTAL</b>	<b>14,471</b>	<b>\$254,593.03</b>	<b>N/A</b>	<b>174,933</b>	<b>146,385</b>	<b>\$339,116.66</b>

Due to the success of the program, and positive feedback received from staff and customers, the Library District would like to continue this program to encourage good will and provide greater community impact.

On average, staff has waived approximately \$70,000 per year from food donations. The food drive will be conducted in partnership with Three Square food bank and other local food pantries in rural areas. Library District staff will be responsible for collecting donations, waiving fines, boxing the contributions, and transporting them to our administrative offices. Each box of donations received is labelled by our staff with the branch of origin. Donations will then be palletized for Three Square to complete bulk pick-ups. Three Square will then transport the items to their warehouse. They will then weigh the items, check the quality of donations including expiration dates, and use the food accordingly to prepare meals or to fill food pantries that they operate with in partnership.

Food banks are at a shortage during the summer months, so launching this program in April to coincide with celebrating National Library Week has proven to be an ideal time period. American Library Association has declared this year's theme for National Library Week: *Find Your Place at the Library*.

Here are some key points about the *Food for Thought* program:

- First, eligible food donations will include canned and packaged food items only.
- The waiver for donated items will only apply to fines and fees for library materials that have been returned. Customers are not able to donate food items to pay for a lost item.
- There is no limit on the dollar amount waived per customer, and no limit on the number of food items donated.
- Customers without fines or fees on their account will still be able to donate food, but they cannot receive positive credit on their account for future use.

For both the District's staff and customers, the framework of the proposed *Food for Thought* program is identical to last year.

Mr. McNally thanked Three Square for being a great partner to the Library District throughout the year. In addition to partnering with the Library District on Food for Thought, they also provide summer meals to children in underserved areas of the District's community at nine library branches and offer regular produce giveaways at six library branches.

Staff is recommending that the Board authorize the implementation of the proposed *Food for Thought* program as outlined.

Trustee Rogers moved to approve the *Food for Thought* food drive program authorizing staff to waive \$2.00 of fines and fees for every eligible food item a cardholder donates during the month of April 2020 in celebration of National Library Week. There was no opposition and the motion carried.

## **Announcements (Item X.)**

African American History Month takes place during February, 2020. District staff have scheduled a wide variety of events at multiple branches. Please check [www.lvccld.org](http://www.lvccld.org) for details.

The East Las Vegas Library will be awarded the 2019 Mayor's Urban Design Award (MUDA) in the category of "Public Places" on Wednesday, February 19<sup>th</sup> at the City Council Meeting. Trustees were asked to let Executive Assistant Allison Boyer know if they wanted to attend.

The next Board Meeting will be held Thursday, March 12, 2020, at 6:00 p.m. in the Sahara West Library, 9600 W. Sahara Ave., Las Vegas, NV 89117.

Trustee Foyt attended the 2020 Preview event and reported on the presentation which featured Roger Goodell of the NFL. She was wearing her District badge and was approached by any number of people who talked to her about their home libraries or their work libraries. They talked about enjoying a break at the branches they visit during lunch, as well as taking their families to attend musical offerings, films, or to create hands-on art projects. It was very pleasing for her to represent the Library District.

Trustee Foyt then requested that an item be placed onto the agenda at the next meeting. She would like to discuss changing the Enterprise Library street address from Shelbourne Avenue to Las Vegas Boulevard South. Foyt believes, since the building faces Las Vegas Boulevard, it would be easier to find the branch, and, if the District were ever to sell the land, the Las Vegas Boulevard address would be a good selling point.

Trustee Meléndrez would like to have a presentation at a future meeting by the social work students who have been doing work in the Library District.

Chair Ortiz said that today, he was interviewing a sexual assault victim and found out she had received information about available services at the Meadows Library to deal with her assault. He commented on the small size of the Meadows branch compared to the number of people they served and said it's a testament to the different kinds of services the District provides to the community. Ortiz wanted to give the Meadows Library staff a "well done."

**Public Comment  
(Item XI.)**

None.

**Executive Session  
(Item XII.)**

Removed from Agenda.

**Adjournment  
(Item XIII.)**

Chair Ortiz adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Elizabeth Foyt, Secretary

# 2020 ATTENDANCE

Appendix A

## February 13, 2020 Regular Board Meeting

2020		January 16 Naming Library Policy Cmt	January 16 Regular Board Mtg	February 13 Regular Board Mtg							
Benavidez	Kelly	A-E	A-E	P							
Bilbray-Ax	Shannon	P	P	P							
Drake	Marilyn	P	P	P							
Foyt	Elizabeth	P	P	P							
Meléndrez	José	P	P	P							
Ortiz	Felipe	P	P	P							
Wadley-M	Robin	P	P	P							
Ramaker	Sandra	P	P	P							
Wilson	Brian	P	P	A-E							
Rogers	Keith	P	P	P							

attended Committee meeting but not a member

A-E Excused Absence  
A-U Unexcused Absense

as of February 14, 2020

**February 13, 2020 - Regular Board Meeting  
Appendix B**

Name	Project	Department	Title	amount	check #
Scott Clonan	Sunrise Teens Work	Sunrise Library	Branch Manager	\$100	1240
Natalia Tabisaura		Sunrise Library Youth Services Team	Youth Services Department Head	\$100	1241
Anthony Allen		Sunrise Library Youth Services Team		\$100	1242
Chelsea Snead		Sunrise Library Youth Services Team		\$100	1243
Cristina Giannone		Sunrise Library Youth Services Team		\$100	1244
Cynthia Hernandez		Sunrise Library Youth Services Team		\$100	1245
Dani Dewar		Sunrise Library Youth Services Team		\$100	1246
Dora Randolph		Sunrise Library Youth Services Team		\$100	1247
Kris Milk		Sunrise Library Youth Services Team		\$100	1248
Noel Jones		Sunrise Library Youth Services Team		\$100	1249
Adam Simpson	Story and Soundtrack	Library Operations	Multiservices Assistant	\$1,000	1250
Jacinta Allen	Building a Learning Organization	Human Relations	Training and Development Manager	\$500	1251
Kelly May		Human Relations	Outreach Education Coordinator	\$500	1252
Sal Avila	Built from Scratch	Library Operations	Branch Manager	\$125	1253
Alex Acosta De Leon		Library Operations	Multimedia Supervisor	\$125	1254
Jerry Eadeh		Community Engagement	Technical Equipment Coordinator	\$125	1255
John Vino		General Services	Assistant General Services Director	\$125	1256
Leo Segura		Library Operations	Regional Library Operations Manager	\$125	1257
Megan Nykodym		Library Operations	Teen Services Department Head	\$125	1258
Ron Melnar		Information Technology	Assistant Director	\$125	1259
Ryan Edwards		Library Operations	Multimedia Specialist	\$125	1260

**LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT  
DISCLOSURE OF OWNERSHIP/PRINCIPALS**

<b>Business Entity Type (Please select one)</b>						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input checked="" type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
<b>Business Designation Group (Please select all that apply)</b>						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> PBE	<input type="checkbox"/> ESB	<input checked="" type="checkbox"/> SBE	<input type="checkbox"/> LBE	<input checked="" type="checkbox"/> NBE
Minority Business Enterprise	Women-Owned Business Enterprise	Physically Challenged Business Enterprise	Emerging Small Business*	Small Business Enterprise	Large Business Enterprise	Nevada Business Enterprise
*ESB must be certified by the Governor's Office of Economic Development						
Number of Clark County Nevada Residents Employed: 25						
Corporate/Business Entity Name: Pyro Combustion and Controls						
(Include d.b.a., if applicable) N/A						
Street Address: 2969 S. Highland Dr.						
City, State, and Zip Code: Las Vegas NV.						
Telephone No: 702-250-6542			Contact Name: Joe Harris			
Fax No: 702-385-7976			Title: Estimator			
			Email: joseph@pyrocombustion.com			
Nevada Local Street Address: (If different from above)			Website:			
City, State and Zip Code:			Local Contact Name:			
Local Telephone No:			Title:			
Local Fax No:			Email:			

All entities, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

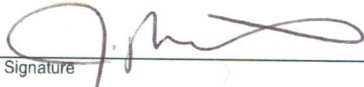
Entities include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
Gary Pfizenmayer	Owner	100%

This section is not required for publicly-traded corporations. Are you a publicly-traded corporation? ☐ Yes ☒ No

- Are any individual members, partners, owners or principals, involved in the business entity, Las Vegas-Clark County Library District?  
☐ Yes ☒ No (If yes, please note LVCCLD employees and appointed/elected officials may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Las Vegas-Clark County Library District employee or appointed/elected official?  
☐ Yes ☒ No (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

Signature 	Joe Harris
	Print Name
Estimator	1/29/20
Title	Date

## DISCLOSURE OF RELATIONSHIP

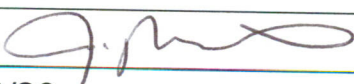
List any disclosures below:  
(Mark N/A, if not applicable.)

NAME OF BUSINESS OWNER/PRINCIPAL	NAME OF LVCCLD EMPLOYEE/OFFICIAL	RELATIONSHIP TO EMPLOYEE/OFFICIAL	EMPLOYEE'S/OFFICIAL'S DEPARTMENT
N/A	N/A	N/A	N/A

"Consanguinity" is a relationship by blood. "Affinity" is a relationship by marriage.

"To the second degree of consanguinity" applies to the candidate's first and second degree of blood relatives as follows:

- Spouse – Registered Domestic Partners – Children – Parents – In-laws (first degree)
- Brothers/Sisters – Half-Brothers/Half-Sisters – Grandchildren – Grandparents – In-laws (second degree)

Legal Name of Bidder (Prime Contractor) As It Should Appear on Contract	Pyro Combustion and Controls Inc.
Name of Bidder's Authorized Representative	Joe Harris
Title of Bidder's Authorized Representative	Estimator
Signature of Bidder's Authorized Representative	
Today's Date	1/29/20

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**For LVCCLD Use Only:**

If any Disclosure of Relationship is noted above, please complete the following:

- ☐ Yes ☐ No Is the LVCCLD employee noted above involved in the contracting/selection process for this particular contract?
- ☐ Yes ☐ No Is the LVCCLD employee noted above involved in any way with the business in performance of the contract?

Notes/Comments: