

**Minutes
BOARD OF MUSEUMS AND HISTORY
March 7, 2014**

Location
**Nevada Historical Society
1650 N. Virginia Street
Reno, NV. 89503**

BOARD MEMBERS PRESENT

Robert Stoldal, Chairman
Alicia Barber
Renee Diamond
Pete Dubé
Doris Dwyer
Daniel Markoff
Robert Ostrovsky
Janice Pine
Bill Watson

BOARD MEMBERS EXCUSED

Sarah Cowie
Kara Kelley

DEPARTMENT OF CULTURAL AFFAIRS STAFF PRESENT

Claudia Vecchio, Director, Department of Tourism and Cultural Affairs
Peter Barton, Administrator, Division of Museums and History
Rebecca Palmer, State Historic Preservation Officer, State Historic Preservation Office
Sarah Bradley, Deputy Attorney General, Attorney General's Office
Felicia Archer, Public Information Officer, Department of Tourism and Cultural Affairs
Jim Barmore, Director, Nevada State Museum
Sheryln Hayes-Zorn, Acting Director, Nevada Historical Society
Carrie Edlefsen, Administrative Services Officer II, Division of Museums and History
Lauri Brown, Administrative Assistant IV, Division of Museums and History
Deborah Rabe, Administrative Assistant III, Divisions of Museums and History

GUESTS IN ATTENDANCE

Loren A.Jahn, Friends of Nevada State Railroad Museum-Carson City
Robert Shawhan, Friends of Nevada State Railroad Museum-Boulder City

1. Call to Order/Opening Remarks and Announcements

Chairman Robert Stoldal called the meeting to order at 9:30 a.m.

2. Roll Call

Roll call was taken. A quorum was present. The agenda was properly posted.

3. Public Comment

Chairman Stoldal stated for the record:

- 1) Public can comment on any item on the agenda at the beginning of the meeting.
- 2) Public can comment on any item on the agenda before the Board votes on an action item.
- 3) At the end of the meeting (item 13), the public can comment on any topic.
- 4) Due to time considerations, the period for public comment may be limited, and speakers are urged to avoid repetition of comments made by previous speakers.

Public can comment on any item on the Agenda at the beginning of the meeting. Public can also comment on any item on the Agenda before the Board votes on an action item at the end of the meeting, which is Item 13. The public can comment on any topic. Due to time considerations, the period for public comment may be limited.

There was no public comment offered.

4. Approval of Minutes

- September 27, 2013 meeting.
Pete Dubé made the motion to accept the minutes of the December 6, 2013 meeting with the noted changes.
Janice Pine noted that on page 4, under Nevada State Railroad Museum the third bullet says, "Funds are utilized to primarily to promote events." Take out one of those to's.
SECOND: Bill Watson
PASSED: Unanimously

5. Calendar for Next Meetings

- June 13, 2014 - 9:30 a.m. at the Nevada State Railroad Museum, Boulder City
- September 2014 – consideration of date and venue
Pete Dubé made the motion to hold the September 12, 2014 meeting at the Nevada State Railroad Museum in Carson City.
SECOND: Alicia Barber
PASSED: Unanimously

6. Nominations to the National and State Register of Historic Places

A. State Register of Historic Places None

B. National Register of Historic Places

1. Hampton-Sullivan House, Virginia City, Storey County, Nevada

The Hampton-Sullivan House is in excellent condition and retains sufficient integrity to convey its significance. As such, the Hampton-Sullivan House is eligible for listing in the National Register of Historic Places at the local level of significance for its association with efforts to reconstruct Virginia City following the catastrophic Great Fire of October 26, 1875.

Bill Watson made the motion to approve the nomination of the Hampton-Sullivan House for the National Register of Historic Places.

SECOND: Pete Dubé
PASSED: Unanimously

7. Agency Reports

A. Department of Tourism and Cultural Affairs, Claudia Vecchio Director Vecchio reported the following to the board:

- NCOT is going to meet on March 26th at the Nevada State Museum, Carson City.

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- NCOT celebrates its 10th anniversary with an office and staff in China this year. Events are planned for July to recognize this unique and first-of-its-kind partnership.
- Department of Tourism is working with the Department of Transportation on new designs for rest stops and welcome centers.
Discussion was held. No action was called for.

B. State Historic Preservation Office, Rebecca Palmer, State Historic Preservation Officer

- The Sesquicentennial playing cards are finished and will be distributed during May's Historic Preservation and Archeological Awareness Month. They will be distributed to all of our partners, such as the Nevada Rock Art Foundation, the Preserve Nevada, and the Thunderbird Lodge.
- SHPO Rebecca Palmer responded to an inquiry as to whether the historic marker solicitation letter were sent out? Federal Funds and matching general fund dollars cannot be used for the marker program. The only money that is received from NDOT to do rehabilitation on our existing markers can be used. The SHPO office is stretched right now trying to rehabilitate the ones we've got. It would take a general fund appropriation or somebody's personal donation, as part of a grant.
Discussion was held. No action was taken.

C. Division of Museums and History- Peter Barton, Administrator
Mr. Barton reported the following to the Board:

- The state's Risk Manager has been meeting with the various cultural entities and repositories and holders of Nevada heritage assets from state archives to the Supreme Court to building and grounds to reassess the state's fine arts coverage. Statewide the collections of the State of Nevada are insured for a maximum of \$15 million. We're underinsured and going out now and assessing the marketplace to see if the State can get perhaps \$150 million worth of coverage.

Discussion was held. No action was called for.

- 2016-2017 Budget kickoff. The initial meeting to convey budget instructions was held with Division administrators and Administrative Services staff. New this year is that there is no firm cap to spending though all agencies were cautioned to respect reason in establishing funding priorities. Also new are major budget initiatives which the Governor will consider. For museums, the major budget initiatives include funding to fully resort positions lost during the recession-caused budget reductions, determining program accessibility needs for museums and the need to additional collection storage.
- Volunteer service awards recognitions were held last week in Henderson for volunteers to the Nevada State Railroad Museum, Boulder City. 80 volunteers from the Boulder City Museum were fêted for contributing 20,313 hours of service in the past year. Carson City Railroad Museum held their recognition on March 1st and recognized - 9,270 hours of volunteer service.

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- DCTA webmast Chris Matthews has started work on crafting new web sites for Nevada museums. The current sites are corrupted and running on an unsupported version of Joomla. Drupal has been selected as the new content management system.

Discussion was held. No action was called for.

1. Board reports from Museums

• Nevada Historical Society

- a) Request for consideration of upgrades to compact storage units, section 3, project will be requested under 2016-2017 CIP program.

Peter Barton explained to the Board:

- Museums are virtually out of space to store new collections. So decisions on what we collect, is now being based somewhat upon what space we have versus how important an object is to telling Nevada's story. If we don't fix that we'll be criticized 50 years and 100 years from now for not having addressed our need for collections' storage and maintenance facilities. We have the Indian Hills facility in the North. The South, with the new facility (NSM-LV) which has a lot of vertical room we can still accommodate some additional collections. Developing new and enhanced collection storage is a high priority moving into the next CIP cycle.

Discussion was held. No action was called for.

- Ms. Hayes-Zorn updated the Board on publication schedule and matters related to the *Quarterly*.
- Dr. Reed, from TMCC has officially taken over as managing editor of the *Quarterly*. He is selecting photos for the cover and seeking how was can actively start seeking new book reviews and articles.
- In March 2014, the Spring/Summer 2013 *Quarterly* will be out followed by the Fall/Winter 2013 issue in May 2014. The Spring 2014 *Quarterly* is scheduled for June 2014, which puts the *Quarterly* back on schedule.

Discussion was held. No action was called for.

Nevada State Museum

- a) Request to approve deaccession item CM-716-G: historic child burial.
Human remains were repatriated to the Yerington Paiute on March 21, 1997 in accordance with NAGPRA. This action completes the museum's records concerning this item.
Bill Watson made the motion to approve the deaccession item CM-716-G.
SECOND: Renee Diamond
PASSED: Unanimously
- b) Request to deaccession item CM-10782-G-1: human calvaria.

Human remains were repatriated to the Pyramid Lake Paiute Tribe on February 26, 2002 in accordance with NAGPRA. This action completes the museum's record on this action.

Bill Watson made the motion to approve the deaccession item CM-10782-G-1.

SECOND: Renee Diamond

PASSED: Unanimously

- c) Request to deaccession item CM-5560-G-2: "Winnemucca Lake" diorama. Not an artifact, but an exhibit. No plan to display as there is minimal content. Transfer to Fallon Paiute-Shoshone Tribe.

Bill Watson made the motion to approve the deaccession item CM-5560-G-2.

SECOND: Dan Markoff

PASSED: Unanimously

- d) Request to deaccession item CM-5560-G-7: "Pyramid Lake" diorama. Not an artifact, but an exhibit. No plan to display as there is minimal content to the diorama. Transfer to the Fallon Paiute-Shoshone Tribe.

Bill Watson made the motion to approve the deaccession item CM-5560-G-2.

SECOND: Janice Pine

PASSED: Unanimously

Nevada State Railroad Museum – CC

- a) July 4 Sesquicentennial event

Request to Board by member and volunteer Matt Digangi to allow use of steam train on July 5, 2014, after hours, for his wedding. Administrator Barton supports Mr. Digangi's request for reduced rate for use of the museum's steam train considering: 1- his dedication and service to the museum and, 2- locomotives and trains will be out on the line this day as part of July 4 weekend public rides. Thus locomotives will be hot, volunteer crews will be available. Based on the foregoing, Administrator Barton recommends a rate of \$500 instead of the \$2,000 published rate.

Renee Diamond made the motion to approve the amount of \$500.00 instead of \$2000.00.

SECOND: Janice Pine

PASSED: Unanimously

Member Loren Jahn made an informational presentation to the Board concerning the planned July 4-6 events at the Nevada State Railroad Museum. Loren, representing the Friends of the Nevada State Railroad Museum outlined a desire to have multiple modes of transportation represented in showcasing 150 years of transportation history in Nevada. This would potentially include visiting steam locomotives and equipment from various other modes of surface, waterway and air transportation. A significant set-back is the need for considerable funds for such an expanded event. When questioned as to what specifically the Board was asked to do, the response was to assist in possibly identifying sponsors. The Chair and others made it clear the Board was not in a position to fund this out of current reserves. Staff indicated that the scope of the event had been discussed with Friends Board members, and a more modest-Nevada-centric railroad event over three days was planned.

Nevada State Railroad Museum - BC

- a) Report on efforts to conduct a restoration feasibility study on locomotive E-n No. 12; specifically the estimated cost to mitigate asbestos.

Eureka County is interested in acquiring for display the Eureka-Nevada No. 12, a locomotive in the collection at Boulder City. In order to make an informed decision, we'd like to follow the normal practice at the museum, which is to do essentially a historic structures report or an investigation on the locomotive that looks at its history, the feasibility to restore it, or otherwise display it. Eureka County has said, "We'll help fund such a study." Those studies have a price of around \$20,000. Before we embark on such a study we need to address the matter of asbestos in the boiler jacket and firebox. Nevada State Public Works, at the request of the Administrator, surveyed the locomotive and found indeed a considerably high amount of asbestos containing material. Mitigation is estimated between \$25,000 and \$29,000. The Division does not have adequate resources available to pursue the mitigation at this time. While some MDTF funds are available in the current fiscal year, an additional \$15,000 must be identified before this phase of the work can proceed.

Discussion was held. No formal action was called for or taken.

- Nevada State Railroad Museum – EE

- a) Report on joint partnership and upcoming joint activities.

The joint ticket is now fully deployed with a joint facility ticket allowing for an audit of the count of visitors. The Rural Roundup for 2014 in Ely is April 18-19, the railroad museums are hosting a reception at the Railroad Museum. We're opening with a photo show of Joel Jensen's steam locomotive/railroad photography.

Discussion was held. No formal action was required or taken.

- Lost City Museum

Staff reported on attendance at the museum, which saw a significant increase during the period in late 2013 when the Federal Government shut-down closed nearby Lake Mead Recreational Area. Discussion was held. No action was called for or taken.

- Nevada State Museum, Las Vegas

- a) Review of new proposed interlocal contract governing operations of the Nevada State Museum, Las Vegas on the campus of the Las Vegas Springs Preserve.

Mr. Barton explained to the board we continue to negotiate the agreement with the Las Vegas Valley Water District. The Attorney General has responded with her comments, which align with the comments that staff have had. The goal is to have an agreement with the Water District in place before June 30th because we don't have a transfer of SFY 2014 admission revenue to that budget until we have an agreement in place.

Discussion was held. No formal action was required or taken.

- b) Report on notification of accessibility concerns external and internal to the Nevada State Museum, Las Vegas.

Mr. Barton reported to the Board that a complaint was received from a group of concerned constituents who are challenged with respect to access. The notice of complaint which could result in a federal lawsuit filed with the Department of Justice on behalf of the complainants concern a number of issues with internal and external short-comings in terms of being able to provide accessibility to everyone at the museum. A meeting was held with January, 2014 in Las Vegas. The Attorney General was there, Public Works, Las Vegas Valley Water District with their legal counsel and we hired a consultant, Dan Quan, out of Oakland, California, to give us counsel on matters of physical and programmatic accessibility in museums. We met with the complainants and they presented us with a document, which was based on a PowerPoint program they provided. The construction and the development of the Nevada State Museum Las Vegas wasn't controlled by the Department of Cultural Affairs, the State hired the Las Vegas Valley Water District to manage the design and construction of the facility. Paul Steelman was the architect of record. Steelman, as part of their work, decided they wanted to have the exhibit drawings reviewed for ADA compliance. Suzanne Thomas did a comprehensive report together and turned it in to Steelman but the report was never shared with the Owner (State) and thus none of the issues were addressed.. When the Las Vegas Museum opened the complainants attended and were expecting their recommendations had been heeded, but were shocked to see they were ignored. We have been given timelines for various deadlines to be completed in a timely manner. Costs could run 2-4 million dollar range to mitigate. The Board will receive and update at the next meeting.

Discussion was held. No formal action was called for or taken.

- c) Discussion and possible action on a request to transfer rights and title in a parcel of real property located at 711 South Seventh Street, Las Vegas, Nevada to Louis LoPresti. Property to be transferred to the Museum via a Deed of Trust dated September 20, 1990 and includes a restriction that the Museum never sell said parcel.

Mr. Barton reported to the Board that we knew nothing of the said property from 1990 until December of 2013. Louise LoPresti is allowed to live in this property until her death and then it will become State property as long as it is not sold. Louise wants to make some improvements to the property. Is the Board willing to release their interest in the property? Sarah Bradley reported to the Board that she thinks you can lease the land and give the money to the Historical Society since it would be owned by them. Board agrees the first thing that should be done is to find out what documents are available to us about the said property. Three options give it to Louise LoPresti, wait until she passes and decide whether to lease it or to sell it if we can. Board agrees to seek legal research done into the title that we hold or how it was conveyed from a legal standpoint, we charge the Attorney General's Office with trying to find whatever conveyance documents are available. Ownership documents of that site, and then from the

Museum side that we do some research to find out historically what it is. The Board directed that the Attorney General be asked to look into this thing further and report back to us what the legal documents are that support this so we can make an informed decision.

Discussion was held. No formal action was called for or taken.
This item was taken out of order.

8. Finance Committee – Bob Ostrovsky, Chair

- Present most recent reports (November 2013-January 2014) on Morgan Stanley Investments and Treasurer's Accounts.

Mr. Ostrovsky reported to the board the balances in the Morgan Stanley Investments and Treasurer's Accounts as of January 31st are \$1,270,219.59.

Discussion was held.

- Follow-up possible action to make changes to Morgan Stanley Wealth Management investments, specifically investment presently in bond funds.

Mr. Ostrovsky stated that the funds \$244,000 previously held in international investments were moved to the Federated fund, which is a high end, high dividend yielding fund.

Discussion was held.

Review and adopt Independent Auditor's Report for the Museums Dedicated Trust Funds for the State Fiscal Year 2013.

Peter Barton reported we are required by law to report to Interim Finance twice a year on the activities of the trust fund accounts, the report covering July 1-December 31, 2013 is presented. This will be heard on April 10th at the IFC meeting. This item is not typically called. It's information for them, but they could call it, so staff will be there to answer any questions they might have.

We have a two-year contract with Casey, Neilson & Associates to perform the independent audit of the Trust Fund accounts. Their contract is up as of June 30th, so we're out right now beginning a solicitation and will come back to the Board for approval in June.

The Division staff is presently building the SFY 2015 Trust Fund budgets for all accounts. The Finance Committee will meet in May and the Committee approved budgets presented in June for approval and implementation.

Discussion was held.

9. Museum Store Report (For Possible Action)

Report from Committee Chair Pete Dube concerning recent performance, store managers meeting (March 20) and 2014 Western Museum Association conference, October 6-8, 2014 Las Vegas.

Concerning recent performance, store managers teleconference meeting on March the 20th and the upcoming 2014 Western Museum Association conference in October. Remember the Board voted to defund the retail store keeper's position at the Nevada State Museum, Las Vegas, at the December 2013 board meeting.

The position was vacated effective February 1st. So the personnel costs that you've seen in here will begin to decline now through the remainder of the fiscal year.

I contacted the Western Museums Association. As you know their annual conference is in Las Vegas this year. I asked if they were doing anything on museum stores, and they have a half day workshop planned on museum stores. I spoke with Peter to see if we can get people from the North to attend this conference.

Pete Dubé provided report to staff.

Discussion was held.

10. Nevada Cultural Affairs Foundation (Information and Discussion)

Mr. Ostrovsky reported to the Board that the Foundation had been the manager of NV 150 funds from inception until the NV150 Foundation was established in early 2013. Funds accrued were transferred to the new foundation. However, proceeds from the sale of the special Sesquicentennial license plate were, by law, deposited with the Cultural Affairs Foundation. Proceeds received have been transferred to the NV 150 Foundation and arrangements confirmed for future DMV deposits to go directly to the Sesquicentennial Foundation. The renewal fees include a portion to go to the sponsor, and the sponsor being, at that point, the Cultural Affairs Foundation.

11. Private Funds Budgets Adjustments (Current Year) (for Possible Action)

A. Changes approved by the Division Administrator (informational only)
None

B. Changes requested from the Board over \$5,000.

1. Request for budget change in BA 5036, Nevada State Museum to increase authority in category 49, museum store by an additional \$5,000, and category 86, reserve by an additional \$49,576 to reflect higher than anticipated activity in Coin Press, memberships and store sales. Offset by an increase in RGL 3872 (Coin Press) of \$25,036; RGL 4008 (memberships) of \$9,540 and RGL 4025 (store sales) of \$10,000.

Bill Watson made the motion to accept the request for budget change in B/A 5036, Nevada State Museum to increase authority in Category 49, to reflect receipt of additional funds for coin press, memberships and store sales.

SECOND: Pete Dubé

PASSED: Unanimously

2. Budget change in B/A 5038, the Lost City Museum, increasing authority in category 41, museum store by an additional \$35,000 to reflect higher than anticipated activity in the

museum store. Offset by an increase in RGL 4025 (store sales) on \$35,000.

Bill Watson made the motion to accept the request for budget change in B/A 5038, Lost City Museum to increase authority in Category 41, to reflect receipt of additional funds for museum store.

SECOND: Pete Dubé

PASSED: Unanimously

C. Restricted funds/donations received:

1. Discussion and action to accept restricted funds in the amount of \$2,000 from the Tiberti Family Trust Foundation for use in museum programming. These funds will be held in the State Treasurer's Office and expended out of B/A 5039, Category 55.

Bill Watson made the motion to accept the restricted funds in the amount of \$2,000 from Tiberti Family Foundation.

SECOND: Dan Markoff

PASSED: Unanimously

2. Discussion and action to accept restricted funds in the amount of \$2,000 from the National Science Scholarship Association through member Judy Bundorf to be used in museum programming (\$1,000) and collection development (\$1,000). These funds will be held in the State Treasurer's Office and expended from B/A 5039 Category 55.

Bill Watson made the motion to accept the restricted funds in the amount of \$2,000 National Science Scholarship Association.

SECOND: Dan Markoff

PASSED: Unanimously

3. Discussion and action to accept restricted funds in the amount of \$10,000 from the Lee Mortensen Trust for the Nevada Historical Society. The funds are to purchase collections and books for the library, manuscripts and photography collections. These funds will be held in the State Treasurer's Office and expended from B/A 5035 Category 55.

Bill Watson made the motion to accept the restricted funds in the amount of \$10,000 from the Lee Mortensen Trust.

SECOND: Dan Markoff

PASSED: Unanimously

4. Discussion and action to accept restricted funds in the amount of \$1,000 from Allison Hayward for the museum's collection development fund. These funds will be held in the State Treasurer's Office and expended from B/A 5039, Category 55.

Bill Watson made the motion to accept the restricted funds in the amount of \$1,000 from Allison Hayward.

SECOND: Dan Markoff

PASSED: Unanimously

5. Discussion and action to accept restricted funds in the amount of \$1,000 from B. J. Stevenson for the museum's programming fund. These funds will be held and Expended out of B/A 5039, category 55

Bill Watson made the motion to accept the restricted funds in the amount of \$1,000 B.J. Stevenson.

SECOND: Dan Markoff

PASSED: Unanimously

12. Public Comment and Discussion

No public comment or discussion was offered.

13. Board Member Comment on Non-agendized Items

Staff was asked to remember to thank the volunteers for their valued service on behalf of the Board..

14. Future Agenda Items

Update on efforts to restore State roadside historic markers including letters to past sponsors, with funding for the effort possibly via Foundation 36 and member Watson

The Board would like to further consider and discuss strategy to support the system wide critical need for additional collection storage space

System-wide fees for the use of photos from museum collections and how we protect rights

The ongoing conversation about improving museum store performance

Board planning and possible retreat or workshop outside the OML

ADA update at NSM-LV and system-wide

Recommendation and disposition of real property at 711 South Seventh St., Las Vegas, NV

15. Adjournment

Chairman Stoldal adjourned the meeting without opposition at 1:30pm.

There was no public comment.

NEVADA DEPARTMENT OF CULTURAL AFFAIRS
STATE HISTORIC PRESERVATION OFFICE
901 S. Stewart Street, Suite 5004
Carson City, NV 89701

Rev. 6/05

NEVADA REGISTER OF HISTORIC PLACES REGISTRATION FORM

1. NAME OF PROPERTY

Historic name: Harrison's Guest House

Other names: N/A

2. LOCATION

Street and Number: 1001 F Street

City or Town: Las Vegas **County:** Clark **Zip:** 89106-3311

Assessor's Parcel Number: 139-27-210-091 **Original Location?** Yes

3. CLASSIFICATION

Ownership of Property	Category of Property	Number of Resources within Property
Private	Building	1

4. CERTIFICATION

A. BOARD OF MUSEUMS AND HISTORY

As the chair of the Nevada Museums and History Board, I hereby certify that this nomination meets the documentation standards for listing in the Nevada Register of Historic Places.

Signature of the Chair

Date

B. STATE HISTORIC PRESERVATION OFFICE

As the Nevada State Historic Preservation Officer, I hereby certify that this nomination meets the documentation standards for listing in the Nevada Register of Historic Places.

Signature of the State Historic Preservation Officer

Date

Property Name: Harrison's Guest House

5. FUNCTION OR USE

Historic Function
Boarding House

Current Function
Offices

6. ELIGIBILITY CRITERIA (select one or more from instructions)

Criterion A X Criterion B _____ Criterion C _____ Criterion D _____

7. DESCRIPTION

Architectural Style (if applicable)
Other

Materials
Foundation: concrete
Walls: Stucco
Roof: Composition
Other: N/A

On the continuation sheet, provide a narrative description of the property's present and historical physical appearance (include significant exterior and interior features). See continuation sheet

8. STATEMENT OF SIGNIFICANCE

Areas of Significance
Ethnic Heritage, Entertainment/Recreation

Period of Significance (dates)
1942-1960

Cultural Affiliation
N/A

Significant Person
N/A

Architect/Builder
Unknown

On the continuation sheet, state the property's historical significance and justification for listing. See continuation sheets

9. MAJOR BIBLIOGRAPHICAL REFERENCES

Brown, Hannah

- 2012 Hannah Brown Oral History with Claytee White. 27 September 2012. Unpublished manuscript, University of Nevada, Las Vegas Oral History Program.

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- 2012 *Yes I Can: the Story of Sammy Davis, Jr.* Reprint 2012. CreateSpace Independent Publishing Platform.

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- 2006 *Beyond the Glimmering Lights: The Pride and Perseverance of African Americans in Las Vegas*. St. Stephens Press, Las Vegas.

Harmon, Mella Rothwell

- 2005 "500 Black Divorces Annually": The African-American Divorce Trade in Reno, Nevada. *Society for Commercial Archaeology Journal*, Fall 2005.

Las Vegas Review-Journal

- 1957 Vital Record. G. Harrison death announcement. *Las Vegas Review-Journal* 17 June 1957, 2:2.

G. Harrison Services Set for Wednesday. *Las Vegas Review-Journal* 18 June 1957, 2:5.

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- 1995 *Resort City in the Sunbelt: Las Vegas, 1930-1970*. University of Nevada Press, Reno.

9. MAJOR BIBLIOGRAPHICAL REFERENCES, continued

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<http://www.paulrwilliamsproject.org>.

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n.d. *History of West Las Vegas*. Unpublished manuscript. Walker African American Museum and Research Center, Las Vegas.

Williams, Brenda

2013 Brenda Williams Oral History with Claytee White. 24 May 2013. Unpublished manuscript. University of Nevada, Las Vegas Oral History Program.

Interviews held December 20, 2013 at Harrison's Guest House

Hannah Brown (in person). Ms. Brown grew up on the Westside and knew Mrs. Harrison and her illustrious guests personally. There is a complete oral history of Hannah Brown at the Special Collections Library at the University of Nevada, Las Vegas.

Trish Geran (in person). Ms. Geran is the author of the book *Beyond the Glimmering Lights*, which tells the story of the history of the blacks in Las Vegas through the eyes of her family.

Dee Dee Jasmin (by telephone). Mrs. Jasmin was the former actress Harriette Young. Her sister, Aida Smith stayed at Harrison's Guest House in 1949 while waiting for a divorce. Sammy Davis, Jr. was staying there at the same time.

Rolando Larraz (by telephone). Mr. Larraz is the founder and publisher of the *Las Vegas Tribune*. Mr. Larraz was friends with Sammy Davis, Jr. He recalled dropping him off at Harrison's Guest House after a night of clubbing following one of Sammy Davis's performances around Thanksgiving 1960.

Dr. Sarann Knight-Preddy (in person). Dr. Knight-Preddy is a long-time resident of Westside and was involved in the operation of the Moulin Rouge. There is a complete oral history of Dr. Knight-Preddy at the Special Collections Library at the University of Nevada, Las Vegas.

Interview held December 21, 2013

Claytee White, Director of the Oral History Research Center, University of Nevada, Las Vegas Libraries.

Property Name: Harrison's Guest House

10. GEOGRAPHICAL DATA

Acreage of Property: 0.15 acres

Verbal Boundary Description

The boundary of Harrison's Guest House State Register nomination encompasses the legal boundaries of Clark County Assessor's Parcel Number 139-27-210-091 as depicted on the attached Assessor's Parcel Map. The parcel comprises portions of both lots 5 and 6 on Block 18 of the H. F. M. & M. Addition to the City of Las Vegas, Section 27, Township 20, Range 61.

Boundary Justification

The boundary for Harrison's Guest House nomination is the historically legal boundary of Clark County APN 139-27-210-091.

11. FORM PREPARED BY

Name/Title: Mella Rothwell Harmon, M.S./Historic Preservation Planner

Organization: N/A

Address: 2042 Meritage Court **City or Town** Sparks, NV 89434

Telephone Number: 775-322-2850

Date: 15 January 2014

12. ADDITIONAL REQUIREMENTS

Include the following items with your submission:

X **Photographs/Sketch** (provide one or more black-and-white photograph or sketch of the front elevation of the building, minimum size to be 5 inches by 7 inches. Multiple photographs showing additional angles and views would be preferable. Include the name of the photographer, date of photograph and direction the camera was facing).

X **Plan** (provide a line drawing of the floor plan of the building, if possible).

X **Map** (provide a USGS 7.5-minute quadrangle or current city street map with the property marked on it in pencil).

X **Continuation Sheets** (include continuation sheets, as needed, indicating appropriate section numbers).

CONTINUATION SHEET

Section 7: Description

Harrison's Guest House sits on a 0.15-acre lot on the corner of Adams Avenue and F Street in the H. F. M. & M. Addition in Las Vegas, Nevada. The house faces east with the entrance on F Street. The Clark County Assessor's records indicate the house was built in 1942, although it is possible that it was built earlier and possibly moved to the site from another location. Certainly, 1942 is the year in which the house began its period of significance as a boarding house catering to black performers, divorce-seekers, and others (Knight-Preddey interview 20 December 2013). There have been additions made to the house between 1942 and 1955, all within the 1942-1960 period of significance. Currently, the house encompasses 1,716 square feet in an irregular L plan on what appears to be a concrete perimeter foundation, with a gable-roofed carport extending off the north end of the front elevation. The original building and the additions are covered by medium-pitched gable roofs sheathed in composition shingles. The exterior walls are covered in modern stucco over wood framing. There is evidence on the back porch of the original textured stucco siding. The addition built to the rear of the original house is made of painted brick or concrete block. A door in the back wall has been filled in. In this addition, the gable ends are filled in with horizontal weatherboard. Fenestration is varied throughout from double-hung wood sash windows to modern aluminum. A greenhouse window and a door have been added to the south elevation. A small aluminum window in the kitchen has been placed in what appears to have been a larger opening. The area around the window is unpainted.

The original massing comprises the southeast corner of the building (see schematic). It was a modest bungalow laid out in a manner typical of the style, with the living room, dining room, and kitchen on the south side and two bedrooms and a bath on the north, divided by a long hallway. There was a covered front porch and a covered or enclosed back porch.

According to building permit records, five additions were built by the owner between 1946 and 1955, as shown on the attached plan drawing. These spaces added bedrooms and bathrooms to accommodate Mrs. Harrison's boardinghouse business. The latest, built in 1955, is a separate building, referred to as the Guest House, that is connected to one of the 1954 additions by a shed added at an unknown time. While building permits were issued for these additions, the work itself was likely not done by professional contractors. These additions were built to facilitate Mrs. Harrison's boarding house business, and in their own right convey the significance of the entire building.

The next building permit for the property was issued in October 1975, after the period of significance, to Agatha Wilson. Mrs. Wilson was Mrs. Harrison's sister and likely inherited the property when Mrs. Harrison passed away in 1957. The permit was for "exterior remodel only," with no further explanation. The inspection record signed off for framing, and may have referred to the carport structure. It may also have been at this time that the current stucco layer was applied.

In 1983, the City of Las Vegas issued to the current owners, Leandrew and Lounell McDaniel a "Notice and Order to Demolish, Remove, or Repair" the building. The order claimed the

CONTINUATION SHEET

Section 7: Description, continued

building, which apparently was unoccupied at the time, had been vandalized to the point that it was substandard. The owners were given less than a month to remedy the problems or the City would have the building demolished. How the situation was resolved is not known, but in 1985, a new owner, Andrew Bowie, undertook an interior rehabilitation, including electrical and plumbing upgrades. In 1987, Mr. Bowie replaced the roof; and between 1993 and 1998, he installed walls and fences surrounding the property.

Despite the modifications outlined above, the layout of the building reflects both the original house and the additions Mrs. Harrison made to it in order to expand her boardinghouse business. Sufficient integrity exists for Harrison's Guest House to convey its historical significance.

CONTINUATION SHEET

Section 8. Significance

Summary

Harrison's Guest House is being nominated to the State Register of Historic Places under Criterion A for the important role it played in the ethnic heritage of blacks, in the history of entertainment in Las Vegas, and for exemplifying characteristics that Nevadans believe to be important. The period of significance begins in 1942 when Genevieve Harrison moved into the little bungalow on the corner of F Street and West Adams Avenue in Las Vegas's Westside and began renting rooms to black performers who played the Las Vegas showrooms where they were themselves forbidden to stay (Knight-Predy interview 20 December 2013). The period of significance ends with the Moulin Rouge Agreement in 1960, which effectively ended the segregationist practices. There are many important facets to Las Vegas's black history. Harrison's Guest House reflects one aspect of that history and is a lone survivor of a particularly vibrant period in the history of the Westside, as well as the history of Las Vegas entertainment.

The Westside

The H., F. M. & M Addition was platted in 1924 by Roy Martin, Forrest Mildren, William Ferron, and A. W. Ham. The addition abuts the Original Townsite of Las Vegas to the north. Also known as the McWilliams Townsite, the Original Townsite was platted by J. T. McWilliams in 1904 west of the route of the San Pedro, Los Angeles and Salt Lake Railroad that was being built by Montana Senator William Clark on lands he had purchased from Helen J. Stewart. The Original Townsite attracted settlers until May 1905, when Senator Clark upstaged McWilliams with his own Clark's Las Vegas Townsite on the opposite side of the railroad tracks. The auction for lots in Clark's Townsite was held on May 15, 1905 (Moehring 1995:4). The success of Clark's Townsite overtook McWilliams's Townsite, which became known as West Las Vegas or Westside. Westside, which included the McWilliams Townsite and the H. F. M. & M. Addition, would become the focus of racial segregation in Las Vegas by the 1930s.

Overt racial segregation was not practiced in the early years of Las Vegas. The black population was small; in 1925, there were only 50 blacks in town (Moehring 1995). Most of the men worked for the railroad, while the women worked as housekeepers and maids for white families. Because initially racial discrimination was not openly practiced, up to the 1930s blacks lived downtown, mostly in Block 17 of the Las Vegas Townsite, roughly bounded by First, Fifth, Ogden, and Stewart Streets (Moehring 1995: 174).

However, things began to change in the early 1930s. Various major federal projects, such as Hoover Dam, attracted scores of workers, both whites and blacks, from across the country. A significant number of these newcomers were from the American South, where racial segregation and discrimination had been a common for generations. As Las Vegas's population grew, a rift in what had been relatively harmonious race relations, grew also. Job discrimination and segregation in housing, hotel, and restaurant accommodations began to develop (Walker n.d.).

CONTINUATION SHEET

Section 8. Significance, continued

In 1931, the Nevada Legislature legalized casino-style gambling. Neither the new white tourists nor the white dam workers enjoyed the company of blacks as they engaged in the pleasures of Las Vegas. So gradually, blacks were forced out of Block 17 and over the tracks to the McWilliams Townsite and the H., F. M. & M Addition. Las Vegas city officials forced the process by refusing to renew business licenses to black business owners in the downtown area. If the owners wanted to keep their businesses going, they would have to move to Westside, where the City was all too happy to issue licenses (White interview 21 December 2013).

Over the course of the next decade, blacks settled in Westside, but real estate lending practices, known as redlining, limited the availability of mortgage loans in what was considered high-risk zones. Not surprisingly, these so-called high-risk zones often corresponded to areas where racial minorities lived. The new occupants of Westside were all hardworking people with jobs. Part of the irony of these discriminatory lending practices was that the blacks in the Westside could get car loans while being denied home loans. As a result many were forced to rent small, often substandard houses, outside of which they parked their Cadillac automobiles (Knight-Preddey interview 20 December 2013).

After a decade of casino gaming in downtown Las Vegas, a new entertainment concept evolved, a resort that offered a wide array of entertainment from gambling, dining, and shopping to a showroom with top-name performers. Thomas Hull, who had developed resorts in other cities, launched such a property outside of town in 1941—he called it Hotel El Rancho. Soon to follow in the same vein was the Hotel Last Frontier, in 1942 (Moehring 1995:44-51).

Because Las Vegas's discrimination practices had become more overt since the 1930s, and the fact that a good number of the entertainers hired to perform at the new resorts were blacks, entrepreneurial opportunities presented themselves in the Westside catering to tourists, divorce-seekers, and performers who had no place else to stay, eat, or recreate. To this end, people such as Genevieve Harrison saw the economic benefit of operating boarding houses for blacks who were prevented from staying elsewhere.

At its peak, between the 1940s and 60s, there were several rooming houses on the Westside, including Harrison's Guest House, Mrs. Shaw's, and Mrs. Cartwright's (Moehring 1995:182). In his autobiography *Yes I Can*, Sammy Davis, Jr. described his first encounter with the policies of the Las Vegas Resorts. The first time the Will Mastin Trio booked into the Hotel El Rancho, Sammy Davis asked the stage manager if rooms came with the deal. The manager replied, "Sorry. We can't let you have rooms here. House rules. You'll have to find a place in the—uh, on the other side of town." The other side of town, of course, was Westside. Once in a cab on their way from the El Rancho, the cab driver said, "There's a woman named Cartwright over in Westside takes in you people" (Davis et al 2012:90). The cab pulled up in front of what Davis described as one of the few decent houses in the neighborhood. The proprietor, presumably Mrs. Cartwright, greeted the trio, assuring them she had three nice rooms for them, but adding insult

CONTINUATION SHEET

Section 8. Significance, continued

to injury with the price: at least twice what they would have paid had they been able to stay at the El Rancho (Davis et al 2012:90; Moehring 1995:182).

While the top-name performers were the more interesting of the boardinghouse tenants, it should be noted that the Westside boarding houses would also cater to customers of another of Nevada's signature enterprises, the migratory divorce trade. The key to the quick divorces was the residency period, which at this time was six weeks. With blacks unable to finding housing in other parts of the city, it would fall to the Westside hotels and boardinghouses to provide the necessary housing and the resident witness who would testify in court on behalf of the divorcee (Harmon 2005).

Reno, which pioneered Nevada's divorce trade, had an African American divorce trade described in some detail in a 1950 *Ebony* article. Reno, like Las Vegas, practiced segregationist policies, and blacks coming to divorce would have to find the local black boardinghouses. The local AME Church in Reno was the social hub and the place where a visiting divorce-seeker would turn for guidance and support (Harmon 2005). Studying the black divorce trade is problematic, because like much of black history it is invisible in the records and it received little in the way of press coverage. We can assume that Las Vegas's divorce trade operated similarly to Reno's, likely attracting blacks from southern California. We do not know what percentage of Mrs. Harrison's business came from the divorce trade, but we do know that Dee Dee Jasmin's sister, Aida Smith, along with her young daughter, stayed at Harrison's Guest House for six weeks in 1949, while awaiting her divorce. She found the guest house to be a lovely place, and Sammy Davis, Jr., who was there at the time, would play with the child (Jasmin telephone interview 20 December 2013).

Mrs. Harrison, who had been married to Roy Dawson, a porter and shoe-shiner at the Fremont Hotel for a short time, contributed her own unique story to Las Vegas's divorce history. In 1957, Genevieve Harrison was suffering from a malignant disease and was unable to make the trip to court for her divorce. Instead the judge, her attorney, the court clerk, and a court reporter came to her bedside to grant her divorce. The May 10, 1957 *Las Vegas Sun* article explained that such service was warranted because Mrs. Harrison had long been a "friend, counselor, and housemother to visiting Las Vegas entertainers." Harrison's Guest House had been a second home to the entertainers for 15 years. The importance of this fact was acknowledged by this unusual judicial service.

Mrs. Harrison and Her Guest House

What little else is known about Mrs. Harrison herself comes from the obituary that ran in the *Las Vegas Review-Journal* on June 18, 1957. Genevieve Harrison was born on March 28, 1902 in Marshall, Harrison County, Texas. She was survived by a brother in New York City, and sisters Mary Clark and Hettie Middleton of Los Angeles, M. B. Wise of Tulsa, Oklahoma, and M. J. Johnson of Dallas. One sister, Mrs. Henry (Agatha) Wilson, lived at 24 Stewart Street in

CONTINUATION SHEET

Section 8. Significance, continued

Las Vegas, and it was she who inherited Harrison's Guest House and operated it for several years after Mrs. Harrison's death. According to building permit records, Agatha Wilson was the owner of record of the house as late as 1975. Apparently, Mrs. Harrison, possibly with her sister Agatha, came to Las Vegas in the early to mid-1930s. It is conceivable that Mrs. Harrison settled in Westside in the 1930s. However, her notable association with Westside and this particular house came as the result of the opening of the resorts in 1942 and arrival of the popular and famous black entertainers.

From all accounts, Harrison's Guest House was a popular place to stay. Mrs. Harrison made a comfortable home-away-from-home spot for all of her guests. Gwen Walker, director of the Walker African American Museum and Research Center, described some of the features of Harrison's Guest House:

The interior of the house had a cozy Persian rug and patterned wallpaper complemented a roomy sofa and assorted chairs. There was an array of pictures and mementos. A desk was tucked conveniently in a corner between two windows, thus permitting a writer to have sunlight on either side of him. Guests, including Sammy Davis, Jr.—then part of the Will Mastin Trio, Lena Horne, and Arthur Lee Simpkins, would often relax in this room and either take a nap on the roomy sofa or engage in lively conversations. One of the extras of the Harrison Guest House was a small, comfortable guest house situated at the back of the main house used by the likes of Pearl Bailey and her family. (Walker n.d., 2)

Probably the most endearing story of Harrison's Guest House and its famous occupants comes from Hanna Brown, the prominent businesswoman and community activist who grew up on the Westside. She tells of being a young girl when the stars stayed at Harrison's Guest House. She was especially enamored of Nat King Cole, who would sit on the porch and smoke. The local children, Hannah included, would do all they could to get his attention. He would speak to them and ask how they were doing in school. Hannah, who was a star student, was ready and eager to answer that question, presenting Cole with her latest report card. These exchanges went on until Hannah went off to high school and got a job at a local record store, Larry's Music Bar. Larry's was also popular with entertainers, who would come in and buy records. One day, several years after Hannah had visited with Nat Cole at Harrison's Guest House, she saw Cole getting a haircut in the barbershop next to Larry's Music Bar. Finding an excuse to cross paths with Nat Cole, Hannah greeted him and to her utter delight he recognized her and remembered her name and her stellar academic accomplishments (Brown interview 20 December 2013).

The local newspapers provided little in the way of positive coverage of the Westside and its residents. While the following article by Verna Suesov, which ran in the *Las Vegas Review-Journal* on September 28, 1948, lauds the events at Harrison's Guest House, the opening paragraph makes it clear that it is written for the majority audience:

CONTINUATION SHEET

Section 8. Significance, continued

How would you like to nonchalantly have Clark Gable, Gregory Peck, Betty Hutton, and maybe Sophie Tucker as dinner guests some evening? (And some smelling salts for yourself?)

Mrs. G. Harrison, 1001 North "F" Street in the Westside, can boast the counterpart of such notables, having hosted last week the top Negro performers in the entertainment world all at one time!

The interesting array of guests came to pass as Eddie (Rochester) Anderson, Bob Parrish, the Edwards Sisters, the Jubalaires, and Mr. and Mrs. Arthur Lee Simpkins all chanced to be in town at one time.

Mrs. Harrison, resident of Las Vegas for 15 years, maintains a boarding house, which is comfortably claimed by many noted Negro entertainers whenever any of them happens to be in town.

"We're just one big happy family," Mrs. Harrison declares as she reported that her guests dine together and later gather in her ample living room to swap entertainment gossip and stories.

Anderson, who concluded a week's engagement at the Thunderbird hotel, planned to return to Los Angeles to join Jack Benny again as "Rochester" over the radio show, which begins October 8.

Parrish, a well-known singer, performed at Club Bingo and en route to Europe, while the Edwards Sisters arrived in Las Vegas for a nightclub engagement. The Jubalaires were Flamingo hotel headliners.

Rounding out the list of notables was Arthur Lee Simpkins and his wife, who stopped here overnight en route to New York for a fall engagement.

Mrs. Harrison disclosed that her musical household this time was without a piano and thus no song fests materialized.

"Arthur Lee usually brings his piano with him, but he didn't this time," she added. (Traveling light, eh?)

Westside 1950 to 1960

By 1950, Las Vegas's black population had grown to 5,000; and while there were hotels, nightclubs, and stores on the Westside, it was clear that something needed to be done to improve the area and the lives of those who lived there. In 1948, the Westside Chamber of Commerce was formed, and a group of investors and the City of Las Vegas petitioned the Federal Housing Authority (FHA) to develop a 40-acre housing tract of 154 two-bedroom houses "for colored people" (Paul Revere Williams Project). This development came to fruition in 1955 as Berkley Square, located north of the McWilliams Townsite and the H., F. M. & M Addition. (Berkley Square Historic District was listed in the National Register of Historic Places in 2009.)

CONTINUATION SHEET

Section 8. Significance, continued

Despite these efforts, racial discrimination continued. In 1949, Stanley Hunter had attempted to turn the Biltmore Hotel into an all-black establishment. The City responded by revoking the hotel's liquor and gaming license. In 1955, however, an event took place that would change life for Las Vegas's African American residents and visitors. The event was the opening on May 25, 1955 of the Moulin Rouge Hotel and Casino in Westside. The Moulin Rouge was the brainchild of several white businessmen who billed it as "America's First Interracial Hotel." No doubt influenced by national events such as the desegregation of the U. S. military by President Truman in 1948 and the Supreme Court's ruling in *Brown v. Board of Education* in 1954, the Moulin Rouge hired black waiters, waitresses, and dealers. The former heavy-weight boxing champion Joe Lewis was given a small share of the ownership to serve as the Moulin Rouge's official greeter. Both whites and blacks patronized the Moulin Rouge and thrilled to the three nightly stage shows. The brilliant experiment lasted only four and a half months. Its closure in October of 1955 was a shock and a disappointment to employees and patrons alike. While the reason for the sudden end is unknown, Professor Michael Green suspects it was a mix of bad management, bad location, bad timing, and bad luck (Cook 2013:1-7).

Despite its short life, the Moulin Rouge boosted the civil-rights movement in Las Vegas, ultimately providing the impetus to end segregation on the Las Vegas Strip. In 1960, under threat of a protest march down the Strip against racial discrimination by Las Vegas casinos, Nevada's governor Grant Sawyer called a meeting between hotel owners, city and state officials, local black leaders, and Dr. James McMillan, the president of the Las Vegas chapter of the NAACP. The meeting, mediated by local newspaper owner Hank Greenspun, was held on March 26 at the closed Moulin Rouge. The outcome of the meeting was the so-called Moulin Rouge Agreement, which called for the desegregation of all Strip casinos.

The Agreement effectively put an end to the need for places such as Harrison's Guest House and represents the end of its period of significance. Black entertainers, tourists, and divorce-seekers were free to stay where they wished. However, racial discrimination continued well into the 1970s, in particular in education and employment. The divorce trade also came to an end by 1970, giving way to liberalized divorce laws in other states.

Summary

Over the years since the Agreement, buildings in Westside have been demolished or have suspiciously burned. Harrison's Guest House is the last remaining boarding house that catered to the black entertainers. Harrison's Guest House, which serves as the headquarters for the Ward 5 Chamber of Commerce, is undergoing a remodel directed by Rick Van Diepen, executive director of Green Chips, with a goal to become a state-of-the-art, net-zero energy, LEED-certified model demonstration home as well as a cultural and community resource center.

CONTINUATION SHEET

Section 8. Significance, continued

The Harrison Guest House served several important functions in Las Vegas. It provided housing for a group of people who were prohibited from staying, eating, or being entertained in those places that catered to the general public (i.e., whites). It also served two enterprises important to the reputation and economy of Las Vegas, the casinos, clubs, and resorts, and the divorce trade.

Harrison's Guest House is recognized locally as an important historic site. It is stop No. 8 on the Las Vegas Pioneer Trail, which "celebrates the early history of Las Vegas by offering glimpses of the people and places that made Las Vegas thrive." As the last remaining example of a Westside enterprise developed to cope with segregation as it was practiced in Las Vegas, Harrison's Guest House is a worthy candidate for listing in the Nevada State Register of Historic Places under Criterion A for the important role it played in the ethnic heritage of blacks and in the history of entertainment in Las Vegas as well as for exemplifying characteristics that Nevadans believe to be important.

Acknowledgements

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BOARD OF MUSEUMS & HISTORY MEETING
JUNE 27, 2014

State Historic Preservation Office (SHPO)
Staff Recommendations

State Register of Historic Places

Harrison House, Las Vegas, Clark County, Nevada

Harrison's Guest House is located at 1001 F Street, in the traditionally African-American neighborhood known as the Westside in Las Vegas, Nevada. From 1942 through 1960, Genevieve Harrison rented rooms to African-American performers who played the Las Vegas showrooms where they were themselves forbidden to stay.

Eligible under Criterion A, Harrison House is important for the role it played in the ethnic heritage of African-Americans, in the history of entertainment in Las Vegas and for exemplifying characteristics that Nevadans believe to be important.

After the Moulin Rouge Agreement of 1960, which effectively ended segregationist practices in Las Vegas, most buildings in the Westside have been demolished or have suspiciously burned. Harrison's Guest House is the last remaining example of a Westside enterprise developed to cope with segregation as it was practiced in Las Vegas.

Staff recommends listing.

Staff note:

SHPO is currently recruiting for the National Register Coordinator position and hope to have the position filled by July 2014. Once that position is filled, we expect to have two National Register nominations - Harrison House in Las Vegas and the McGill Depot in Ely – for the September Board meeting.



Department of Tourism and Cultural Affairs
Quarterly Update
FY14 – Q4 (April - June, 2014)

General Administration

Finance/Budget

- Audit – The Division of Tourism underwent two audits that culminated during this quarter. To meet the recommendations from the auditors, the agency is in the process of revising some of its contracting methodologies to ensure it's incorporating the best practices as outlined by both Internal and LCB auditors. The agency had not been audited by the LCB in thirteen years.
- The agency is preparing its FY15 budget (July 1, 2014 – June 30, 2015) and in the process of building the FY16-17 budget that will be provided to the 78th Legislative Session.

China 10th Anniversary

- We are preparing for the 10th anniversary trip, getting both the trip logistics as well as the promotional components of the visit completed. The trip will include visits to:
 - Chengdu
 - Beijing
 - Guangzhou
- We are working closely with U.S. Commercial Services officers, key government officials and associated agencies, travel industry professionals and media to schedule a wealth of celebratory, promotional and relationship building meetings.
- Trip participants:
 - Lt. Governor Brian Krolicki - Nevada Commission on Tourism
 - Don Newman, Executive Director, Elko Convention and Visitors Authority
 - Bruce Bommarito, Vice President International Marketing, Caesars Entertainment
 - Derek Kam, Sales Manager, representing Caesars Entertainment (Guangzhou only)
 - Laura Li, Regional Sales Manager, representing Caesars Entertainment (Beijing only)
 - Claudia Vecchio, Director, Department of Tourism and Cultural Affairs
 - Karen Chen, Chief Representative, Nevada Commission on Tourism China
 - Cultural Ambassadors:
 - Sherry & John Rupert – Native American culture
 - Richard Elloyan – Cowboy/Western culture
 - Las Vegas Showgirls

Western States Tourism Policy Council

- As part of the Western States Tourism Policy Council, Claudia attended the Western Governors' Association Meeting to participate in an MOU signing (see enclosed) with several federal agencies, including the Department of the Interior.

Sales and Industry Partners

In-state Produced Events, Trade Shows and Consumer Shows

- 6th Annual Tribal Tourism Conference, Incline Village, April 22-24
- Rural Roundup, Ely, April 30-May 2
- LVCVA Int'l Summit, Las Vegas, May 12-13

Domestic Events, Trade Shows and Consumer Shows

- Experience Lab, Minneapolis, May 11-15
- North American Journey's RTO Summit, New York, May 14-15
- TAP Travel Alliance Partner's Conference, Reno, June 1-5
- Home-based Travel Agent Forum, June 16-18

International Shows and Sales Missions

- IPW Trade Show, Chicago, April 5-10
- LVCVA South America Sales Mission, Sao Paulo, Brazil & Bogota, Columbia April 21-29
- LVCVA UK Sales Mission, England, Scotland, Ireland, June 25-July 3
- South Korea Sales Mission, Seoul & Busan, Korea, May 20-June 3
- Mexico Sales Calls and Activities, Mexico City, June 23-27

Territory Meetings

- Reno-Tahoe: May 14 (Genoa), June 11 (Gold Hill)
- Indian: May 21 (Stewart Indian Colony)
- Las Vegas: April 22, May 27, June 24

Familiarization Tours

- Jetset Voyages (Tour Operator) French FAM, Lake Tahoe, Carson City, Virginia City, Pyramid Lake, Reno, Tonopah, Beatty, Rhyolite, Death Valley, Pahrump, Boulder City, Valley of Fire, Las Vegas, May 14-18
- Air New Zealand Australia FAM, Pahrump, Tonopah, Ely, Las Vegas, Boulder City, Lake Mead, Valley of Fire, Rhyolite, Beatty, Death Valley, Ploche, Cathedral Gorge May 18-23
- TAP Travel Alliance Partners FAM, Ely, Elko, Virginia City, June 5-8
- Edelweiss FAM, Las Vegas, Pahrump, Beatty, Rhyolite, Death Valley, Tonopah, Ploche, Great Basin Nat'l Park, Cathedral Gorge, Ely June 6-10
- Pre-Rural Roundup FAMs (2), Las Vegas, Valley of Fire, Lake Mead, Boulder City, Alamo, Cathedral Gorge, Ely, April 29
- Post-Rural Roundup FAM, Great Basin Nat'l Park, McGill Drugstore, Loneliest Road, May 2

In-State Meetings/Partnerships/Collaborations

- Brand USA, April 2
- DSA, April 10
- College of Southern NV Hospitality Meeting, April 10
- Moapa Valley Tourism Meeting, April 16
- LV Museum Alliance, April 17
- First Day of Issue Ceremony, May 29
- Historical Destination Signage, Moapa Valley/Logandale, June 5
- Statewide Transportation Technical Advisory Committee, Carson City, June 9
- Territory Advisory Committee, Carson City, June 10

- North Lake Tahoe CVB, June 23
- Multiple Site Visits Throughout the State
- Series of Meetings Regarding LGBT Market in LV

Grants

- For 1st Cycle Marketing Grants we received 158 applications requesting more than \$1,483,894.

Public Relations

Awards

- PR News - As reported in March, NCOT, with Burson-Marsteller and Proof Interactive, was selected as a national finalist in the PR News' Social Media Icon Awards in two categories. In June, we received the announcement that we won in one category and received honorable mention in the second category. The categories were:
 - Best Twitter Content – first place
 - Facebook/PR campaign – honorable mention

The full story and list of winners can be found here: <http://www.prnewsonline.com/water-cooler/2014/06/02/pr-news-announces-winners-of-social-media-icon-awards/>

International

- In April, NCOT participated in IPW in Chicago, and the PR staff attended a full day of meetings at Media Marketplace as well as meetings during the main show.
- China 10th Anniversary - Nevada is celebrating its 10th anniversary in China, and we believe this is a major business and tourism story. We are developing a press release and pitch to major national publications.
- The Times (UK): Elko, Mustang Monument and Great Basin National Park - This visit originated with a story pitch at WTM in November. The journalist stayed in touch and was able to get a commission to write about Mustang Monument and other unexpected attractions in Nevada. In May, the writer visited Elko, the California Trail Interpretive Center, Lamoille Canyon, and Great Basin National Park.
- Brand USA/Delta Airlines bloggers: Reno-Tahoe - Brand USA and Delta Airlines hosted media for the inaugural Seoul-Seattle flight in June. Delta flew two bloggers from this flight to Reno-Tahoe to experience a "side trip" they can write about for their blog. They stayed in Reno and experienced a spa, a dinner/show package, a Reno Aces ballgame, the Nevada Museum of Art, and a cruise on the M.S. Dixie.
- Australian freelancer for the Sun Herald and Virgin Voyeur In-flight: Reno-Tahoe - This writer is covering the Reno Rodeo, Lake Tahoe, and other activities/locations in the area for a story about "20 reasons to visit Reno." Her visit was in June, and we worked with the RSCVA and the Reno-Tahoe Territory to coordinate her activities and lodging.
- Canadian Press Tour: We focused on a small group of media outlets that influence travel in communities on the Canadian border with the U.S. The media ziplined in Boulder City, kayaked on Lake Mead, rock-climbed at Red Rock Canyon, drove sand rails in Laughlin, rode rollercoasters in the AdventureDome, and visited Valley of Fire State Park. The media included:
 - Miss604.com: A Vancouver blog that routinely wins "best local blog" accolades and has been featured in numerous local media outlets.
 - Glacier Media: An information services that provides content to newspapers, trade publications, and business markets.
 - Saskatoon Express: local newspaper

Miss604 has already posted some coverage and videos from the tour:

<http://www.miss604.com/2014/06/travel-nevada-kayaking-on-lake-mead.html>

<http://www.miss604.com/2014/05/travel-nevada-red-rock-canyon-and-the-valley-of-fire.html>

Rock climbing at Red Rock Canyon: <http://www.youtube.com/watch?v=8DSa34IQeoM>

Ziplining at Bootleg Canyon: <http://www.youtube.com/watch?v=MgtIjv30U6o>

Off roading with Dirt Road tours in Laughlin: <http://www.youtube.com/watch?v=I6S-v2BC2d4>

Ongoing Pitches

- Ad marketing effectiveness: NCOT is working with TNS Global to develop a holistic view of the effectiveness of our advertising and PR. In the past, we have measured only advertising, as do most DMOs. TNS has developed a way to value and measure PR impressions as well, and to present those into a full-scope report. We are the only DMO attempting this. We believe this sets Nevada at the forefront of the research field and we are developing a news release and story pitch to spread the word about this.
- Discover Your Nevada: We are changing the format for Discover Your Nevada this year, making it a challenge to residents to inspire travel rather than just tell us what locations they like best. We are reaching out to media to inform them of the program and the format for this year.
- Road trips: April's media pitch was about road trips and unusual sights to see along the way.
- Budget-friendly experiences: The May pitch was centered on how to have an unforgettable vacation in Nevada on a budget.
- Ultimate bachelor/bachelorette parties: Complementing our May media tour that focused on the ultimate bachelor/bachelorette parties one can have in Nevada, the June pitch echoed some of the same activities, including ziplining in Boulder City, taking a Pink Jeep Tour, visiting the Grand Canyon, and wine tasting in Pahrump.

In-Market Press Trips

- Ultimate Bachelor/Bachelorette Parties: May is the kick-off to wedding season, and we already know that Nevada is a prime party destination. We wanted to provide media another definition of "ultimate party" and show them alternative ideas for planning the ultimate pre-wedding getaway. The itinerary included shooting weapons at The Gun Store in Las Vegas, ziplining in Boulder City, touring a mine and ghost town with Pink Jeep Tours, touring the Grand Canyon by helicopter, driving race cars, wine tasting in Pahrump, and other city and rural experiences.

The guests for this trip represented millennial websites and blogs with strong social media audiences. UMV stands for "unique monthly visitors" and indicates the readership of websites. The media were:

- **Elite Daily (UMV: 2,282,975):** Strive to engage and stimulate their audience through viral content that facilitates discussion amongst Generation-Y. Elite Daily's content is a natural amalgamation of the voices of your millennial peers—curated specifically for Generation-Y, by Generation-Y. Elite Daily employs a completely authentic voice rather than calculated, research driven marketing. Elite Daily is an anomaly in the world of media publications due to our staff being entirely composed of millennials, including our 600+ contributors.
- **Brides Magazine (UMV: 450,835):** Designed to be a guide for the bride-to-be by providing information on planning a wedding, trousseau, honeymoon, and new home, as well as topics regarding the marital relationship. Features the latest wedding fashions, beauty tips, home furnishings, new appliances, travel, entertainment and reception ideas.

- **AskMen.com** (UMV: 1,902,051): Aspirational and self-help content geared toward men. Covers all lifestyle aspects of a man's life. Offers men advice that is useful, practical and entertaining. Covers issues regarding dating, women, fashion, money, travel, health, fitness and entertainment.
- **Matador Network** (UMV: 193,232): Matador is an independent media company and nexus of travel culture worldwide. It launched in 2006 with the vision for a travel site and community based not on "airline reservations and hotel rooms" but the real cultures, people, and places, as well as a broader global discussion of historical, political, and socioeconomic realities that inform our lives as travelers.
- **Atlas Obscura** (UMV: 108,103): Atlas Obscura is the definitive guide to the world's wondrous and curious places. In an age where everything seems to have been explored and there is nothing new to be found, we celebrate a different way of looking at the world.
- **Wanderlust & Lipstick** (UMV 70,000): Its mission is to increase your passion for travel by providing inspiration, tips and words of wisdom from experienced Wanderlusts who've seen it all! Find travel stories to whet your appetite for adventures around the globe.
- **Twenty Something Travel** (UMV 60,300): Twenty-Something Travel (TST) specializes in independent travel with an emphasis on Generation Y. Based on a recent survey, most readers are under 35, college- educated young professionals. They take an average of 2-4 trips per year.
- **Alex in Wanderland** (UMV 20,000): Alex in Wanderland is a fast-growing site with a steadily rising loyal readership. This blog is geared toward passionate travelers with an emphasis on diving, adventure, culture, photography, and working abroad. Readers are interested in travel across the globe and across all budgets.
- **Our Wild Abandon** (UMV 21,000): Refinery29 featured these two women who quit their jobs, ditched their boyfriends, bought a trailer named Bobby Jean, and are taking a cross-country road trip. They started a blog and have been Instagramming their way across the USA. They are perfectly millennial in every way and have more than 65,000 followers on Instagram. They will be featured in the August issue of O, The Oprah Magazine.

Social Media

- We have increased our audiences on all our social networks, most notably nearly doubling our Instagram followers since the beginning of the year.
- We are working with the marketing department on promoted tweets and posts. For example, we drafted a promoted tweet that would be highlighted during the premiere of "24." We also provided tweets themed around activities that are shown in the spring/summer commercial and linked them back to our website. Those tweets are being promoted as part of the spring ad buy.
- In June, we held our first-ever "Twitter Chat" with San Francisco Chronicle travel editor Spud Hilton. The chat was part of a marketing program to highlight Nevada's hidden treasures. The chat was promoted on the Chronicle's website and social networks, as well as the editor's personal social networks.
- We are finding that our most popular Facebook posts are lists and trivia about Nevada. A post about "10 amazing things you never knew about Nevada" reached 9,700 people, which is more than triple our usual reach, and was shared 55 times. A post about the Sesquicentennial postage stamp reached 5,300 people. A post about "10 Nevada stereotypes that are completely accurate" was shared 121 times and reached a record 23,000 people. These "list" posts are wildly popular on social media, and we will continue to find this type of content that appeals to our audience.

Marketing

Research

- NCOT Winter Ad Impact and Effectiveness Research:
 - New methodology/reporting developed to measure the paid/owned/earned media through our ad/mkt effectiveness study starting with 2013 fall/winter campaign.
- Universal Analytics/Google Tag Manager implementation on the new TravelNevada.com website.
- Established and monitoring tagging/tracking/reporting for the spring/summer 2014 campaign.
- RFPs issued for two research studies

Sponsorships/Strategic Alliances

- Looking to grow opportunities in So. Nev. with both new and established events
- Fulfillment planning for upcoming events, including:
 - Reno Tahoe Open (July 28-Aug. 03)
 - Barrett-Jackson Auto Auction (July 31 – Aug. 2)
 - Great Reno Balloon Race (Sept. 5-7)
 - National Championship Air Races (Sept. 10-14)
- Developing sponsorship program platform in preparation for partnering with known and up and coming athletic stars within the State who will promote the brand and TravelNevada.com in their many ventures.
- Building a framework for strategic alliances with brands that share similar strategic goals and audience profiles.

Advertising

- B&P (www.bpadlv.com) managed the Spring/Summer 2014 media buy.
 - The firm deployed an array of digital advertising units in;
 - Paid search
 - Paid social
 - Mobile
 - Pre-roll and
 - Ad server platforms
 - Additionally, B&P negotiated and purchased broadcast television in:
 - Los Angeles
 - San Francisco
 - Phoenix
 - Sacramento
 - Boise
 - Reno, and
 - Las Vegas
 - Deployed digital marketing around Dream Vacation Promotions
 - Promos offer brand-building promotions involving;
 - House boating, hot rodding and zip lining in southern Nevada
 - Hot air balloon, Air Race VIP package and northern Nevada noshing
 - The full cowboy treatment in northeastern Nevada
- Negotiated new media partnership with San Francisco Chronicle/SFGate.com
 - Incorporates novel content campaign
 - Specially designed promotional packages
 - Social Twitter campaign
- Preparing to release RFQ for upcoming Fall/Winter media buy
 - Media firm will manage Fall/Winter 2014 media negotiations and purchase

- Preparing for review and management of response to Integrated Marketing Firm Request for Proposals
 - New integrated firm will likely come on board in October
 - Kick off new campaign Spring/Summer 2014
 - Implement year round marketing strategy and tactics
- Discover Your Nevada In-state Travel Campaign
 - Campaign aimed at motivating in-state travel among Nevadans
 - A public vote and a grand prize promotion are components of the campaign
 - Campaign is driven primarily via press relations, social and digital promotion

TravelNevada.com

- Over the past quarter, NCOT has been working closely with our web design partners to develop a new consumer-facing website at TtravelNevada.com. The site, which combines an exciting new look with a more adventurous approach to highlighting activities in Nevada, went live April 21.
- Since the launch, we have solicited feedback from our industry partners and have begun the process of refining the processes and user experiences which drive visitors to Nevada.
- NCOT has met with the Division of Museums and History, the Nevada Indian Commission, and the Division of Arts and Culture to identify needs for the redesign of the nevadaculture.org web properties, and has started the process of creating the common web platform upon which the properties will be built.

TravelNevada.com: Content Development

- Content Development Specialist Sydney Martinez traveled to many parts of the State over the past three months compiling photo, video and written content for TravelNevada.com, Nevada Magazine and Press Relations.
- Those travels translated into Adventures on TravelNevada.com that can be seen here:
 - <http://www.travelnevada.com/discover/adventures/pleasing-pit-stops-those-backcountry-blways>
 - <http://www.travelnevada.com/discover/adventures/pioneer-graffiti>
 - <http://www.travelnevada.com/discover/adventures/kershaw-kitty>
 - <http://www.travelnevada.com/discover/adventures/trying-contain-my-excitement>
- Developed listings updates around Las Vegas, including:
 - Flightlinez Bootleg Canyon zip lining experience
 - Gun Store Indoor shooting range
 - The High Roller Ferris Wheel at the LINQ
 - Pink Jeep Tour of El Dorado Canyon and Techatticup Mine
 - Papillion helicopter tour of the Grand Canyon/Lake Mead
 - Cirque de Soleil show at MGM—"KA", etc.
- Ancillary Marketing Activities:
 - Assisted Sales in facilitating two video shoots for BrandUSA
 - Dist. 52,000 Travel Planners in key feeder markets

Cooperative Marketing Program

- NCOT selected Madden Media to be the agency partner for the Cooperative Marketing program.
- The program will kick-off with the Fall/Winter campaign, but be at full steam for the Spring/Summer 2015 campaign.

Nevada Magazine

- The magazine has published six of its Sesquicentennial series special editions featuring a chronological detailed history of the state. We are up to the depression years for the July/August edition and will have two more segments in the Sept/Oct. and Nov/Dec. issues.
- We are working with the Publisher of What's On Magazine to establish more distribution and a possible advertising revenue share for Events & Shows with this Las Vegas magazine.
- Circulation is outpacing last year's numbers and continues to build. Our Sesquicentennial book is still selling well at approximately 50 books a week. We have started new promotions with Groupon, Living Social and Amazon Local offering 1-year subscriptions plus decks of the playing cards we received from Nevada Heritage Foundation. We received the free decks because we furnished many photos for the historical cards.
- We are continuing to work very closely with the NV150 staff to promote both their activities and retail items in all of our newsletters, our radio show and in the Up Front sections of each issue.
- Our graphic staff has been assisting the Marketing Department with their ads and brochures, etc. until a new Art Director is hired. We have also created new posters, postcards and flyers containing Waddie Mitchell's official Sesquicentennial poem, Dame Nevada.

Nevada Arts Council

NAC Awards FY15 Grants

- The Board of the Nevada Arts Council has awarded 137 grants totaling just under \$665,704 to arts organizations, public institutions, schools and artists in ten counties to support a breadth of programs and projects in Fiscal Year 2015. Our Chair, Julia Arger, spoke on behalf of the board when she said, "We are honored to award these grants in support of Nevada's arts industry and its commitment to serve communities and citizens across the state." Six different grant review panels; composed primarily of out-of state arts specialists, artists and educators; convened in public meetings to evaluate a total of 247 grant applications, and then recommend grant awards and funding amounts for the NAC Board to consider. In addition to these annual grants, the Arts Council could award as many as 150 additional grants in FY15 through its quarterly and rolling grant categories.

2015 Nevada Heritage Award

- Gary and Sheldeen Haleamau of Las Vegas received the 2015 Nevada Heritage Award Grant for their mission to express the gift of Hawaiian art, both traditional and contemporary, with excellence. Nominator Nevada folklorist Rachel Hopkin noted that the Haleamaus reflect, "...the Aloha spiritual path which guides their lives and involves the practice of presence, humility, perseverance, unity, and honesty... they are artists of great distinction who believe it is their responsibility to pass on the art, music, and culture that will keep Hawaii alive," even on the mainland. Gary was born and raised on a ranch in North Kona, and local cowboy music was part of his family culture for generations. He is noted for his falsetto singing and slack key guitar performances. Sheldeen, born on Kaua'i into a family of hula dancers, is a dancer, singer, and teacher of the Hawaiian language, culture and dance.

NAC Arts Town Meetings

- Between February and mid April, NAC staff and board traveled about 2,600 miles to facilitate thirteen Arts Town Meetings to engage in a statewide conversation about the arts. Nearly 500 Nevadans participated in Arts Town Meetings in Silver City, Hawthorne, Fernley, Carson City, Reno, Austin, Eureka, Ely, Winnemucca, Elko, Las Vegas, Henderson and North Las Vegas. Discussions focused on community-specific matters as well as issues that resonated in cities and towns, urban and rural,

across the state. The information gathered at these meetings, along with comments from more than 200 online surveys, will be used to update the NAC's strategic plan, Values and Vision, and provide the foundation for the agency's Partnership Grant application to the National Endowment for the Arts due this fall. Collaborating with nearly 30 ATM co-sponsors and hosts provided the opportunity for the Arts Council to strengthen relationships with many of the state's key cultural providers.

Recruiting Artists for a New Poster

- The Arts Council is inviting professional artists in all disciplines to apply to its new Artists in Schools + Communities Roster. A combination of the agency's three existing rosters – Arts Learning, Nevada Folk Arts and Tumblewords – the new roster will be an online resource for schools, organizations and communities seeking to engage teaching artists. The Schools + Communities Roster will offer two tracks – an Education Track for arts-based learning experiences in pre-K-12 settings, and a Community Track for arts-based learning experiences in community settings. Applications and support material from artists and ensembles, including those in the folk and traditional arts, will be accepted through August 15, 2014 via the Grants Online System. Application is not limited to Nevada artists. Applications will be reviewed by a panel of specialists in the early fall.

"Honest Horses" Goes to Washington DC

- The American Folklife Center at the Library of Congress recently purchased the original photographic materials created for the Arts Council's travelling exhibit, "Honest Horses of the Great Basin" by photographer Paula Morin. As part of the agreement, the Arts Council transferred the oral history materials from its Nevada Folklife Archives that were gathered during the extensive fieldwork required of the project. These materials include approximately 1,300 black & white film negatives and contact sheets, and 72 tape-recorded oral history interviews and transcripts. The collection will also include up to 25 archival giclee prints made from Morin's hand-painted black & white photographs. This important collection on the status of wild horses in the American West is being archived and preserved to share with researchers and members of the public.

Nevada Touring Initiative – Traveling Exhibition Program

- Speaking of visual arts exhibits. If you are traveling around your community or across the state, think about stopping by one of the venues noted below to check out one of NAC's current traveling exhibitions.
 - Through June 26 | *Stop the Car, Dad!* St. Mary's Art Retreat Center, Virginia City
 - Through July 4 | *Wally's World: The Loneliest Art Collection in Nevada*, Fernley City Hall Gallery, Fernley
 - Through July 11 | *Geographical Divides: Finding Common Ground*, Truckee Meadows Community College Gallery, Reno
 - Through July | *One is Silver, the Other is Gold: Celebrating 25 Years of Nevada Folklife Apprenticeships*, Sparks Museum & Cultural Center, Sparks
 - June 29–Sept 30 | *Honest Horses: A Portrait of the Mustang in the Great Basin*, St. Mary's Art Retreat Center, Virginia City

LEO M. DROZDOFF, P.E.
Director
 Department of Conservation and
 Natural Resources

REBECCA L PALMER
State Historic Preservation Officer

BRIAN SANDOVAL
Governor
 STATE OF NEVADA



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DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
 STATE HISTORIC PRESERVATION OFFICE

May 28, 2014

MEMORANDUM

TO: BOARD OF MUSEUMS AND HISTORY

FROM: REBECCA PALMER, State Historic Preservation Officer

SUBJECT: STAFF REPORT

1. The Nevada Heritage Playing Cards have been a phenomenal hit with the public, our preservation partners, legislators, and supporters of historic preservation around the country. We have distributed most of our original print run and are now fielding questions about the possibility of a reprint.
2. Our recruitment for the position of National and State Register Program manager was widely advertised due to the efforts of my deputies, Karyn de Dufour and Julie Ernstein. The announcement will close during the first part of June and interviews with qualified candidates will be scheduled soon after.
3. The second half of our Historic Preservation Fund appropriation has finally arrived and this office awarded grants totaling \$230,000 to the following projects and organizations:

Applicant Organization	Project Description	Grant Award
Carson City	Nevada State Prison Inventory	\$15,500.00
City of Henderson	Survey and Inventory—City of Henderson Phase X	\$6,300.00
City of Las Vegas	Huntridge Neighborhood Historic Resource Survey and Inventory, Phase III	\$24,000.00
City of Reno--Newlands	Architectural survey in Newlands based on context developed with 2013 HPF funds.	\$15,000.00
Nevada Humanities	GPS smart phone app. to provide an audio tour of African-American neighborhood of the Westside in Las Vegas.	\$14,500.00
City of Caliente	Caliente Railroad Depot Historic Structures Report	\$24,000.00

	(HSR).	
Nevada State Museum	Support of National Register process: Board of Museums and History. Inventory support	\$ 2,709.50
Storey County	Emergency restoration for St. Mary's Art Center and updated seismic study for Storey County Courthouse.	\$ 20,500.00
Partners in Conservation	St. Thomas History: Inventory of photographs, documents, & oral histories.	\$ 10,000.00
State Parks-Red House	Implement stabilization of Red House, development of Rehab/Pres. Plan for Hannah's Cabin and Spencer's Cabin	\$ 69,000.00
Cemetery Foundation	Scan & transcribe CHDC cemetery inventory records for public access.	\$ 4,810.50
Douglas County Historical Society	Vandalism & theft protection at Genoa Court House Museum & Carson Valley Museum & Cultural Center.	\$ 5,000.00
Healthy Communities Coalition of Lyon & Storey Counties	Sand and refinish the Dayton Community Center's hardwood gym floor.	\$ 4,320.00
Rock Art Foundation	Lahontan Reservoir Petroglyph Site Recordation (26LY241).	\$ 9,000.00
Nevadans for Cultural Preservation	Increase preservation of Nevada's cultural resources and to support volunteer's for Nevada's Site Stewardship program.	\$ 6,060.00



STATE OF NEVADA
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS
 Division of Museums and History
 Nevada Historical Society

Brian Sandoval
 Governor

Report to the
Board of Museums and History
June 27, 2014

Peter Barton
 Administrator

Claudia Vecchio
 Director

Sheryln Hayes-Zorn
 Curator III/Acting Director

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5035					Status	
State Fiscal Year 2014		Approved	Approved	Total	YTD	Percentage
	GL #	Budget	Changes	Budget	Actuals	YTD
Revenues:						
Balance Forward from Prior Fiscal Year	2511	137,128		137,128	137,128	100.00%
Charges for Services	3871	0		0	0	0.00%
Memberships	4008	20,337		20,337	17,739	87.23%
Photograph Sales	4010	10,640		10,640	20,157	189.45%
Printing Sales	4011	3,647		3,647	1,759	48.23%
Merchandise Sales	4025	21,238		21,238	17,706	83.37%
Publication Sales	4027	38,487		38,487	13,840	35.96%
Books and Pamphlets (Publ Fund)	4052	4,000		4,000	144	3.60%
Gifts & Donations	4251	2,001		2,001	4,432	221.49%
Private Grants (Restricted)	4265	32,375		32,375	41,038	126.76%
Treasurer's Interest	4326	374		374	199	53.21%
Investment Income	4328	0		0	0	0.00%
Outside Bank Account	4454	0		0	0	0.00%
Trans fr Museum Ded Trust (Qrtrly)	4665	0		0	0	0.00%
Total Revenues		270,227	0	270,227	254,142	94.05%
Expenditures:						
	Category					
Administration	35	23,529		23,529	9,759	41.48%
Quarterly	37	69,563		69,563	17,863	25.68%
Museum Store	41	14,312		14,312	11,593	81.00%
Photo	49	727		727	34	4.68%
Special Projects (Restricted)	55	95,261		95,261	17,696	18.58%
Reserve	86	66,640		66,640	0	0.00%
Total Expenditures:		270,032	0	270,032	56,945	21.09%
Revenues Over (Under) Expenditures:		195	0	195	197,197	72.96%

Budget Status Narrative:

Revenue and Expenditure figures are given through April 30, 2014. The Society continues to fulfill its mission to the public thru sales in photography, printing, membership and museum store.

II. Museum Store Sales

Store sales chart comparison against three previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 14	725	1,174	1,272	2,754	3,484	2,384	1,235	-308	3,398	1,609			17,707
FY 13	1,537	1,558	1,552	2,373	1,080	4,258	1,293	2,250	1,388	1,549	1,981	1,658	22,435
FY 12	1,280	1,508	1,851	1,084	1,378	2,543	1,090	1,649	2,433	1,084	2,474	1,748	20,098
FY 11	2,351	551	1,281	1,888	1,873	898	1,152	1,839	1,565	1,156	1,228	2087	17,827
FY 10	2,047	1,550	1,318	1,335	1,418	2,938	1,147	1,117	1,481	1,981	1,185	1,809	19,308
YTD	725	1,899	3,171	5,925	9,409	11,773	13,008	12,702	18,098	17,707	0	0	17,707
YTD Comparison	47.2%	81.4%	88.3%	84.4%	118.5%	95.4%	95.4%	80.0%	93.2%	94.1%	0.0%	0.0%	
Monthly Comparison	47.2%	75.4%	82.0%	118.1%	328.7%	55.5%	95.5%	-13.8%	244.7%	103.9%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Store Sales Narrative:

Sales in the museum store reflect five days of operation. Our research library patrons, exhibitions, programs and unique products continue to make a positive impact on store sales. A new strategic plan starting July 2014 will work on expanding our children's and *Made in Nevada* products, while creating some new Society products. Our new store remodel and combining our Admissions and Store has increased store foot traffic while providing visitors with a better shopping experience. Museum store sales reported through April 30, 2014.

III. Museum Revenue and Expenditure Chart

Museum Store Revenue and Expenditure Chart													
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenues													
Store Sales	725	1,174	1,272	2,754	3,484	2,384	1,235	-308	3,398	1,609	0	0	17,707
Expenditures													
Merchandise	0	0	408	927	270	4,140	1,280	936	747	1,071	0	0	9,757
Personnel	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating/Other	0	7	1,332	0	0	8	5	488	0	0	0	0	1,836
Total Expenditure	0	7	0	927	270	4,148	1,285	1,422	747	1,071	0	0	11,593
Net Profit	725	1,167	1,272	1,828	3,214	-1,762	-30	-1,728	2,649	538	0	0	8,114

Museum Store Revenue and Expenditure Narrative:

This section accounts for revenues and expenditures thru April 30, 2014. Juil Dandini is our Admin Assistant III that manages the admissions office, museum store and membership.

IV. Membership Figures

Memberships (new and renewals) chart comparison against four previous fiscal years.

Membership Categories	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
Individual	6	13	10	24	16	30	23	19	16	17			174
Family	10	5	4	5	6	7	6	5	4	6			58
Institutional	2	1		6	7	16		12	8	8			59
Sustaining	1	1	1	3	2	1	2	2	1	1			15
Contributing		1	1				1						3
Patron													0
Benefactor													0
Senior	2	3	6	11	6	3	10	8	5	7			61
Student				1									1
FY 14	21	24	22	50	37	56	42	46	34	39	0	0	371
FY 13	15	41	16	31	32	46	49	29	43	39	23	25	389
FY 12	19	30	33	29	37	58	48	43	55	30	25	39	444
FY 11	19	44	29	30	40	98	45	36	35	7	66	30	479
FY 10	30	32	28	25	47	77	49	29	54	32	29	33	465
YTD	21	45	67	117	154	210	252	298	332	371	0	0	371
YTD Comparison	140.0%	80.4%	93.1%	113.6%	114.1%	116.0%	109.6%	115.1%	109.9%	108.8%	0.0%	0.0%	
Monthly Comparison	140.0%	58.6%	137.5%	161.3%	115.8%	121.7%	85.7%	158.6%	79.1%	100.0%	0.0%	0.0%	

Membership Figures Narrative:

This reflects memberships through April 30, 2014. Our plan is to work on growing our membership through providing diverse programming, continuing to catalog and digitize materials that provides access to hidden collections, begin working on a better website with online digital projects and having the Quarterly publication caught up.

V. Museum Attendance Figures

Attendance chart comparison against four previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 14	1,493	1,512	1,616	2,274	1,713	1,867	1,801	1,765	1,877	1,932			17,850
FY 13	1,594	1,721	1,601	1,809	1,687	1,901	2,293	2,377	2,196	1,726	1,879	2015	22,799
FY 12	1,757	1,677	1,821	1,541	1,743	1,808	1,231	1,677	1,670	1,336	1,586	1,859	19,706
FY 11	1,122	1,277	1,137	1,487	1,073	1,216	1,244	1,278	1,417	1,713	1,628	1,501	16,093
FY 10	2,710	1,018	1,269	1,417	1,728	1,485	1,275	1,337	1,573	1,681	1,581	1,284	18,358
FY 09	1,780	2,212	2,153	2,385	2,614	2,204	1,737	1,693	2,217	2,274	2,274	2,158	25,701
YTD	1,493	3,005	4,621	6,895	8,608	10,475	12,276	14,041	15,918	17,850	0	0	17,850
YTD Comparison	93.7%	91%	94%	103%	102%	102%	97%	94%	93%	94%	0%	0%	
Monthly Comparison	93.7%	87.9%	100.9%	125.7%	101.5%	98.2%	78.5%	74.3%	85.5%	111.9%	0.0%	0.0%	

Museum Attendance Figures Narrative:

Our attendance figures have been maintaining due to our diverse programming and unique exhibitions. Our email and phone requests continue to be high due to scholarly research and photography use for publications, projects being generated during the Nevada Sesquicentennial, genealogy requests and general use. The public is aware of our many resources due to several digitization projects with UNR, over 15,000 library records cataloged in CLAN database, NHS

Nevada Historical Society
Report to the Board
June 27, 2014

photography being used online, and several hundred manuscripts collections being online at www.ArchiveGrid.com. This reflects attendance thru April 30, 2014.

VI. Attendance Receipts

Current attendance receipts compared against four previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 14	347	652	310	400	444	240	628	483	637	524			4,465
FY 13	352	604	556	382	216	304	364	536	508	462	396	502	5,182
FY 12	277	814	722	708	220	208	340	484	642	552	388	412	5,767
FY 11	512	496	753	287	288	148	264	164	369	467	496	576	4,820
FY 10	281	316	278	271	50	107	155	293	429	243	554	173	3,150
FY 09	592	394	512	554	268	218	265	337	731	456	430	618	5,375
YTD	347	999	1,309	1,709	2,153	2,393	2,921	3,404	3,941	4,465	0	0	4,465
YTD Comparison	98.58%	104.5%	86.8%	90.2%	102.0%	99.1%	105.1%	102.7%	103.1%	104.2%	0.0%	0.0%	
Monthly Comparison	98.58%	107.95%	55.76%	104.71%	205.56%	78.95%	145.05%	90.11%	105.71%	113.42%	0.00%	0.00%	

Museum Receipts Figures Narrative:

The Society's programming and exhibition schedule covers a diverse range of topics during Nevada's Sesquicentennial. The Society's exhibition called *150 Years of Nevada Stories Told Thru Collections* was very popular. Our new exhibit is called *50 Years of Photography* by Jerry Fenwick. The reception is Friday, June 13, 2014. The show will be on display from June 13 thru September 31, 2014. Followed by our annual Latimer Art Club Miniature show that will finish out the year. This reflects attendance through April 30, 2014.

VII. Fundraising Activities

- Shery has come up with a list of potential granting sources and projects that will focus upon interactive and gallery enhancements, collections development, a traveling trunk program and digitization projects. These projects will allow us to meet our revised strategic plans and general enhancements for the next few years. Shery will be revisit these granting sources this summer and submit two or three grants.
- Shery submitted a \$20,000 grant application to the Stout Foundation before the June 15, 2014 deadline. This grant will allow the Society to purchase collection materials, a new Epson 10,000XL for the photography department and purchase Newspaperarchives.com membership for our Research Library.
- The Society was awarded \$50,555 for our LSTA digitization project, Emil Billeb photography collection. The project funds will purchase equipment (2 scanners and conservation supplies) and hiring two contract employee's to catalog, scan, data-entry. If awarded a second year, the project will be able to create an online Contentdm exhibit of this collection.
- Shery will revisit the John Ben Snow Memorial Trust grant for January 2015. The grant would allow the Society to continue with its gallery enhancements and general improvements.

VIII. General Activities

- Our modified monthly High Noon video series with host, Neil Cobb has been very successful over the past several months.
- The Division of Museums and History will be receiving a new website in 2014. The staff has created a priority list of what we want to promote on our page, including an online store to sell photographs and digitized materials that have been requested by patrons.
- The Society is working with the University of Nevada Press on a photography book of Reno photographer, Roy Curtis. Dr. Lee Brumbaugh has written an extensive essay on his work in an earlier Quarterly publication and the staff had created a photography exhibit. Lee has been researching the general collection and has been able to identify other Curtis images plus scan images given by the family. The staff will work with NAC about creating a traveling exhibition after the book is in process with the Press. The project has been set aside with other demands but our goal is get a script submitted in early 2015.
- The Society has a local request by Dixon Realty on the possible loan of our Roy Curtis photography to be on display at their new downtown location business later this year.
- School tours have been plentiful this school year where education docents and our education curator served over 1,300 students.
- The Society continues to reach out into the community to help raise awareness and gain new supporters thru our outreach and public programs. We are emailing our membership exclusively through Constant Contact. Our email announcements continue to be very successful.
- The 'AGA' (American Gaming Archives) group has been active purchasing additional molds, cheating cards, dice and other Burt *Company* materials this past year. The group has begun reviewing potential topics for producing monographs that would be funded by them and sold in the Society gift shop. One of our major donors will be donating gaming equipment and chips to create an exhibit that represents the manufacturing process and history of chips. Our hope is to move forward with this project before the end of the Sesquicentennial year.
- The Society continues to catalog and enter our Manuscript collections and Library print collection materials into Past Perfect, our in-house database. We will post alphabetical lists of manuscript collection on our new website as well as our existing Finding Aids. The existing manuscript collections have been entered and we are now working on unprocessed collections. The museum artifact and photography collections are cataloging their collections into PP5 as well. One goal is to make certain records available online. We have over 61,000 records in our database.
- Christine Johnson, our Museum Artifact curator worked with *Mysteries at the Museum* in filming a segment called the *Dual That Never Was*. The story was focused upon the Mark Twain pistol in our collection, April 2014.
- Shery worked with *Monumental Mysteries* in filming a segment about Senator Key Pittman's mausoleum, May 2014.
- The Society's partnership with HRPS on hosting a workshop called House Histories 101 was very successful. We will be revisiting this workshop in 2015.
- The Society has been working with the local AAUW organization to catalog and organize their records housed at the Society since March 2014.

Mission Statement

Founded in 1904, the Nevada Historical Society seeks to advance the study of the heritage of Nevada, the Great Basin and the West. The Society collects manuscripts, rare books, print ephemera, artifacts, maps, photographs and bound newspapers for the state, and makes its collections available for research, exhibition and educational purposes.

Operations

As of July 1, 2013 the Nevada Historical Society's hours of operation for the **Museum & Museum Store** are Tuesday through Saturday, 10:00am to 4:30pm and the **Research Library** is open Wednesday through Saturday, 12:00pm to 4:00pm.



Nevada Department of Tourism and Cultural Affairs
DIVISION OF MUSEUMS AND HISTORY
Nevada Historical Society

1650 N. Virginia Street
Reno, Nevada 89503
(775) 688-1191 Fax (775) 688-2917
www.nevadaculture.org

Brian Sandoval
Governor

Claudia Vecchio
Director

Peter Barton
Administrator

Sheryln Hayes-Zorn
Acting Museum Director

June 10, 2014

To: Peter Barton, Administrator
Division of Museums & History

Fr: Sheryln L. Hayes-Zorn, Acting Director
Nevada Historical Society

Re: Deaccession – NAGPRA Human Remains, AHUR 2035

The Nevada Historical Society in Reno requests permission from the Board of Museums & History to formally deaccession the following NAGPRA set of human remains, AHUR 2035 that is associated with the John T. Reid collection, MS NC 9.

John T. Reid was a geologist and mining engineer from Lovelock, Nevada. He was better known, however, for his extensive research into anthropology, archaeology, and his "Mayan" mathematical scheme based on a belief that Nevada was the center of the universe in prehistoric times.

The Bureau of Indian Affairs is planning a NAGPRA repatriation from the museums' collection to the Pyramid Lake Paiute Tribe.

Rachael Malloy, NAGPRA specialist for the NSM will be representing the museum for the BIA's repatriation with the Pyramid Lake Tribe.

Approved by


Acting Museum Director


Date

Administrator, Division of Museums & History

Date



STATE OF NEVADA
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS
Division of Museums and History
Nevada State Museum

Brian Sandoval
Governor

Peter Barton
Administrator

Claudia Vecchio
Director

Jim Barmore
Museum Director

Report to the
Board of Museums and History
June 27, 2014

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5036
State Fiscal Year 2014

					Status	
	<u>GL #</u>	<u>Approved Budget</u>	<u>Approved Changes</u>	<u>Total Budget</u>	<u>Year to Date Actuals</u>	<u>Percentage Year to Date</u>
Revenues:						
Bal Forw fr Prior FY (restricted)	2511	110,947.00	949	111,896	111,896.00	100.00%
Bal Forw fr Prior FY (unrestricted)	2511	78,467.00	0	78,467	78,467.00	100.00%
Federal BLM Grant	3578	73,117.00	113,008	186,125	74,523.98	40.04%
Facilities Charges	3801	900.00	0	900	0.00	0.00%
Special Services	3820	560.00	0	560	93.00	16.61%
Charges for Services	3871	24,079.00	0	24,079	7,952.60	33.03%
Charges for Services - Designated	3872	33,922.00	35,036	68,958	60,426.75	87.63%
Memberships	4008	7,865.00	9,540	17,405	15,800.00	90.78%
Photograph Sales	4010	2,375.00	0	2,375	950.00	40.00%
Merchandise Sales	4025	132,794.00	10,000	142,794	112,675.20	78.91%
Book & Pamphlet Sales	4052	122.00	0	122	143.50	117.62%
Gifts & Donations	4251	3,833.00	0	3,833	2,675.35	69.80%
Private Grants (Restricted)	4285	39,120.00	-949	38,171	4,774.02	12.51%
Receipts from Outside Bank	4454	0	0	0	224.72	0.00%
Treasurer's Interest	4326	484.00	0	484	0.00	0.00%
Total Revenue:		508,585	167,584	676,169	470,602.12	69.60%
Expenditures:						
	<u>CAT</u>					
Federal BLM Coop Agreement	20	73,117.00	113,008	186,125	81,281.67	43.67%
Anthropology	37	2,500.00	0	2,500	1,053.48	42.14%
Natural History	39	2,500.00	5,000	7,500	215.38	2.87%
Administration	41	13,261.00	0	13,261	5,997.29	45.23%
Education	42	16,397.00	0	16,397	5,720.70	34.89%
Exhibits	43	3,727.00	19,000	22,727	2,578.65	11.35%
History	45	2,540.00	0	2,540	1,547.67	60.93%
Docent	47	1,512.00	0	1,512	942.78	62.35%
Museum Store	49	121,994.00	5,000	126,994	90,794.12	71.49%
Coin Press	50	70,919.00	0	70,919	25,692.38	36.23%
Coin Show	51	5,750.00	0	5,750	3,782.83	65.79%
Special Projects (Restricted)	55	150,067.00	0	150,067	11,143.55	7.43%
Fund Transfer (Loan Repayment)	60	0.00	0	0	0.00	0.00%
Reserve	86	44,301.00	25,576	69,877	0.00	0.00%
Total Expenditures:		508,585.00	167,584	676,169	230,750.50	34.13%
Revenues Over (Under) Expenditures:		0	0	0	239,851.62	35.47%

Budget Status Narrative:

- The Budget Status Report includes activity through April 30, 2014.

II. Museum Store Sales

Store sales chart comparison against four previous fiscal years.

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
FY 14	10,663	19,637	12,589	19,661	10,858	8,522	6,648	6,365	7,274	10,460			112,676
FY 13	3,445	8,448	13,370	10,035	14,951	6,756	7,661	4,346	6,691	10,101	13,229	9,737	108,768
FY 12	8,006	9,083	11,452	8,634	15,404	7,447	6,028	2,264	2,587	4,636	4,214	6,067	85,622
FY 11	17,450	8,014	20,436	5,682	9,708	9,903	6,270	5,723	7,233	10,880	9,883	6,181	117,363
FY 10	15,442	16,309	12,902	11,433	19,883	7,967	5,765	4,254	8,956	11,176	21,432	20,008	155,527
FY 09	17,474	31,250	18,180	15,021	17,301	12,080	7,513	6,490	8,534	16,088	21,523	15,565	187,019
YTD	10,663	30,300	42,889	62,650	73,407	81,929	88,577	94,942	102,216	112,676	0	0	112,676
YTD Comparison	309.49%	254.77%	169.77%	177.21%	146.09%	143.73%	136.98%	137.58%	135.02%	131.32%	0.00%	0.00%	
Monthly Comparison	309.49%	232.45%	94.16%	195.93%	72.62%	126.14%	86.78%	146.47%	108.71%	103.55%	0.00%	0.00%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Museum Store Sales Narrative:

- Store sales at the end of April totaled \$112,676 or 131% compared to last year.

III. Museum Store Revenue and Expenditure Chart

Museum Store Revenue and Expenditure Chart

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
Revenues													
Store Sales	10,663	19,637	12,589	19,661	10,858	8,522	6,648	6,365	7,274	10,460	0	0	112,676
Expenditures													
Merchandise	0	9,155	3,746	2,323	8,060	11,632	4,778	1,140	5,995	1,756	0	0	48,585
Personnel	1,525	5,731	3,981	3,981	3,981	3,981	5,708	4,010	4,084	4,010	0	0	40,991
Operating/Other	173	236	314	187	1,552	549	184	147	107	153	0	0	3,602
Total Expenditures	1,698	15,122	8,041	6,491	13,592	16,162	10,670	5,297	10,186	5,919	0	0	93,178
Net Profit	8,965	4,515	4,548	13,170	-2,735	-7,640	-4,022	1,068	-2,912	4,541	0	0	19,498

Museum Store Revenue and Expenditure Narrative:

- The Museum Store showed a year-to-date profit of \$19,498.

IV. Membership Figures

Memberships (new and renewals) chart comparison against four previous fiscal years.

Membership Categories	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
Individual	5	5	4	15	11	3	8	7	2	3			61
Family	4	4	6	23	16	8	9	4	7	4			85
Sustaining	0	1	1	21	12	4	8	2		3			50
Contributing	0	0		1	1	1							3
Patron	0	0			1								1
Benefactor	0	0											0
Senior	8	12	17	45	29	6	7	7	8	8			147
FY 14	17	22	28	105	70	22	28	20	17	18	0	0	347
FY 13	17	14	47	0	20	1	23	11	19	11	0	0	163
FY 12	10	5	17	0	8	4	11	22	16	11	10	18	132
FY 11	9	9	15	6	4	12	9	16	33	5	76	58	252
FY 10	12	7	9	22	3	5	19	13	66	65	23	9	253
FY 09	6	2	11	55	11	30	25	57	19	20	11	47	294
YTD	17	39	67	172	242	264	292	312	329	347	0	0	347
YTD Comparison	100.00%	125.81%	85.90%	220.51%	246.94%	266.67%	239.34%	234.59%	216.45%	212.88%	0.00%	0.00%	
Monthly Comparison	100.00%	157.14%	59.57%	#DIV/0!	350.00%	2200.00%	121.74%	181.82%	89.47%	163.64%	#DIV/0!	#DIV/0!	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Membership Figures Narrative:

- Memberships (new and renewals) at the end of April totaled 347, which is 213% compared to last year.

V. Museum Attendance Figures

Attendance chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	5,746	4,234	2,599	4,600	2,628	1,536	2,114	1,835	2,744	3,259			31,295
FY 13	2,973	3,458	2,229	3,145	1,427	2,066	1,130	1,230	1,699	2,532	3,025	3,103	28,017
FY 12	3,713	3,519	2,237	3,436	2,202	1,868	1,176	1,500	1,670	2,493	3,670	3,140	30,624
FY 11	3,458	3,041	2,175	2,721	1,806	1,263	1,083	1,162	1,782	2,677	3,058	4,006	28,232
FY 10	4,137	3,961	2,496	4,071	1,965	1,343	1,263	1,465	2,171	3,328	3,253	3,644	33,097
FY 09	5,161	4,966	3,552	4,267	3,624	1,824	1,846	1,794	2,625	4,526	5,610	5,787	45,582
YTD	5,746	9,980	12,579	17,179	19,807	21,343	23,457	25,292	28,036	31,295	0	0	31,295
YTD Comparison	193.3%	155.2%	132.8%	133.1%	131.1%	125.7%	129.2%	128.7%	131.5%	131.4%	0.0%	0.0%	
Monthly Comparison	193.3%	122.4%	116.6%	146.3%	184.2%	74.3%	187.1%	149.2%	161.5%	128.7%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Attendance Figures Narrative:

- Year-to-date attendance at the end of April totaled 31,295, which is 131% compared to last year.
- Attendance figures only reflect visitors recorded at the admission desk and not off-site programs, such as capitol tours and out-reach education.

VI. Attendance Receipts

Current attendance receipts compared against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	18,320	18,497	19,750	14,308	8,882	7,301	9,553	7,326	10,144	16,152			130,233
FY 13	12,831	19,257	14,837	11,097	8,178	3,481	6,380	5,621	6,933	13,173	9,689	16,025	127,503
FY 12	19,827	13,247	17,911	11,116	5,484	5,008	8,784	5,684	7,862	9,411	14,026	13,337	131,695
FY 11	17,610	18,071	12,543	10,832	7,476	4,247	3,834	5,484	8,651	11,287	10,733	15,529	126,297
FY 10	14,621	15,070	9,783	9,416	4,166	5,040	3,703	4,646	6,672	10,688	12,587	15,259	111,651
FY 09	14,428	14,543	11,071	9,907	6,399	4,278	5,207	4,657	7,488	9,345	11,110	15,142	113,575
YTD	18,320	36,817	56,567	70,875	79,757	87,058	96,611	103,937	114,081	130,233	0	0	130,233
YTD Comparison	142.8%	114.7%	120.5%	122.2%	120.5%	124.9%	127.0%	127.2%	128.7%	127.9%	0.0%	0.0%	
Monthly Comparison	142.8%	96.1%	133.1%	128.9%	108.6%	209.8%	149.7%	130.3%	146.3%	122.6%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Attendance Receipts Figures Narrative:

- Attendance receipts at the end of April totaled \$130,233, which is 128% compared to last year.

VII. Fundraising Activities

- Governor Sandoval, Lt. Governor Krollicki, and Administrator Peter Barton conducted the ceremonial minting of the 3d design of the sesquicentennial medallion on Coin Press No. 1 May 30. Medallions are sold for \$100.50 through the Legislative Gift Shop. Copper medallions are available for \$15.00. The museum receives \$9.00 per silver medallion. A Nevada silver ingot provided for the medallions was placed on view in the mint.
- The Friends of the Nevada State Museum held a fundraiser, Murder at the Mint March 15. Admission was \$30 or \$25 for a table of six. The event was sold out. It was so successful, a second murder mystery dinner theater will take place at the Governor's Mansion in September. Net proceeds of \$2,610 will benefit the museum.
- The museum signed up the maximum of twenty-eight coin dealers for the Carson City Mint Coin and Fair August 22-23, paying a fee of \$300 each for a total of \$8,400. The Carson City Nugget extended a \$2,000 discount for use of their banquet room for the show. John Etten of Heritage Collectables donated a hand-crafted commemorative knife for the coin show and fair raffle. The Downtown Coin Club continues as event partner.
- A \$2,000 grant was added to a \$5,000 21st Century grant with the Carson City school district for student workshops, demonstration, and tours. Funds are accounted for in the state budget, due to a federal source.
- The Reno Fiber Guild contributed \$500 to the museum's Anthropology Collections Care Fund for a Navajo Textile Project.

VIII. General Museum Activities

- The museum's very successful sesquicentennial exhibits, Finding Frémont: Pathfinder of the West and the accompanying, Finding Frémont: A Photographic Journey were extended to spring 2015, allowing the museum to take full advantage of the exhibit's popularity. The original closing was the end of October. The exhibit's engaging presentation and strong educational content have appealed to broad audiences, drawing very good attendance. Schools regularly request guided tours because of its tie to the curriculum. Related lectures and performances sell out. Paid advertising has contributed to success. Advertising has focused on the local area and Nevada tourists. Advertising is now reaching central California, a prime summer tourist market. The exhibit will travel to the Des Chutes Historical Museum in Bend, Oregon next spring.
- An exceptional hand-crafted saddle by Bill Maloy and a one-hundred-year-old pair of Levis were added to another popular sesquicentennial exhibit, Our Nevada Stories: Objects Found in Time. The exhibit features state symbols, Nevada minerals, a model of the state capitol, the 125th anniversary quilt, the first known specimen of the North American Ice Age cheetah, early slot machines, American Indian art, and other Nevada treasures.
- The museum continued its well-attended series of Saturday family programs. Activities rotate on a thirty-minute basis:

February 8, Family Fun Saturday: Fun with Butterflies. Sixty-one visitors ages five and up learned about insects, the life stages of a butterfly, and made a butterfly in a chrysalis craft to take home. They chose the Discovery Lab or craft or both.

March 8, Family Fun Saturday: Make a Bird's Nest. Attendees viewed a variety of bird eggs and nests in the Discovery Lab and built a nest using natural and man-made materials.

April 5, Family Fun Saturday: Nature Journaling. Attendees made a nature journal and learned how to record observations of the natural world. They visited the Discovery Lab to explore a variety of bird, animal, and plant specimens.

May 17, Family Fun Saturday: Exploring Topographical Maps. Ages ten and up discovered how to read a topo map to plan hikes, understand the flow of water, and appreciate the rugged Nevada landscape. They constructed a hill using contour layers and a compass and received a guided tour of the Frémont exhibit.

- Twice-a-year Volunteer Tour Guide Training was held February 11-12 and 18-19. Maximum attendance of forty-two attendees learned about Tahoe history, John C. Frémont, American Indian culture, animals, fossils, and geography of Nevada. Scholars and mentors presented sessions. Training prepares volunteers to conduct tours of the museum and capitol for students, adults, and tourist.
- A Frances Humphrey Lecture was presented February 27 by Paul Pace, John C. Frémont and the Great Reconnaissance: Defining the American West. A maximum crowd of 103 attended. The program discussed maps and reports of explorer John C. Frémont, as an officer of the Topographical Corps during the 1840s. Attendees learned about Frémont's navigational methods and instruments.
- The Reno Coin Club joined a demonstration of Coin Press No. 1 February 28, selling new presidential and national park quarters.
- A very popular live owl demonstration, Owls in Nevada by Jenni Jeffers returned to the museum March 8. Attendance totaled 78. Television coverage was provided by Channel 4.

- On March 27 Robert Collier, Director of the Jack C. Davis Observatory at Western Nevada College presented the Frances Humphrey Lecture, Antarctica, a Continent Under Stress: My Research Experience at the Bottom of the World.
- Great Basin Young Chautauqua performed April 5.
- On April 27 Bernard Mergen gave the Frances Humphrey Lecture and book signing, At Pyramid Lake, conveying the cultural history of Pyramid Lake, based on his new book published by the University of Nevada Press.
- On April 25-26 the museum celebrated National Coin Week with a special minting on Coin Press No. 1, lectures, and a "dollar exchange" for new coins by the Reno Coin Club.
- The Sons of the American Revolution celebrated their 125th anniversary April 30 with a program in Loftin Park and ringing of the Nevada Liberty Bell.
- The May 22 Frances Humphrey Lecture, On the Frémont Trail featured special music and a talk by John Wilusz on the explorations of John C. Frémont and the mystery behind his famous cannon. The speaker is a member of the Frémont Howitzer Recovery Team. The program celebrated Archaeological Awareness and Historic Preservation Month.
- Taxidermy specimens of a Bobcat, Ring Tail Cat, Kit Fox, and Cotton Tail Rabbit are being prepared for future natural history exhibits.
- Curators gave talks to community organizations: Council of America's Military Past, Carson Valley Historical Society, Alpine County Museum, Reno Gem and Mineral Society, Nevada State Parks Preservation Society, UNR Archaeology of Nevada class, Am-Arcs of Nevada, Osher Lifelong Learning Institute, Tales of Old Nevada television program, Sierra Place Senior Living Residence, Carson City Chamber Leadership, and Carson Valley Rotary.
- Preparations are underway for a Frémont Symposium July 25-26 bringing together Frémont scholars from around the country. The cost of registration is \$100.
- Channel 8 Television featured volunteer tour guide Woody Davis talking about the museum and his experiences as a volunteer.
- The curator of education and volunteer tour guides were very busy conducting guided tours of the museum and capitol for thousands of students from schools across the state. Volunteer hours are at a record high.
- The museum continues distribution of its quarterly digital newsletter, *Mint Edition* as a benefit for members and supporters and for viewing on the website.
- Staff hosted a well-attended Friends and Volunteer Appreciation Luncheon at the Gold Dust West May 12.
- Construction of the new loading facility on the museum's south side and larger freight elevator is set to begin this summer and continue up to six months.
- Tripadvisor awarded the museum a certificate of excellence for consistent high ratings posted on the internet.

**Nevada State Museum
Mission Statement**

The Nevada State Museum engages diverse audiences in understanding and celebrating Nevada's natural and cultural heritage.

- The museum preserves heritage for long-term public benefit.
- The museum presents heritage through unique and authentic educational experiences, enhanced by an environment of comfort, interaction, and inspiration.
- Audiences learn what makes Nevada special. They gain stronger identity, connection, and validation. They develop a broader point of view and a sense of responsibility.
- The museum extends benefits to the greatest audience, provides leadership in heritage education, and adheres to the highest standards of public-trust stewardship.

Current Operations

The museum is open six days a week, Tuesday through Sunday.



Nevada Department of Tourism and Cultural Affairs

Nevada State Museum

600 N. Carson St., Carson City, NV, 89701-4004, (p) 775/687-4810, (f) 775/687-4168, www.nevadaculture.org

Deaccession Record

Authority NRS 381.0063, section 2(1); NRS 381.008; NRS 381.0062; NRS 381.0063

Accession Number CM-579-E-28

Object Description Copy of photo (ears of corn in matting cache) mounted on cardboard.

Original Source Exhibit

Date of Accession _____ **Monetary Value** none

Justification Not an artifact, but an exhibit prop.

Method of Disposition

- ☐ Transfer within Museum (Museum Director Approval)
☐ Transfer within Division (Administrator Approval)
☒ Removal out of Division (Board Approval)

Disposal as waste.

Approved By

Date

E. Metello
Curator

5/7/2014

James R. Bannor
Museum Director

6-3-14

Administrator, Division of Museums and History

Chair, Board of Museums and History

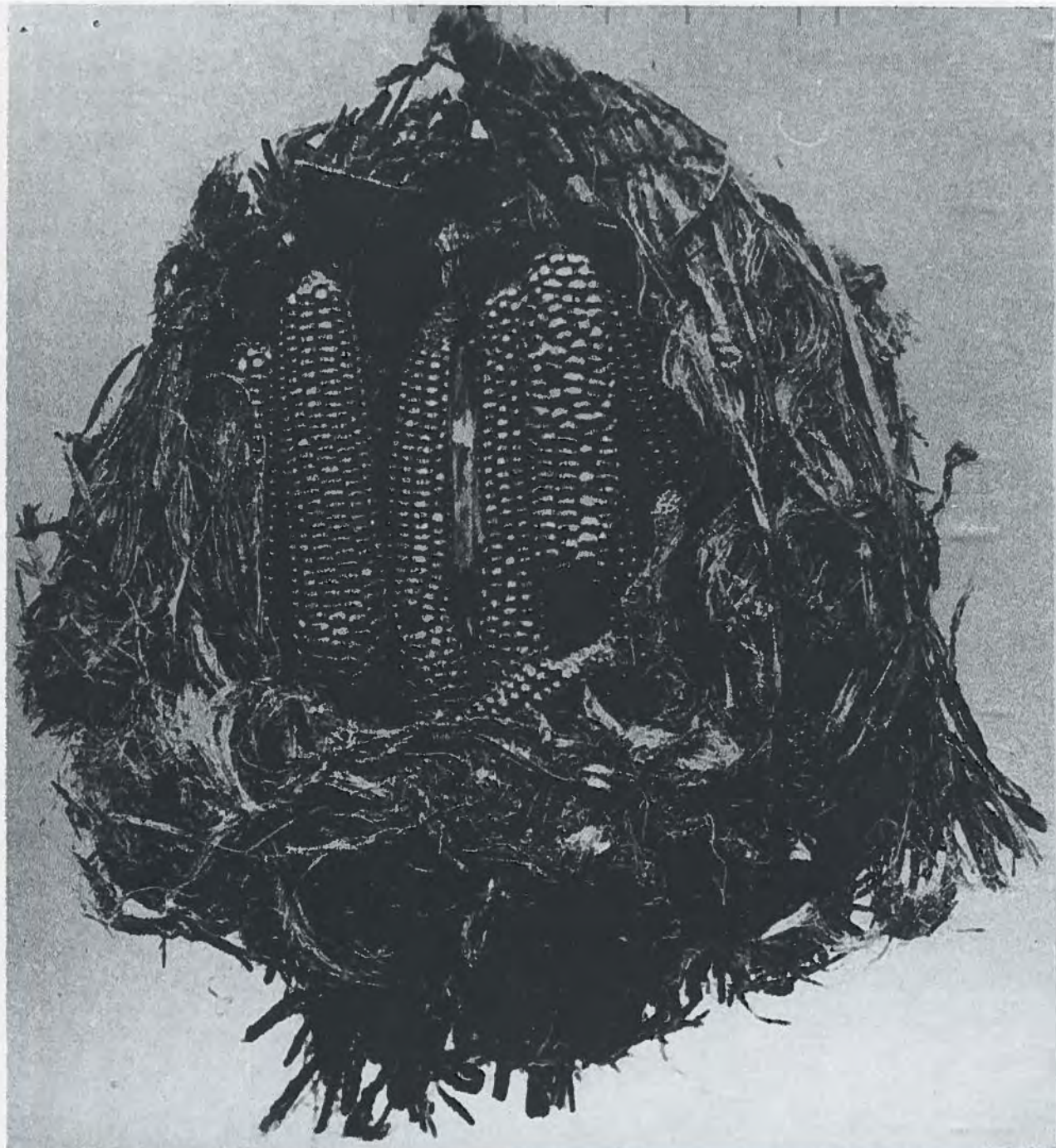
NEVADA STATE MUSEUM

ARCHAEOLOGY

ARTICLE: Photo of ears of corn in matting cache
CATEGORY:
SOURCE:
DATE:

No. 579-E- 28
Room Arch. storage
Case Section 2
Shelf Bin 12
Box
Exhibit

DESCRIPTION





Nevada Department of Tourism and Cultural Affairs

Nevada State Museum

600 N. Carson St., Carson City, NV, 89701-4004, (p) 775/687-4810, (f) 775/687-4168, www.nevadaculture.org

Deaccession Record

Authority NRS 381.0063, section 2(1); NRS 381.008; NRS 381.0062; NRS 381.0063

Accession Number CM-15-G-75

Object Description Skull fragment

Original Source Robert Allen

Date of Accession January 1, 1941

Monetary Value None

Justification Human remains to be repatriated to the Pyramid Lake Tribe in accordance with the
Native American Graves Protection and Repatriation Act (NAGPRA).

Method of Disposition

☐ Transfer within Museum (Museum Director Approval)

☐ Transfer within Division (Administrator Approval)

☒ Removal out of Division (Board Approval)

To be repatriated to the Pyramid Lake Tribe.

Approved By

Date

[Signature]
Curator

5/7/2014

[Signature]
Museum Director

6-3-14

Administrator, Division of Museums and History

Chair, Board of Museums and History

NEVADA STATE MUSEUM

ARTHUR 834

ARTICLE: SKULL FRAG
CATEGORY: BONE, HUMAN
SOURCE:
DATE:

No. 15-G-75
Room Arch. storage
Case Sec. 2
Shelf Bin 13
Box
Exhibit

DESCRIPTION



3147



Nevada Department of Tourism and Cultural Affairs

Nevada State Museum

600 N. Carson St., Carson City, NV, 89701-4004, (p) 775/687-4810, (f) 775/687-4168, www.nevadaculture.org

Deaccession Record

Authority NRS 381.0063, section 2(1); NRS 381.008; NRS 381.0062; NRS 381.0063

Accession Number CM-2206-G-1

Object Description Skull fragment

Original Source Harry Norcross

Date of Accession August 16, 1979 **Monetary Value** None

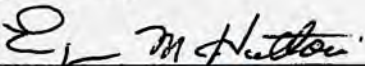
Justification Human remains to be repatriated to the Pyramid Lake Tribe in accordance with the Native American Graves Protection and Repatriation Act (NAGPRA).


Method of Disposition

- ☐ Transfer within Museum (Museum Director Approval)
☐ Transfer within Division (Administrator Approval)
☒ Removal out of Division (Board Approval)

To be repatriated to the Pyramid Lake Tribe.

Approved By


Curator


Museum Director

Administrator, Division of Museums and History

Chair, Board of Museums and History

Date

5/7/2014

6-3-14

ANTHROPOLOGY

Catalog Number _____

Location AnthropologyItem Fragment of SkullName and address of (Donor, Collector, Vendor, etc.) Mr. Harry NorcrossP.O. Box 1495, Carson City, NV. 89701Date Collected March 6, 1979 Logged 8/7/79 Date Accessioned 8/16/79Description and Identification Fragment of human skull; right parietal.Beige to darker tans. Cracked.Obtained at Site 18A (northwest) Pyramid Lake, one-fourth mile to water.Estimated age 5,000 to 2,000 BC.

Measurements: Length 13.1 cm Width 13.5 cm Height .3 to .5 cm Weight _____

Condition on Arrival Fair Shows cracks and peeling

Date of Fumigation _____ Repairs _____

Photographed by _____ Date _____

Identified by D Paulsen Accessed by DP

Cataloged by DP Repaired/Cleaned by _____

Accepted by DP Acknowledged by DP

Biographical, Documentary, Photo References _____

Remarks _____



Nevada Department of Tourism and Cultural Affairs

Nevada State Museum

600 N. Carson St., Carson City, NV, 89701-4004, (p) 775/687-4810, (f) 775/687-4168, www.nevadaculture.org

Deaccession Record

Authority NRS 381.0063, section 2(1); NRS 381.008; NRS 381.0062; NRS 381.0063

Accession Number CM-5560-G-9

Object Description "Salt Cave" diorama

Original Source NSM Exhibits

Date of Accession 2004

Monetary Value none

Justification Not an artifact, but an exhibit. No plan to display as it portrays a southern Nevada

scene. Dioramas subject to deterioration and pest infestation
due to materials used in fabrication & storage facility conditions.

Method of Disposition

☐ Transfer within Museum (Museum Director Approval)

☐ Transfer within Division (Administrator Approval)

☒ Removal out of Division (Board Approval)

Transfer
Donate to the Las Vegas Natural History Museum.

Approved By

Date

Curator

Museum Director

Administrator, Division of Museums and History

Chair, Board of Museums and History

5/28/14

6-3-14



Detail Condition Report CM-5560-G-009 Diorama

05/28/2014

Date	11/03/2009
Report created by	Malloy, Rachel
Type	Treatment Report
Condition	Poor
Conservator	
Condition of Surface	
State of Cleanliness	Dust
Condition of Parts	
Condition of Structure	
Condition of Material	
Parts Missing	Male figurine missing.
Mechanism Operation	
Damage Information	Male figurine climbing stairs on upper-right side of diorama is missing. I did not perform a thorough inspection of the diorama. It might be inside.
Description of Condition	Dust in diorama. Mouse fecal matter inside diorama.
Work Required	On 10/21/2009, the plastic sheeting was removed from the diorama and replaced with masonite. The mouse fecal matter needs to be removed, however Personal Protection Equipment must be purchased. The dust also needs to be removed.
Estimated Cost	0.00
Est Completion Date	/ /



Nevada Department of Tourism and Cultural Affairs

Nevada State Museum

600 N. Carson St., Carson City, NV, 89701-4004, (p) 775/687-4810, (f) 775/687-4168, www.nevadaculture.org

Deaccession Record

Authority NRS 381.0063, section 2(1); NRS 381.008; NRS 381.0062; NRS 381.0063

Accession Number CM-5560-G-8

Object Description "Lost City (pueblo)" diorama

Original Source NSM Exhibits

Date of Accession 2004

Monetary Value none

Justification Not an artifact, but an exhibit. No plan to display as it portrays a southern Nevada

scene. Dioramas subject to deterioration and pest infestations due to
materials used in fabrication & storage facility conditions.

Method of Disposition

☐ Transfer within Museum (Museum Director Approval)

☐ Transfer within Division (Administrator Approval)

☒ Removal out of Division (Board Approval)

Transfer
Donate to the Las Vegas Natural History Museum.

Approved By

[Signature]
Curator

[Signature]
Museum Director

Date

5/28/14

6-3-14

Administrator, Division of Museums and History

Chair, Board of Museums and History



LOST CITY #6

Detail Condition Report CM-5560-G-008 Diorama

05/28/2014

Date	11/03/2009
Report created by	Malloy, Rachel
Type	Treatment Report
Condition	Fair
Conservator	
Condition of Surface	
State of Cleanliness	Dust
Condition of Parts	
Condition of Structure	
Condition of Material	
Parts Missing	
Mechanism Operation	
Damage Information	
Description of Condition	Dust inside the diorama.
Work Required	On 10/21/2009, the plastic sheeting was removed from the diorama and replaced with masonite.
	The dust needs to be removed.
Estimated Cost	0.00
Est Completion Date	/ /



STATE OF NEVADA
DEPARTMENT OF TOURISM
& CULTURAL AFFAIRS
Division of Museums & History

NEVADA STATE MUSEUM

BRIAN SANDOVAL
Governor

Claudia Vecchio
Director

600 North Carson Street
Carson City, Nevada 89701-4004
(775) 687-4810 Fax (775) 687-4168
www.nevadaculture.org

Peter Barton
Administrator

Jim Barmore
Museum Director

June 27, 2014

To: Robert Stoldal, Chairman, Board of Museums and History

Through: Peter Barton, Administrator, Division of Museums and History

From: Jim Barmore, Museum Director, Nevada State Museum, Carson City

Re: Request for Half-Price Admission, 2014 Carson City Mint Coin Show and Fair.

The museum requests continuation of half-price admission (\$4 per adult) for the Carson City Mint Coin Show and Fair August 22-23, 2014. A new model was tested last year to avoid cancelation due to lack of gallery space. The approach required partnerships with the Downtown Coin Club and Carson City Nugget. Educational and fundraising activities took place at the museum. The coin show was held at the Nugget across the street. The new approach worked very well. Discounted admission significantly contributed to success.

- The admission discount drew coin show attendees at the Nugget across the street to the museum. Attendance at the museum increased from 804 in 2012 to 1,158 in 2013.
- Activities at the museum raised significant Dedicated Trust Funds through medallion sales at coin press demonstrations, raffle sales, museum store sales, gold panning fees, donations, and food sales by the Friends. Gross DTF revenues increased from \$17,605 in 2012 to \$25,167 in 2013. In-kind contributions increased from \$5,499 in 2012 to \$9,249 (16 sponsors) in 2013.
- Typically, admission to coin shows is free or low cost, such as \$1.00. The \$4.00 discount accommodates this tradition and expectation by attendees and coin dealers. A low price is critical for participation by dealers who pay a \$300 vendor fee. The low fee is important for the event partner, Downtown Coin Club, who staffs the show for the museum at no cost. The museum relies on the support of the dealers and club. The show won't happen without their support.
- The discount allows one simple flat fee for both locations. Charging a low fee or no fee at the coin show and an additional \$8 fee at the museum would hurt attendance at the museum, decrease DTF revenue, and potentially create confusion with visitors.
- State budget admission revenue decreased from \$3,820 (\$8) in 2012 to \$2,765 (\$4) in 2013. The coin show and fair was held only at the museum in 2012. In 2013, moving the show to the Nugget was necessary to avoid cancellation. Two locations necessitated a discounted admission. Even with the discount, significant state budget admission revenue was raised, considerably more than if the show was cancelled.



STATE OF NEVADA
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS
DIVISION OF MUSEUMS AND HISTORY
Nevada State Railroad Museums - CC

Brian Sandoval
Governor

Peter D. Barton
Administrator

Claudia Vecchio
Director

Report to the
Board of Museums and History
June 27, 2014

Vacant
Museum Director

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5037 CC					Status	
State Fiscal Year 2014					Year to Date	Percentage
	GL #	Approved Budget	Approved Changes	Total Budget	Actuals	Year to Date
Revenues:						
Balance Forw from Prior FY (restricted)	2511	70,991		70,991	70,991	100.00%
Balance Forw from Prior FY (unrestricted)	2512	72,213		72,213	72,213	100.00%
Volunteer Registration Fees	3810	100		100	70	70.00%
Memberships	4008	0		0	0	0.00%
Photograph Sales	4010	0		0	0	0.00%
Merchandise Sales	4025	90,592		90,592	70,266	77.56%
Publication Sales	4027	0		0	0	0.00%
Gifts & Donations	4251	14,685		14,685	2,557	17.41%
Miscellaneous Revenue	4254	0		0	0	0.00%
Private Grants (Restricted)	4265	77,000		77,000	648	0.84%
Private Grants - Friends of the Railroad	4266	10,000		10,000	9,784	97.84%
Treasurer's Interest	4326	550		550	219	39.82%
Withdrawals from Trust	4454	0		0	0	0.00%
Total Revenue:		\$336,131	\$0	\$336,131	\$226,748	67.46%
Expenditures:						
	Category					
Administration	35	14,326		14,326	8,424	58.80%
Publications	36	0		0	0	0.00%
Exhibits	37	16,895		16,895	1,797	10.64%
Blank	41	0		0	0	0.00%
Docent	43	3,812		3,812	2,216	58.13%
Museum Store	45	92,695		92,695	61,088	65.90%
Friends of the Railroad	46	10,000		10,000	8,237	82.37%
Special Projects (Restricted) CC	55	147,991		147,991	25,991	17.56%
Reserve	86	50,412		50,412	0	0.00%
Total Expenditures:		\$336,131	\$0	\$336,131	\$107,753	32.06%

Budget Status Narrative: Revenue and expenditures tracking as expected. Revenue and expenses reported through April 30, 2014.

Nevada State Railroad Museum CC
Report to the Board
June 27, 2014

II. Museum Store Sales

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	12,859	8,294	5,165	10,815	4,882	7,444	4,522	3,258	6,234	6,705			70,177
FY 13	9,141	7,278	10,512	10,903	7,022	10,598	5,405	3,526	4,491	5,738	6,631	6,062	87,308
FY 12	12,314	7,233	8,504	7,435	4,162	8,337	2,936	2,506	4,030	4,490	8,016	6,136	76,098
FY 11	11,637	8,927	7,632	10,708	6,056	8,188	3,739	3,291	3,934	2,425	7,321	9,028	83,886
FY 10	9,984	10,704	9,934	9,202	5,907	6,633	4,312	4,049	5,739	5,407	16,598	8,622	97,091
YTD	12,859	21,153	26,318	37,133	42,015	49,459	53,980	57,238	63,472	70,177	0	0	70,177
YTD Comparison	140.68%	128.84%	97.73%	98.15%	93.67%	89.19%	88.70%	88.90%	92.15%	94.05%	0.00%	0.00%	
Monthly Comparison	140.68%	113.97%	49.13%	99.19%	69.52%	70.23%	83.65%	92.39%	138.81%	116.85%	0.00%	0.00%	

Museum Store Sales Narrative: Store sales showing month over month improvement and year to date approaching previous year sales. Report is through April 30, 2014.

III. Museum Store Revenue and Expenditure Chart

Museum Store Revenue and Expenditure Chart

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
Revenues													
Store Sales	12,859	8,294	5,165	10,815	4,882	7,444	4,522	3,258	6,234	6,705	0	0	70,177
Expenditures													
Merchandise	0	1,172	7,062	3,333	4,700	2,537	162	824	1,456	3,130	0	0	24,376
Personnel	1,429	5,172	3,730	3,598	3,668	3,668	5,035	3,651	3,623	3,695	0	0	37,269
Operating/Other	328	305	192	330	904	207	239	128	125	320	0	0	3,079
Total Expenditures	1,757	6,649	10,984	7,261	9,272	6,412	5,436	4,603	5,204	7,145	0	0	64,724
Net Profit	11,102	1,645	-5,819	3,554	-4,391	1,032	-914	-1,345	1,030	-440	0	0	5,453

Museum Store Revenue and Expenditure Chart Narrative: For the year to date, the store is operating with an acceptable net profit margin. Report is through April 30, 2014.

IV. Membership Figures

Memberships (new and renewals) chart comparison against three previous fiscal years.

Membership Categories	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
Regular	0	0	0	0	0	0	0	0	0	0	0	0	0
Student & Senior	0	0	0	0	0	0	0	0	0	0	0	0	0
Family	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 13 Total													
FY 12	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 11	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 10	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD	0												0
YTD Comparison													
Monthly Comparison													

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.
Monthly Comparison compares the current month of the current year against the same month in the previous year.

Membership Figures Narrative:

The Nevada State Railroad Museum does not have a membership program. People wishing to support the museum through membership join the *Friends of the Nevada State Railroad Museum*. This non-profit organization provides cash support for various museum projects and programs. As of February 2, 2014, membership in the *Friends* stands at 612, a decrease of 23 from the previous report.

V. Museum Attendance Figures

Attendance chart comparison against three previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 14	2,884	1,727	1,148	1,132	1,147	1,236	609	647	1,110	1,133			9,883
FY 13	1,975	1,745	1,482	1,182	830	1,240	426	685	906	1,014	1,434	1,605	14,524
FY 12	3,403	1,852	1,728	1,163	1,020	1,067	463	599	619	899	1,980	2,139	16,932
FY 11	2,615	2,071	1,694	1,869	793	1,260	701	676	783	431	1,780	1,960	16,633
FY 10	2,139	2,250	1,616	1,357	1,174	1,923	809	1,020	1,082	1,210	2,613	1,784	18,977
YTD	2,884	4,611	5,759	6,891	8,038	9,274	9,883	10,530	11,640	12,773	0	0	9,883
YTD Comparison	146.03%	123.95%	110.71%	107.94%	111.42%	109.70%	111.30%	110.09%	111.16%	111.21%	0.00%	0.00%	
Monthly Comparison	146.03%	98.97%	77.46%	95.77%	138.19%	99.68%	142.96%	94.45%	122.52%	111.74%	0.00%	0.00%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.
Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Attendance Figures Narrative:

Attendance for the year to date is running ahead of FY 2013 due in part to the additional day of service. Report is through April 30, 2014.

VI. Attendance Receipts

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	7,607	6,922	6,121	8,150	1,912	6,971	3,341	1,370	4,341	3,183			49,918
FY 13	9,923	3,511	8,511	5,228	3,026	3,486	1,627	2,577	2,851	4,339	5,864	6,309	45,079
FY 12	10,640	6,857	7,291	4,759	2,687	4,999	2,114	2,694	2,790	3,472	6,976	7,418	62,698
FY 11	8,029	6,586	4,202	4,966	2,536	2,543	2,140	1,016	0	0	4,354	6,352	42,724
FY 10	5,171	5,116	4,102	3,296	2,327	1,026	1,650	1,907	2,592	3,560	6,743	5,681	43,171
YTD	7,607	14,529	20,649	28,799	30,711	37,683	41,024	42,394	46,735	49,918	0	0	49,918
YTD Comparison	76.66%	108.15%	94.10%	105.99%	101.70%	111.87%	116.17%	111.89%	114.71%	110.73%	0.00%	0.00%	
Monthly Comparison	76.66%	197.15%	71.91%	155.90%	63.18%	199.98%	205.35%	53.16%	152.26%	73.36%	0.00%	0.00%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Attendance Receipts Narrative: Report is through April 30, 2014. Receipts are consistent with attendance trends.

VII. Train Ride Receipts

Train Ride receipts compared against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	9,754	0	0	994	1,362	6,718	0	0	0	0	0	0	18,828
FY 13	6,735	837	5,938	2,907	0	10,799	0	0	0	0	3,900	0	27,216
FY 12	9,669	2,891	5,694	1,626	0	17,652	0	0	0	152	8,944	7,706	54,335
FY 11	8,391	4,535	5,060	2,133	2,430	9,888	0	0	0	259	10,109	4,235	47,040
FY 10	4,830	6,658	4,627	1,586	2,102	4,900	0	0	0	255	9,399	3,846	38,203
YTD	9,754	9,754	0	10,748	12,110	18,828	0	0	0	0	0	0	18,828
YTD Comparison	144.8%	128.8%	0.0%	65.5%	73.8%	69.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	144.8%	0.0%	0.0%	34.2%	#DIV/0!	62.2%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	0.0%	#DIV/0!	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Train Ride Receipts Narrative:

The steam train operated October 12 and 13, November 30 – December 1, and December 14-15 the latter four dates for Santa Train. The McKeen car operated October 26. Equipment failures and the extensive

smoke from CA wildfires during summer 2013 has adversely impacted operations and resultant revenue. Report is through April 30, 2014.

VIII. Fundraising Activities:

- None this report.

IX. General Museum Activities

- Director Frank Ackerman retired from State service effective May 4, 2014. A recruitment has been conducted and interviews for a new director will be conducted during June.
- Additional capital improvements will take place in the Annex storage area this summer. Concrete ADA complaint walkways will be placed throughout and the fire suppression system will be rebuilt with additional capacity and new sprinkler heads. Staff have invested many hours cleaning out some 30 years of accumulated "stuff" in these areas.
- As an early 2016-2017 budget activity, staff prepared and submitted Capital Improvement Project requests covering additional new interpretive spaces as well as maintenance of the parking areas and roadway access.
- The museum's long-awaited Gateway Improvement Project (including an electronic sign) has passed review by the Carson City Historic Resources commission. Carson City Planning will take up the requested Special Use Permit on June 25. Pending permit approval, construction could get underway this year.
- Museum train service volunteers completed the required annual safety training during several days in April.
- Seasonal train service returned during early May. The Edwards motorcar, a staple of weekend and group tour service, remains out of service for repairs. The car is expected to return to service by June 15.
- Facility staff completed a retrofit of all museum exhibit lighting in the Jacobsen Interpretive Center in early June. LED lighting is now in place of incandescent and halogen lighting throughout. The museum qualifies for an NV Energy rebate, covering roughly half the cost of the relamping.
- Progress on completion of the *Glenbrook* restoration has slowed as new procedures for obtaining a boiler operating certificate are addressed. The locomotive roll-out will be delayed until the third or fourth quarter, CY 2014. The July 4-6 events have taken a more modest approach as a result of the lack of the *Glenbrook*.
- The museum has increased Facebook presence since early February (the last post prior to February was in late 2012). The NSRMCC Facebook page has gone from 1,591 likes to 1,745 likes between February 1 and April 30, a 9.6 percent increase. Our most popular post by far occurred on March 13, which concerned the V&T selling the Inyo to Paramount Studios. The post received over 6,000 views. Our six posts during April and early May related to the McKeen Car operating on National Train Day, May 10, received over 9,750 views. We have been able to use Facebook posts to track how many views we get for our posts and from which geographic locations we are getting viewed the most, among other criteria.

- Curator of History Wendell Huffman gave a presentation related to his book titled, "Waiting for the Cars," at Winter Rail in Stockton in March. The presentation helped drive sales of the book, which, I believe, sold over \$1,000 worth of books.

Mission Statement

The Nevada State Railroad Museum is a cultural resource dedicated to educating the broadest possible audience about the contributions of railroads and railroading to the development of Nevada.

This mission is realized through the collection, preservation and interpretation of significant locomotives, rolling stock, artifacts, photographs, documents and ephemera directly relating to railroads and railroading in Nevada.

Current Operations

As of July 1, 2013 the museum expanded to operating for the public five days per week; Thursday through Monday, 9:00a.m.to 5:00p.m.

AMENDMENT #1 TO CONTRACT

Between the State of Nevada
Acting By and Through Its

**NEVADA DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS
DIVISION OF MUSEUMS AND HISTORY
Nevada State Railroad Museum-Carson City
708 N. Curry St
Carson City, NV 89703
Phone (775) 687-4340 Fax (775) 687-4330
(Henceforth known as "the State")**

and

**Sandra Wendel & Associates Landscape Architecture
1624 10th Street, Suite 3
Minden, NV 89423
(775) 782-8942
(Henceforth known as "Sandra Wendel & Associates")**

1. **AMENDMENTS.** For and in consideration of mutual promises and/or their valuable consideration, all provisions of the original contract for Landscape Architecture for the Nevada State Railroad Museum, Carson City, and dated September 27, 2013 attached hereto as Exhibit A, remain in full force and effect with the exception of the following:

A. To extend the term of the contract from a 9 month contract expiring on June 30, 2014 an additional 12 months to June 30, 2015.

Current Contract Language:

3. **CONTRACT TERM.** This Contract shall be effective from September 27, 2013 (subject to the Board of Museums and History approval) to June 30, 2014, unless sooner terminated by either party as specified in paragraph ten (10).

Amended Contract Language:

3. **CONTRACT TERM.** This Contract shall be effective from September 27, 2013 (subject to the Board of Museums and History approval) to June 30, 2015, unless sooner terminated by either party as specified in paragraph ten (10).

2. **INCORPORATED DOCUMENTS.** Exhibit A (Original Contract) is attached hereto, incorporated by reference herein and made a part of this amended contract.

3. **REQUIRED APPROVAL.** This amendment to the original contract shall not become effective until and unless approved by the Nevada State Board of Museums and History.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to the original contract to be signed and intend to be legally bound thereby.

<u>Sandra Wendel</u>	<u>5/13/14</u>	<u>President SWI 8A</u>
Independent Contractor's Signature	Date	Independent's Contractor's Title
<u>Peter Barton</u>	<u>5/13/14</u>	<u>Administrator</u>
Signature - Peter Barton	Date	Title

_____ Signature	_____ Date	_____ Title
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Signature - Board of Museums and History

Approved as to form by:
Shirley Bradley
Deputy Attorney General for Attorney General

APPROVED BY BOARD OF MUSEUMS AND HISTORY

On _____
On 5/13/14 (Date)
On _____ (Date)

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

A Contract Between the State of Nevada
Acting By and Through Its

**NEVADA DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS,
DIVISION OF MUSEUMS AND HISTORY**
Nevada State Railroad Museum, Carson City
2180 S. Carson St.
Carson City, NV 89701
Phone (775) 687-6953 Fax (775) 687-8294
(Henceforth known as "the State")

and

Jim Ingram Signs
7335 Penryn Estates Drive
Penryn, CA 95663-9608
(916) 652-6052
(Henceforth known as "Ingram Signs")

WHEREAS, NRS 333.700 authorizes elective officers, heads of departments, boards, commissions or institutions to engage, subject to the approval of the Board of Museums and History, services of persons as independent contractors; and

WHEREAS, it is deemed that the service of Contractor is both necessary and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Nevada State Board of Museums and History.

2. **DEFINITIONS.** "State" means the State of Nevada and any state agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307. "Independent Contractor" means a person or entity that performs services and/or provides goods for the State under the terms and conditions set forth in this Contract. "Fiscal Year" is defined as the period beginning July 1 and ending June 30 of the following year. "Current State Employee" means a person who is an employee of an agency of the State. "Former State Employee" means a person who was an employee of any agency of the State at any time within the preceding 24 months.

3. **CONTRACT TERM.** This Contract shall be effective upon approval by the State of Nevada Board of Museums and History' approval (anticipated to be June 27, 2014) to June 30, 2015, unless sooner terminated by either party as specified in paragraph ten (10).

4. **NOTICE.** Unless otherwise specified, termination shall not be effective until 30 calendar days after a party has served written notice of termination for default, or notice of termination without cause upon the other party. All notices or other communications required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if delivered personally in hand, by telephonic facsimile with simultaneous regular mail, or mailed certified mail, return receipt requested, postage prepaid on the date posted, and addressed to the other party at the address specified above.

5. INCORPORATED DOCUMENTS. The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	SCOPE OF WORK
ATTACHMENT BB:	INSURANCE SCHEDULE: And
ATTACHMENT CC:	CONTRACTOR'S RESPONSE

A Contractor's Attachment shall not contradict or supersede any State specifications, terms or conditions without written evidence of mutual assent to such change appearing in this Contract.

6. CONSIDERATION. The parties agree that Contractor will provide the services specified in paragraph five (5) at a cost not to exceed \$ 12,000 (Twelve Thousand dollars). The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the results of legislative appropriation may require.

7. ASSENT. The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.

8. BILLING SUBMISSION: TIMELINESS. The parties agree that timeliness of billing is of the essence to the contract and recognize that the State is on a fiscal year. All billings for dates of service prior to July 1 must be submitted to the State no later than the first Friday in August of the same calendar year. A billing submitted after the first Friday in August, which forces the State to process the billing as a stale claim pursuant to NRS 353.097, will subject the Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the State of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to the Contractor.

9. INSPECTION & AUDIT.

a. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all state and federal regulations and statutes.

b. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the State Auditor, the relevant state agency or its contracted examiners, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this paragraph.

c. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the State, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. CONTRACT TERMINATION.

a. Termination Without Cause. Any discretionary or vested right of renewal notwithstanding, this Contract may be terminated upon written notice by mutual consent of both parties, or unilaterally by either party without cause.

b. State Termination for Non-appropriation. The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the State

Legislature and/or federal sources. The State may terminate this Contract, and Contractor waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the Contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

c. Cause Termination for Default or Breach. A default or breach may be declared with or without termination. This Contract may be terminated by either party upon written notice of default or breach to the other party as follows:

- i. If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
- ii. If any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
- iii. If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
- iv. If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
- v. If it is found by the State that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
- vi. If it is found by the State that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.

d. Time to Correct. Termination upon a declared default or breach may be exercised only after service of formal written notice as specified in paragraph four (4), and the subsequent failure of the defaulting party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared default or breach has been corrected.

e. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this paragraph survive termination:

- i. The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
- ii. Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the Contracting Agency;
- iii. Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Contracting Agency;
- iv. Contractor shall preserve, protect and promptly deliver into State possession all proprietary information in accordance with paragraph twenty-one (21).

11. REMEDIES. Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. It is specifically agreed that reasonable attorneys' fees shall include, without limitation, one hundred and twenty-five dollars (\$125.00) per hour for State-employed attorneys. The State may set off consideration against any unpaid obligation of Contractor to any State agency in accordance with NRS 353C.190. In the event that the Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of Contractor to the State or its agencies, to the extent allowed by bankruptcy law, without regard to whether the procedures of NRS 353C.190 have been utilized.

12. LIMITED LIABILITY. The State will not waive and intends to assert available NRS chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Liquidated damages shall not apply unless otherwise specified in the incorporated attachments. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the fiscal year budget in existence at the time of the breach. Damages for any Contractor breach shall not exceed one hundred and fifty percent (150%) of the contract maximum "not to exceed" value. Contractor's tort liability shall not be limited.

13. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.

14. **INDEMNIFICATION.** To the fullest extent permitted by law Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents.

15. **INDEPENDENT CONTRACTOR.** Contractor is associated with the State only for the purposes and to the extent specified in this Contract, and in respect to performance of the contracted services pursuant to this Contract, Contractor is and shall be an independent contractor and, subject only to the terms of this Contract, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Contract. Nothing contained in this Contract shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for the State whatsoever with respect to the indebtedness, liabilities, and obligations of Contractor or any other party. Contractor shall be solely responsible for, and the State shall have no obligation with respect to: (1) withholding of income taxes, FICA or any other taxes or fees; (2) industrial insurance coverage; (3) participation in any group insurance plans available to employees of the State; (4) participation or contributions by either Contractor or the State to the Public Employees Retirement System; (5) accumulation of vacation leave or sick leave; or (6) unemployment compensation coverage provided by the State. Contractor shall indemnify and hold State harmless from, and defend State against, any and all losses, damages, claims, costs, penalties, liabilities, and expenses arising or incurred because of, incident to, or otherwise with respect to any such taxes or fees. Neither Contractor nor its employees, agents, nor representatives shall be considered employees, agents, or representatives of the State. The State and Contractor shall evaluate the nature of services and the term of the Contract negotiated in order to determine "independent contractor" status, and shall monitor the work relationship throughout the term of the Contract to ensure that the independent contractor relationship remains as such. To assist in determining the appropriate status (employee or independent contractor), Contractor represents as follows:

		<u>Contractor's Initials</u>	
		YES	NO
1.	Does the Contracting Agency have the right to require control of when, where and how the independent contractor is to work?	_____	_____
2.	Will the Contracting Agency be providing training to the independent contractor?	_____	_____
3.	Will the Contracting Agency be furnishing the independent contractor with worker's space, equipment, tools, supplies or travel expenses?	_____	_____
4.	Are any of the workers who assist the independent contractor in performance of his/her duties employees of the State of Nevada?	_____	_____
5.	Does the arrangement with the independent contractor contemplate continuing or recurring work (even if the services are seasonal, parttime, or of short duration)?	_____	_____
6.	Will the State of Nevada incur an employment liability if the independent contractor is terminated for failure to perform?	_____	_____
7.	Is the independent contractor restricted from offering his/her services to the general public while engaged in this work relationship with the State?	_____	_____

16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the State, Contractor, as an independent contractor and not an employee of the State, must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in Attachment BB, incorporated hereto by attachment. The State shall have no liability except as specifically provided in the Contract.

The Contractor shall not commence work before:

- 1) Contractor has provided the required evidence of insurance to the Contracting Agency of the State, and
- 2) The State has approved the insurance policies provided by the Contractor.

Prior approval of the insurance policies by the State shall be a condition precedent to any payment of consideration under this Contract and the State's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent this Contract. Any failure of the State to timely approve shall not constitute a waiver of the condition.

Insurance Coverage: The Contractor shall, at the Contractor's sole expense, procure, maintain and keep in force for the duration of the Contract insurance conforming to the minimum limits as specified in Attachment BB, incorporated hereto by attachment. Unless specifically stated herein or otherwise agreed to by the State, the required insurance shall be in effect prior to the commencement of work by the Contractor and shall continue in force as appropriate until:

1. Final acceptance by the State of the completion of this Contract; or
2. Such time as the insurance is no longer required by the State under the terms of this Contract;

Whichever occurs later.

Any insurance or self-insurance available to the State shall be in excess of, and non-contributing with, any insurance required from Contractor. Contractor's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the State, Contractor shall provide the State with renewal or replacement evidence of insurance no less than thirty (30) days before the expiration or replacement of the required insurance. If at any time during the period when insurance is required by the Contract, an insurer or surety shall fail to comply with the requirements of this Contract, as soon as Contractor has knowledge of any such failure, Contractor shall immediately notify the State and immediately replace such insurance or bond with an insurer meeting the requirements.

General Requirements:

- a. **Additional Insured:** By endorsement to Contractor's general liability insurance policy, the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 shall be named as additional insureds for all liability arising from the Contract.
- b. **Waiver of Subrogation:** Each insurance policy shall provide for a waiver of subrogation against the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307, for losses arising from work/materials/equipment performed or provided by or on behalf of the Contractor.
- c. **Cross-Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.
- d. **Deductibles and Self-Insured Retentions:** Insurance maintained by Contractor shall apply on a first dollar basis without application of a deductible or self-insured retention unless otherwise specifically agreed to by the State. Such approval shall not relieve Contractor from the obligation to pay any deductible or self-insured retention. Any deductible or self-insured retention shall not exceed fifty thousand dollars (\$50,000.00) per occurrence, unless otherwise approved by the Risk Management Division.
- e. **Policy Cancellation:** Except for ten (10) days notice for non-payment of premium, each insurance policy shall be endorsed to state that without thirty (30) days prior written notice to the State of Nevada, c/o Contracting Agency, the policy shall not be canceled, non-renewed or coverage and /or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mailed to the address shown on page one (1) of this contract:
- f. **Approved Insurer:** Each insurance policy shall be:
 - 1) Issued by insurance companies authorized to do business in the State of Nevada or eligible surplus lines insurers acceptable to the State and having agents in Nevada upon whom service of process may be made; and
 - 2) Currently rated by A.M. Best as "A-VII" or better.

Evidence of Insurance:

Prior to the start of any Work, Contractor must provide the following documents to the contracting State agency:

1) Certificate of Insurance: The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the State to evidence the insurance policies and coverages required of Contractor. The certificate must name the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized by the insurer to bind coverage on its behalf. The state project/contract number, description and contract effective dates shall be noted on the certificate, and upon renewal of the policies listed Contractor shall furnish the State with replacement certificates as described within Insurance Coverage, section noted above.

Mail all required insurance documents to the State Contracting Agency identified on page one of the contract.

2) Additional Insured Endorsement: An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85) , signed by an authorized insurance company representative, must be submitted to the State to evidence the endorsement of the State as an additional insured per General Requirements, subsection a above.

3) Schedule of Underlying Insurance Policies: If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.

Review and Approval: Documents specified above must be submitted for review and approval by the State prior to the commencement of work by Contractor. Neither approval by the State nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its sub-contractors, employees or agents to the State or others, and shall be in addition to and not in lieu of any other remedy available to the State under this Contract or otherwise. The State reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.

17. COMPLIANCE WITH LEGAL OBLIGATIONS. Contractor shall procure and maintain for the duration of this Contract any state, county, city or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract. The State may set-off against consideration due any delinquent government obligation in accordance with NRS 353C.190.

18. WAIVER OF BREACH. Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.

19. SEVERABILITY. If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

20. ASSIGNMENT/DELEGATION. To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by State, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written consent of the State.

21. STATE OWNERSHIP OF PROPRIETARY INFORMATION. Any reports, histories, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data, system designs, computer code (which is intended to be consideration under the Contract), or any other documents or drawings, prepared or in the course of preparation by Contractor (or its subcontractors) in performance of its obligations under this Contract shall be the exclusive property of the State and all such materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract. Contractor shall not use, willingly allow, or cause to have such materials used for any purpose other than performance of Contractor's obligations under this Contract without the prior written consent of the State. Notwithstanding the foregoing, the State shall have no proprietary interest in any materials licensed for use by the State that are subject to patent, trademark or copyright protection.

22. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The State has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the State for honoring such a designation. The failure to so label any document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any release of the records.

23. **CONFIDENTIALITY.** Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract

24. **FEDERAL FUNDING.** In the event federal funds are used for payment of all or part of this Contract:

- a. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension, 28 C.F.R. pt. 67, § 67.510, as published as pt. VII of the May 26, 1988, Federal Register (pp. 19160-19211), and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
- b. Contractor and its subcontractors shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder contained in 28 C.F.R. 26.101-36.999, inclusive, and any relevant program-specific regulations.
- c. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964, as amended, the Rehabilitation Act of 1973, P.L. 93-112, as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)

25. **LOBBYING.** The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:

- a. Any federal, state, county or local agency, legislature, commission, counsel or board;
- b. Any federal, state, county or local legislator, commission member, counsel member, board member, or other elected official; or
- c. Any officer or employee of any federal, state, county or local agency; legislature, commission, counsel or board.

26. **WARRANTIES.**

- a. **General Warranty.** Contractor warrants that all services, deliverables, and/or work product under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.
- b. **System Compliance.** Contractor warrants that any information system application(s) shall not experience abnormally ending and/or invalid and/or incorrect results from the application(s) in the operating and testing of the business of the State.

27. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective only after approval by the State Board of Museums and History and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.

28. **NOTIFICATION OF UTILIZATION OF CURRENT OR FORMER STATE EMPLOYEES.** Contractor has disclosed to the State all persons that the Contractor will utilize to perform services under this Contract who are Current State Employees or Former State Employees. Contractor will not utilize any of its employees who are Current State Employees or Former State Employees to perform services under this contract without first notifying the Contracting Agency of the identity of such persons and the services that each such person will perform, and receiving from the Contracting Agency approval for the use of such persons.



ATTACHMENT AA
Nevada Department of Tourism and Cultural Affairs
DIVISION OF MUSEUMS AND HISTORY
Nevada State Railroad Museum, Carson City
2180 South Carson Street
Carson City, NV 89701
(775) 687-6953 Fax (775) 687-8294

BRIAN SANDOVAL
Governor

Peter Barton
Administrator

Claudia Vecchio
Director

Frank Ackerman
Museum Director

Glenbrook Locomotive Stripping Scope of Work

The purpose of this scope of work is to define the project of applying treatments and finishes to the locomotive Glenbrook. This includes lettering, stripping, gold leafing (gilding), and art work. Items to be lettered, stripped, gold leafed, and otherwise treated on the Glenbrook Locomotive as identified in the Wilke report "Guideline for Decorative Treatment and Finishes" are:

Tender

- The tank sides will have stripping and details to include gold leaf
- The back end of the tank will have stripping and the name "Glenbrook" with drop shadow
- The tank flare is stripped all around
- The frame has a stripping on the bevels, lower edge
- The ends of the truck frames are stripped in a simple detail

Engine

- The cab brackets are stripped front and rear
- The fenders (6) are stripped
- The cab is gold leafed on the bevel edges around all windows and doors
- The crown molding is gold leafed as is the oval panel molding
- The name is gold leaf with drop shadow in the oval panel
- The front and rear walls of the cab are gold leafed on the bevel edges

Frame, drivers, and cylinders

- Each driver spoke is given a spear pattern with a gold leaf and stripping accent
- The pony truck wheels are stripped at the axel end and hub edge
- The steam chest wrapper is stripped and gold leafed
- The cylinder saddle casting has a stripping detail below the valve deck
- The cylinder saddle is stripped on the forward facing surface
- The cylinder wrapper has a gold leaf detail in the field
- The pilot beam is stripped white and red

Boiler appurtenances

- The sand dome base, wrapper, top casting and lid receive extensive stripping and gold leaf
- The steam dome base, wrapper, and top casting receive extensive stripping and gold leaf

Head lamp

- The head lamp is stripped with gold leaf detail and the side panels receive an artistic pattern
- The head light brackets are stripped white and gold leaf.

Bell

- The bell stand has white and gold leaf stripping detail

ATTACHMENT AA

The contractor is responsible for scaling and preparing patterns and stencils from the Wilke report "Guideline for Decorative Treatment and Finishes". He will work directly with Wilke to insure adherence to the historic findings.

The contractor will procure appropriate paints and mix them to the correct color using the Pantone and Munsel color identification system as a reference.

The contractor will clean and prepare the surfaces upon which the treatment is to be applied. The contractor will apply patterns and stencils in the correct aspect as indicated in the report. He will apply the paint to the surfaces in an approved manner. He will clean the areas following the application of stripping.

The contractor will supply the sizing and gold leaf as needed to complete the work. The leaf is to be genuine gold leaf of 23K or better. The gold will be lightly burnished after application. The contractor will clean the areas following the application of gilding.

Stripping may be applied with either a brush or a stripping roller provided the appropriate paints are used.

Appropriate paints may be 1 Shot lettering enamels, Ronan lettering enamels, or others that meet or exceed the standard set by 1 Shot. The enamels shall be oil based and it is preferred that only one brand be used to complete the entire project.

The work is to be performed in the restoration shop at NRSN in Carson City Nevada unless provision is made to transport smaller components to the contractors shop.

**ATTACHMENT BB
INSURANCE SCHEDULE**

INDEMNIFICATION CLAUSE:

Contractor shall indemnify, hold harmless and, not excluding the State's right to participate, defend the State, its officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against all liabilities, claims, actions, damages, losses, and expenses including without limitation reasonable attorneys' fees and costs, (hereinafter referred to collectively as "claims") for bodily injury or personal injury including death, or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State.

INSURANCE REQUIREMENTS:

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- | | |
|---|-------------|
| • General Aggregate | \$2,000,000 |
| • Products – Completed Operations Aggregate | \$1,000,000 |
| • Personal and Advertising Injury | \$1,000,000 |
| • Each Occurrence | \$1,000,000 |

- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the State of Nevada is named as an additional insured, the State of Nevada shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
2. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the State, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **(State of Nevada Department Representative's Name & Address)**.

D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Nevada and with an "A.M. Best" rating of not less than A- VII. The State in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State with certificates of insurance (ACORD form or equivalent approved by the State) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the State before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(State Department Representative's Name and Address)**. The State project/contract number and project description shall be noted on the certificate of insurance. The State reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as additional insureds under its policies or Contractor shall furnish to the State separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Attorney General's Office or the Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

Independent Contractor's Signature

Date

Title

Signature - State of Nevada

Date

Title

ATTACHMENT BB INSURANCE SCHEDULE

INDEMNIFICATION CLAUSE:

Contractor shall indemnify, hold harmless and, not excluding the State's right to participate, defend the State, its officers, officials, agents, and employees (hereinafter referred to as "Indemnatee") from and against all liabilities, claims, actions, damages, losses, and expenses including without limitation reasonable attorneys' fees and costs, (hereinafter referred to collectively as "claims") for bodily injury or personal injury including death, or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the Contractor agrees to waive all rights of subrogation against the State, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the State.

INSURANCE REQUIREMENTS:

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to

persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

• General Aggregate	\$2,000,000
• Products – Completed Operations Aggregate	\$1,000,000
• Personal and Advertising Injury	\$1,000,000
• Each Occurrence	\$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor".

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$1,000,000
-----------------------------	-------------

- b. The policy shall be endorsed to include the following additional insured language: "The State of Nevada shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".

3. **Worker's Compensation and Employers' Liability**

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$100,000
Disease – Each Employee	\$100,000
Disease – Policy Limit	\$500,000

- a. Policy shall contain a waiver of subrogation against the State of Nevada.
- b. This requirement shall not apply when a contractor or subcontractor is exempt under N.R.S., **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form.

B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies shall include, or be endorsed to include, the following provisions:

1. On insurance policies where the State of Nevada is named as an additional insured, the State of Nevada shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract.
 3. The Contractor's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to the State, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to **(State of Nevada Department Representative's Name & Address)**.
- D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Nevada and with an "A.M. Best" rating of not less than A- VII. The State in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.
- E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State with certificates of insurance (ACORD form or equivalent approved by the State) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- All certificates and any required endorsements are to be received and approved by the State before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.
- All certificates required by this Contract shall be sent directly to **(State Department Representative's Name and Address)**. The State project/contract number and project description shall be noted on the certificate of insurance. The State reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.
- F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as additional insureds under its policies **or** Contractor shall furnish to the State separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.
- G. **APPROVAL:** Any modification or variation from the insurance requirements in this Contract shall be made by the Attorney General's Office or the Risk Manager, whose decision shall be final. Such action will not require a formal Contract amendment, but may be made by administrative action.

Independent Contractor's Signature

Date

Title

Signature - State of Nevada

Date

Title

**7335 PENRYN ESTATES DR.
PENRYN, CA 95663-9608
(916) 652-6502**

Estimate

Date	Estimate #
6/2/2014	525

To:

Nevada State Railroad Museum
2180 S. Carson St.
Carson City, NV 89701

[illegible]



STATE OF NEVADA
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS
 Division of Museums and History
 Nevada State Railroad Museum/Boulder City

Brian Sandoval
 Governor

Peter Barton
 Administrator

Claudia Vecchio
 Director

Report to the
Board of Museums and History

June 27, 2014

Greg Corbin
 Museum Director

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5037 BC				Status	
State Fiscal Year 2014				Year to Date	Percentage
	GL #	Approved Budget	Approved Changes	Total Budget	Actuals Year to Date
Revenues:					
Balance Forw from Prior FY (Unrestricted)	2514	1,522		1,522	1,522 100.00%
Balance Forw from Prior FY (Restricted)	2515	33		33	33 100.00%
Facilities Charges	3802	1,500		1,500	500 33.33%
Merchandise Sales	4026	47,079		47,079	36,177 76.84%
Gifts & Donations	4253	1,721		1,721	1,977 114.88%
Total Revenue:		\$51,855	\$0	\$51,855	\$40,209 77.54%
Expenditures:					
	Category				
Boulder City Railroad	52	51,822		51,822	32,501 62.72%
Boulder City Railroad Restricted	53	33		33	0 0.00%
Total Expenditures:		\$51,855	\$0	\$51,855	\$32,501 62.68%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$7,708 14.86%

Budget Status Narrative: The figures noted above covers the period through April 30, 2014. Since the last report to the Board there have been the normal expenditures charged to the private budget, which includes store merchandise.

II. Museum Store Sales N/A

Store sales chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	2,973	3,370	3,356	3,559	3,083	8,219	515	3,158	3,663	4,281			36,177
FY 13	3,558	4,112	3,609	3,441	3,955	8,489	41	3,485	5,116	3,652	3,045	2,666	45,169
FY 12	5,412	4,017	3,446	4,259	3,992	5,743	0	3,518	3,972	4,228	3,740	3,648	45,975
FY 11	3,535	3,876	3,487	4,461	3,657	6,666	0	3,485	5,756	5,292	4,540	3,829	48,584
FY 10	1,980	4,149	3,495	3,176	4,058	6,497	0	2,171	4,373	4,564	4,774	3,742	42,979
YTD	2,973	6,343	9,699	13,258	16,341	24,560	25,075	28,233	31,896	36,177	0	0	36,177
YTD Comparison	83.6%	82.7%	86.0%	90.1%	87.5%	90.4%	92.2%	92.0%	89.1%	91.7%	0.0%	0.0%	
Monthly Comparison	83.6%	82.0%	93.0%	103.4%	78.0%	96.8%	1256.1%	90.6%	71.6%	117.2%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Store Sales Narrative: Store sales are reported through April 30, 2014. The Boulder City facility continues to operate an established museum store during a two-day-a-week schedule, coinciding with the operation of our train rides each Saturday and Sunday. No train operations during the month of January.

III. Museum Revenue and Expenditure Chart

Museum Store Revenue and Expenditure Chart

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
Revenues													
Store Sales	2,973	3,370	3,356	3,559	3,083	8,219	515	3,158	3,663	4,281	0	0	36,177
Expenditures													
Merchandise	401	1,457	1,556	588	357	3,582	766	1,893	2,103	1,339	0	0	14,042
Personnel	1,195	836	2,682	1,970	1,971	2,078	442	758	1,534	1,962	0	0	15,428
Operating/Other	24	115	36	208	29	69	78	0	62	43	0	0	664
Total Expenditures	1,620	2,408	4,274	2,766	2,357	5,729	1,286	2,651	3,699	3,344	0	0	30,134
Net Profit	1,353	962	-918	793	726	2,490	-771	507	-36	937	0	0	6,043

Museum Store Revenue and Expenditure Narrative: The store is presently showing a modest gross profit. This report covers store/sales activity through April 30, 2014.

IV. Membership Figures

Memberships (new and renewals) chart comparison against three previous fiscal years.

Membership Categories	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
Individual	0	0	0	0	0	0	0	0	0	0	0	0	0
Family	0	0	0	0	0	0	0	0	0	0	0	0	0
Sustaining	0	0	0	0	0	0	0	0	0	0	0	0	0
Contributing	0	0	0	0	0	0	0	0	0	0	0	0	0
Patron	0	0	0	0	0	0	0	0	0	0	0	0	0
Benefactor	0	0	0	0	0	0	0	0	0	0	0	0	0
Senior	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 14 Total	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 13	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 12	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 11	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD	0												0
YTD Comparison	#DIV/0!												#DIV/0!
Monthly Comparison	#DIV/0!												

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Membership Narrative: The NSRM/BC has no an active membership program. Individuals wanting to support the museum do so by joining/supporting the *Friends of the Nevada Southern Railway*. As of this report, the *Friends* membership stands at 436 memberships (Individual, Senior & Family level).

V. Museum Attendance Figures (Train Ridership Only)

Attendance chart comparison against three previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 14	1,437	1,525	1,739	2,872	3,823	9,551	0	1,552	2,320	1,728			26,147
FY 13	1,519	1,318	1,705	2,728	1,323	11,407	0	1,604	2,998	12,085	2,100	1,735	40,522
FY 12	2,130	1,521	1,542	2,944	1,574	9,459	0	1,930	3,210	11,311	2,754	1,415	39,790
FY 11	1,348	1,306	2,308	2,693	1,428	9,330	124	1,432	3,458	3,463	3,227	1,697	31,814
FY 10	1,109	1,519	1,112	1,866	1,396	10,029	0	1,645	2,991	2,077	2,972	1,595	28,311
YTD	1,437	2,962	4,701	7,373	10,996	20,547	0	22,089	24,419	26,147	0	0	26,147
YTD Comparison	94.6%	104.4%	103.5%	101.4%	128.0%	102.7%	0.0%	102.3%	99.3%	71.3%	0.0%	0.0%	
Monthly Comparison	94.6%	115.7%	102.0%	97.9%	273.8%	83.7%	0.0%	96.8%	77.4%	14.3%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Attendance Figures Narrative:

This report covers the period through April 30, 2014. For the first time in several years, we had no spring special events scheduled this year due to a number of reasons. As you are aware, the "Day Out with Thomas" event was dropped after the 2013 event concluded and we were unable to schedule our "Great Train Robbery" this spring due to conflicts with the Railroad Pass Hotel and Casino. However, we are tentatively planning on having the "Great Train Robbery" event again during the Nevada Day weekend, later this fall.

VI. Attendance Traffic (Display Pavilion Only)

Current attendance traffic compared against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	235	234	366	350	300	175	255	241	230	207	0	0	2,593
FY 13	493	306	423	344	400	250	155	160	423	105	272	275	3,606
FY 12	0	0	0	0	172	243	278	231	464	271	236	488	2,383
FY 11	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD	235	469	600	716	650	475	430	496	471	437	0	0	2,593
YTD Comparison	47.7%	58.7%	49.1%	45.7%	33.1%	21.4%	18.1%	19.6%	15.9%	14.3%	0.0%	0.0%	
Monthly Comparison	47.7%	76.5%	86.5%	101.7%	75.0%	70.0%	164.5%	150.6%	54.4%	197.1%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Attendance Receipts Narrative:

The Boulder City facility does not charge an admission fee other than train ride fares at this time. The NSRM/BC tracks non-paying visitors passing through our open-air display pavilion Tuesday through Friday only (or as staffing allows).

VII. Train Ride Receipts

Train Ride receipts compared against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	8,595	9,248	12,259	18,082	23,421	46,148	0	9,824	13,050	16,432			157,059
FY 13	11,567	10,165	11,956	17,276	12,933	60,069	1,750	10,812	21,567	16,104	13,978	9,868	198,045
FY 12	14,672	10,770	10,534	18,333	12,210	47,535	0	11,950	18,761	15,742	17,949	9,979	188,435
FY 11	10,949	10,811	17,086	19,096	10,214	39,831	858	9,724	23,705	23,761	18,710	12,215	196,960
FY 10	6,059	7,658	7,939	17,209	10,733	17,418	0	7,512	9,746	21,407	18,688	11,684	136,053
YTD	8,595	17,843	30,102	48,184	71,605	117,753	0	127,577	140,627	157,059	0	0	157,059
YTD Comparison	74.3%	82.1%	89.4%	94.5%	112.1%	95.0%	0.0%	93.4%	89.0%	90.2%	0.0%	0.0%	
Monthly Comparison	74.3%	91.0%	102.5%	104.7%	181.1%	76.8%	0.0%	90.9%	60.5%	102.0%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Train Ride Receipts Narrative: This report is through April 30, 2014.

VIII. Fundraising Activities N/A

IX. General Museum Activities

- During this report period (Feb., Mar. & Apr.), the NSRM-BC accommodated 7 schools (public & private) through the early part of the spring season, for a total participation of 543 students and teachers. In addition, we accommodated 4 Engineer-4-an-Hour participants during this report period.
- As one of the first steps in preparing agency budgets, C.I.P.'s (Capital Improvement Projects) were prepared, reviewed and submitted at the Division/Department level before being submitted to the State Public Works Board on April 2nd. As in the past, the NSRM/BC submitted C.I.P. applications for a new 1200sq ft. Visitors Center and new expanded Parking Facilities that include security lighting and additional walkways, etc.
- After taking a break during the month of January, the NSRM/BC started its 2014 operating season Saturday, February 8th. This is our 13th season since we began regular train excursions back in 2002 and since then we have accommodated nearly 250,000 passengers to date. We also held our annual "Volunteer Appreciation Dinner" on Thursday evening, February 27th at the Black Mountain Country Club in Henderson. The dinner is co-sponsored by Glaziers Food Market Place. As in the past, board members Renee Diamond and Dan Markoff attended and greeted guests.
- Due to a number of various circumstances and conflicts, the NSRM/BC was unable to hold any spring time special events this year. As previously announced, it was decided not to renew our agreement with Hit Entertainment to hold the "Day Out with Thomas" after last year's event concluded. Therefore, we don't have a new event to replace it with at this time. In addition, we were unable to schedule our "Great Train Robbery" this spring due to scheduling issues with the "Guns of the Roundtable" (our actors) and the Railroad Pass Hotel Casino. Currently, we are looking at rescheduling our train robbery event for later this year. Also, we have been in discussions with Rail Events Incorporated about establishing a "Polar Express" event here in Boulder City beginning in 2015. The "Polar Express" event has the potential of generating a larger source of revenue for the museum and it appeals to a much broader audience as well. Stayed tuned....as you'll be hearing more about this developing event.
- Over the years, I've reported on a number of various projects in which our "Friends" organization has supported or contributed towards since they incorporated in 2008. Since then, they have participated in numerous venues (memberships, calendar sales, water sales, bone yard tours, etc.) in which they have been able to build up their reserves. This has all been done in an effort to help the museum meet its mission and support our ongoing programs, projects and special events. I have attached a complete list of expenditures (below), in which the "Friends of the Nevada Southern Railway" have contributed since 2009.....totaling nearly \$94,000.00. Please review the list below and I'll be more than happy to address any questions during the upcoming board meeting.

FNSR CONTRIBUTIONS

(not all inclusive)

DATE	CHECK	NAME or VENDOR	Purpose	AMOUNT
2009:				
1/2/2009	1002		faucet for ADA car	204.94
Spring 2009		RPO car interior renovation	various small items	153.17
Fall 2009		503 Open Air Renovation	various items, incl FarmTek shade cover	626.85
11/20/2009			circuit breaker for 603 car	220.00
12/9/2009		Lowe's (Jimmy Potvin)	paint for dining car roof	79.45
2010:				
1/11/2010	1034	Nevada House of Hose	billed to NSRM	286.56
Spring 2010		Davenport (Dinky)	seats, signage & small parts	222.16
Spring 2010		503 Open Air Renovation	benches, HEP pass thru, other items	3,454.65
Spring 2010		502 Open Air Renovation	benches, misc. items	2,723.88
10/7/2010	1063	Roger Himka – reimbursement	decorations for Halloween train	73.26
11/5/2010	1069	Roger Himka – reimbursement	decorations for Halloween train	46.95
12/20/2010	1076	Daniel Markoff	transportation of Eureka	1,000.00
12/23/2010	DBT	Home Depot	Maytag washing machine for shop	297.00
2011:				
2/19/2011	DBT	National Supply	water pump for ADA car	61.10
Fall 2011		various	Steel & parts for two open air boarding stairs	700.55
Fall 2011		503 Open Air Renovation	Farmtek canopy, ABDW brake valve	808.98
Fall 2011		502 Open Air Renovation	ABDW valve, PVC for elect. pass through	560.00
Fall 2011		Interiors by Diane	Dining car walls, net of NRHS grant	2,429.00
10/28/2011	1158	Roger Himka – reimbursement	decorations for Halloween train	149.84
11/18/2011	1159	Jack Corrick – reimbursement	metal numbers for 264 engine	50.00
12/2/2011	1162	Woodchuck's	2 cords wood for Eureka steam engine	400.00
2012:				
1/12/2012	1238	Camping World	replacement RV toilet for ADA car	228.57
Jan-Mar 2012		various, incl Home Depot	parts & materials for sign bases for DOWT	338.24
3/8/2012		Cardsmart Merchant Services	POS system – 4 registers for DOWT	13,497.00
3/30/2012	1187/1218	Boulder Sand & Gravel	extend concrete platform 200' for DOWT	10,000.00
6/14/2012	1232/33	NSRM	Facility lease for DOWT	9,600.00
3/28/2012		Guitar Center	professional sound system for DOWT	4,451.06
11/2/2012	1252	Greg Corbin	donation for Halloween train candy	100.00
12/5/2012	1257	Woodchuck's	1 cord wood for Eureka steam engine	265.00
12/12/2012	1263	Tony Bond	parts, brackets to install tables in dining car	531.36
2013:				
1/19/2013		Home Deposit	wood for DOWT entertainment stage	352.53
5/16/2013	1332/33	NSRM	Facility lease for DOWT	9,600.00
5/1/2013	1322	Wheels in Motion	parts to repair golf cart	300.00
6/28/2013	1340	Tailored Fleet Solutions	On site repair of golf cart	150.00
8/23/2013	1341	Star Nursery	landscaping materials for pavilion	369.50

10/11/2013	1350	Bahna Battery	top and struts for golf cart	100.00
10/14/2013	1351	Carl Friedrichs – reimbursement	parts & material for Speeder 2 restoration	187.67
11/15/2013	1354	Pavestone Las Vegas	stones for pavestone project – net	2,007.00
12/6/2013	1357	Pavestone Project	labor for pavestone project	400.00
12/17/2013	1363	Pavestone Project	labor for pavestone project	2,000.00
12/5/2013	1356	Boulder Sand & Gravel	settlement-final pymt on grading, etc for DOWT	5,000.00

FNSR CONTRIBUTIONS

2014:				
1/14/2014	1364	Refrigeration Supplies Distributor	compressor & parts for dining car coolers	2,221.02
1/22/2014	1365	Leon Ganter – reimbursement	parts to repair museum Sawzall	51.22
2/10/2014	1368	Carl Friedrichs – reimbursement	parts & material for Speeder 2 restoration	52.80
FNSR Steamers:				
04/15/2011		Real Trains	4160' 1½" scale rai for NSR Steamers	3,120.00
10/21/2011		Steve Claude	steel & parts for 7½" riding cars	1,247.38
01/18/2012		William Megill	reimbursement – 4 trucks for riding cars	768.00
02/15/2012		Excel Plastics	plastic donation box	65.00
06/08/2012		Vegas Water Jet	Thrust washers for transfer table, per Jessie	50.00
08/27/2012		Vegas Water Jet	metal cut for transfer table	225.00
10/05/2012		Everett Bartlett	Reimbursement – tamper machine	80.00
10/25/2012		A First Impression	4'x10' sign banner for public run days	160.00
10/31/2012		Everett Bartlett	Reimbursement – parts to get tamper operating	119.43
11/16/2012		William Dukes	Reimbursement – winch for transfer table	151.33
02/19/2013		Everett Bartlett	Reimbursement – Curtis Steel – rails for riding cars	460.00
various dates		Everett Bartlett	Reimbursement – various materials (receipts attached)	482.34
05/07/2013		Train Works	50% down on SW1500 7½" gauge locomotive	4,514.50
11/30/2013		Train Works	Final payment on SW1500 7½" gauge locomotive	4,314.50
01/15/2014		Tony Bond	Reimbursement – Steel for rails for riding car storage	176.00
05/01/2014		Service Rock Products	Concrete pour for new station platform	870.00

Total: 93,154.79

Mission Statement

The Nevada State Railroad Museum, Boulder City will interpret, through a working excursion railroad, exhibitions and public programs, the story of railroads and the importance of transportation systems to the development of southern Nevada since 1900, with a special focus on the construction of Hoover Dam. The Museum will acquire and preserve artifacts of railroad history ranging from paper documents to rolling stock, on exhibit or used actively for visitor enjoyment and education.

Current Operations

The Nevada State Railroad Museum, Boulder City offers public train excursions on Saturdays and Sundays throughout the year except in January. The display pavilion is open additional days (Monday through Friday) when staffing permits.



STATE OF NEVADA
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS
 Division of Museums and History
East Ely Railroad Depot Museum

Brian Sandoval
Governor

Peter Barton
Administrator

Claudia Vecchio
Director

Report to the
Board of Museums and History
June 27, 2014

Sean Pitts
Museum Director

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5037 EE
 State Fiscal Year 2014

	<u>GL #</u>	<u>Approved Budget</u>	<u>Approved Changes</u>	<u>Total Budget</u>	<u>Year to Date Actuals</u>	<u>Status Percentage Year to Date</u>
Revenues:						
Balance Forward from Prior Fiscal Year	2511	15,188		15,188	15,188	100.00%
Facilities Charges	3801	500		500	4,700	940.00%
Gifts & Donations	4251	52		52	0	0.00%
Total Revenue:		\$15,740	\$0	\$15,740	\$19,888	126.35%
Expenditures:						
	<u>Category</u>					
East Ely Railroad Museum	51	15,740		15,740	1,352	8.59%
Total Expenditures:		\$15,740	\$0	\$15,740	\$1,352	8.59%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$18,536	117.76%

Budget Status Narrative: Our cooperative agreement has been signed with the White Pine Historical Railroad Foundation. We are assisting with a simplified ticket and directional signage. They have yet to pay the amount due on December 31st but committed to do so.

II. Museum Store Sales **N/A**

Store sales chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 13	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 12	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 11	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD	0												0
YTD Comparison	#DIV/0!												#DIV/0!
Monthly Comparison	#DIV/0!												

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.
 Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Store Sales Narrative: The museum does not presently operate an independent museum store.

III. Museum Revenue and Expenditure Chart N/A

Museum Store Revenue and Expenditure Chart

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
Revenues													
Store Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
Expenditures													
Merchandise	0	0	0	0	0	0	0	0	0	0	0	0	0
Personnel	0	0	0	0	0	0	0	0	0	0	0	0	0
Operating/Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	0	0	0	0	0	0	0	0	0	0	0	0	0
Net Profit	0	0	0	0	0	0	0	0	0	0	0	0	0

Museum Store Revenue and Expenditure Narrative: N/A

IV. Membership Figures

Memberships (new and renewals) chart comparison against three previous fiscal years.

<u>Membership Categories</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
Regular	0	0	0	0	0	0	0	0	0	0	0	0	0
Student & Senior	0	0	0	0	0	0	0	0	0	0	0	0	0
Family	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 14 Total	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 13	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 12	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 11	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD	0												0
YTD Comparison	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	#DIV/0!
Monthly Comparison	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.
Monthly Comparison compares the current month of the current year against the same month in the previous year.

Membership Figures Narrative:
N/A

V. Museum Attendance Figures

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	50	51	67	85	33	30	39	58	87	110	262		850
FY 13	122	138	80	48	23	9	10	19	60	64	85	74	732
FY 12	40	32	43	33	8	51	32	6	5	34	67	60	411
FY 11	45	79	128	75	7	9	13	25	19	22	39	24	485
FY 10	941	55	188	126	105	17	45	52	90	29	100	41	1,789
YTD	50	101	168	253	286	316	355	411	478	588	850	0	850
YTD Comparison	41.0%	38.8%	49.4%	65.2%	69.6%	75.2%	82.6%	91.5%	93.9%	102.6%	129.2%	0.0%	
Monthly Comparison	41.0%	37.0%	83.8%	177.1%	143.5%	333.3%	390.0%	294.7%	111.7%	171.9%	308.2%	0.0%	

Museum Attendance Figures Narrative:

February: 63 additional visitors

March: 174 additional visitors

April: 514 additional visitors

May: 283 additional visitors

You will recall there are two methods of counting visitors in Ely. The number listed in the table reflects those who paid to see the exhibits of the State Museum. However, that is a fraction of those who actually visit since it does not include those for whom we actually supply services. Those who visit this complex for a train ride utilize our building, additionally there are those who come for an event who don't ride a train. They view our exhibits on the first floor of the Depot or visit our Freight Building. We count them since we provide interpretive other services to them, even if they don't make the trip up the stairs. Those visitors are included in the additional visitor number. The sum of the column and the additional visitors is the actual visitation for Ely.

We began the joint ticket agreement with the White Pine Historical Railroad Foundation and the month of May reflects the beginning of that partnership. It is working well with visitors paying for a ticket at the first point of contact. They give us a stub of that ticket upon contact with the State's museum personnel. It seems to be working with a larger percentage of the total visitation coming to see us. The base pay of \$3500 is due from the Foundation on the 30th of June. Should counted tickets exceed the projected number, the Foundation will be billed accordingly. Our thanks to Mr. Barton for his deft handling of a situation that is clearly better for the visiting public. We are appreciative that a less cumbersome system is currently in place and receiving positive comments from those who visit.

VI. Attendance Receipts

Current attendance receipts compared against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14													0
FY 13	325	472	389	253	66	33	30	60	199	78	400	351	2,656
FY 12	128	147	173	176	60	45	41	30	55	135	290	426	1,706
FY 11	197	149	326	261	53	14	53	55	115	56	89	90	1,458
FY 10	0	104	173	146	109	50	40	54	93	98	273	140	1,280
YTD	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD Comparison	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Monthly Comparison	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Attendance Receipts Narrative:

Admission revenue will be paid to the State by the White Pine Historical Railroad Foundation based upon a revenue-share formula in the revenue share contract initiated as of July 1, 2013. Monthly data is no longer applicable to this budget account.

VII. Fundraising Activities

No Action in this area.

VIII. General Museum Activities

- Ely was the site of the NCOT's Rural Round-up. We feel that we held up our end well with the responsibilities we were given. The opening night dinner was in our Freight Building. We received positive comments.
- The exhibition "Steam and Enduring Legacy" opened in conjunction with Rural Round-up. It was hugely successful with over 200 people meeting the artist and viewing the photos. It was very well received. Staff hung additional picture molding to accommodate the exhibit but it is a great addition to the Depot's 2nd story giving us two venues for display.
- Winter has wreaked havoc on century old buildings. We were able to relocate the Freight Building's water heater to a less threatened location inside the building after it froze and broke for the 2nd year in a row and that was after draining it. The new difficulty is an apparent failure of the main sewer pipe that requires replacement. That is around \$4,000. The work starts on June 10th and will require 2 days. Hopefully the problem is not as serious, but we are preparing for the worst case scenario.
- It has already been a busy season of tours. We have provided interpretive tours local schools and groups from Las Vegas. The Sandy Miller Elementary School paid us their annual visit. As have other entities. We have long been the trusted source of information and that is becoming increasingly obvious as groups request the State staff as their tour guide. Summer is looking busy with a number of facility rentals.

- As mentioned above, the agreement with the White Pine Historical Railroad Foundation began on May 1st. It is working thanks in large part to a positive relationship we have with the people who run the gift shop in which their ticket is purchased. We have reached out to them in an effort to get them to sell visitors on visiting the upstairs. They are now billing the State's Museum as the place to start a visit of the complex. Our next hurdle will be to obtain the funds of the annual agreement on June 30 but we believe we have the mechanism in place to do that. We are trusting them to deliver on the contract and hope we don't need to exercise the terms they agreed to.

Mission Statement

The East Ely Railroad Depot Museum exists to collect, preserve, study, and interpret the rich industrial heritage of eastern Nevada including mining, smelting, railroading and the contributions that industry made to the development of the State. The Museum utilizes artifacts, photographs, documents, interpretive exhibits, and archives to fulfill its mission to put visitors in contact with their history in order to understand their heritage.

Current Operations

As of November 25th, 2013 the museum is open seven days per week. The hiring of an additional part-time (.51FTE) museum attendant makes extended hours possible.



STATE OF NEVADA
DEPARTMENT OF TOURISM & CULTURAL AFFAIRS
 Division of Museums and History
 Lost City Museum

Brian Sandoval
 Governor

Peter Barton
 Administrator

Claudia Vecchio
 Director

Report to the
Board of Museums and History
June 27, 2014

Jerrie Clarke
 Museum Director

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5038					Status	
State Fiscal Year 2014		Approved	Approved	Total	Year to Date	Percentage
	GL #	Budget	Changes	Budget	Actuals	Year to Date
Revenues:						
Balance Forw from Prior FY	2511	30,398		30,398	30,398	100.00%
Charges for Services	3871			0		0.00%
Memberships	4008	2,900		2,900	1,455	50.17%
Photograph Sales	4010			0		0.00%
Merchandise Sales	4025	55,298	35,000	90,298	74,950	83.00%
Book & Pamphlet Sales	4052					0.00%
Gifts & Donations	4251	1,118		1,118	1,490	133.27%
Treasurer's Interest	4326	69		69	34	49.28%
Investment Income	4328			0		0.00%
Private Grants	4265	500		500		0.00%
Outside Bank Account	4454		2,767	2,767	2,767	100.00%
Total Revenue:		\$90,283	\$37,767	\$128,050	\$111,094	86.76%
Expenditures:						
	Category					
Administration	35	6,206		6,206	3,886	62.62%
Buildings & Grounds	37	4,173	2767	6,940	4,087	58.89%
Docent	39	717		717	\$286	39.89%
Museum Store	41	70,248	35000	105,248	61,207	58.16%
Special Projects	42	3,585		3,585	2,809	78.35%
Special Projects (Restricted)	55	3,495		3,495		0.00%
Reserve	86	1,859		1,859		0.00%
Total Expenditures:		\$90,283	\$37,767	\$128,050	\$72,275	56.44%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$38,819	30.32%

Budget Status Narrative:

The above figures reflect activity through April 30, 2014 and reveal a typical revenue/expense pattern for this point in the fiscal year. Memberships are low but Store Sales and Donations exceed projections. Returning to 7 days a week seems to have created a greater impact than expected. The Lake Mead closure in October caused groups to detour to LCM. Several visitors, out of curiosity, have taken the exit off I15 when they saw the sign for Lost City Museum.

Lost City Museum
Report to Board
June 27, 2014

II. Museum Store Sales

Store sales chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	4,570	4,408	7,204	11,181	7,925	5,894	7,748	7,748	11,797	7,322			75,797
FY 13	5,648	2,884	4,750	4,950	6,011	5,383	3,105	4,962	7,941	7,576	5,179	2,605	60,993
FY 12	3,642	3,043	4,221	3,717	3,295	5,083	2,719	3,433	5,107	4,855	5,001	3,465	47,581
FY 11	3,739	3,103	4,056	6,347	6,352	4,600	3,540	4,645	6,605	7,311	4,715	4,469	59,482
FY 10	4,572	4,479	3,951	7,635	4,881	4,843	5,796	5,592	7,957	7,496	5,319	2,715	65,236
YTD	4,570	8,978	16,182	27,363	35,288	41,182	48,930	56,678	68,475	75,797	0	0	75,797
FY 09	5,680	6,913	8,732	8,411	8,960	9,463	5,261	8,495	10,739	11,140	8,699	6,993	99,486
YTD Comparison	80.92%	105.23%	121.83%	150.08%	145.56%	139.01%	149.49%	150.37%	150.05%	142.45%	0.00%	0.00%	
Monthly Comparison	80.92%	152.82%	151.66%	225.88%	131.84%	109.50%	249.53%	156.15%	148.56%	96.65%	0.00%	0.00%	

Museum Store Sales Narrative: LCM has had higher visitation than projected with higher store sales than projected. With 2 months left in the year, store sales are more than \$20,000 over the original authority. The \$15,000 that Peter was able to find before the March Board Meeting and the \$35,000 approved at the March meeting allowed Store staff to add to the inventory. However because we received it as we entered our slow period, we have not used all of it. With a higher authority in the FY15 budget we will be able to fully stock the Store at the beginning of the year, including with higher priced pawn jewelry, and maintain it during the year. FY 09 figures have been added so that there can be a comparison to the most recently completed 7-day a week fiscal year.

III. Museum Revenue and Expenditure Chart

Revenues	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
Store Sales	4,570	4,408	7,204	11,181	7,925	5,894	7,748	6,791	11,797	7,322		0	74,840
Expenditures													
Merchandise	7,392	8,307	1,694	1,470	3,778	4,500	4,947	1,039	1,912	7,130		0	42,169
Personnel	443	2,662	1,782	1,737	1,786	1,763	2,563	1,754	2,554	1,805	0	0	18,851
Operating/Other	27	121	119	316	146	130	140	242	547	210			1,997
Total Expenditures	7,862	11,090	3,595	3,523	5,710	6,393	7,651	3,035	5,013	9,145	0	0	63,017
Net Profit	-3,292	-6,682	3,609	7,658	2,215	-499	97	3,756	6,784	-1,823	0	0	11,823
FY 09 Merch.	0	16,766	9,790	3,282	4,458	1,399	1,252	5,139	934	3,057	4,589	3,842.00	54,508

Museum Store Revenue and Expenditure Narrative:

See above. The Museum Store is still doing well. The Native made items are very popular with visitors. FY 09 figures have been added so that there can be a comparison to the most recently completed 7-day a week fiscal year.

IV. Membership Figures

Memberships (new and renewals) chart comparison against three previous fiscal years.

Membership Categories	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
Individual	4	1	1	2			2	1	4	2			17
Family	2	1		1	3		1	1	1	1			11
Sustaining	1			1		1			1	1			5
Contributing													0
Patron													0
Benefactor													0
Senior	5	5	6	1	6	2	6	2	1	4			38
FY 14	12	7	7	5	9	3	9	4	7	8	0	0	71
FY 13	13	6	3	5	4	9	11	6	4	8	7	3	79
FY 12	4	5	0	4	6	9	6	3	7	6	7	0	57
FY 11	11	1	2	5	3	11	12	14	3	6	6	7	81
FY 10	3	14	4	5	10	14	11	6	5	5	8	4	89
YTD	12	19	26	31	40	43	52	56	63	71	71	71	71
YTD Comparison	92.31%	100.00%	118.18%	114.81%	129.03%	107.50%	101.96%	98.25%	103.28%	102.90%	0.00%	0.00%	
Monthly Comparison	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	0.00%	0.00%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Membership Figures Narrative: Memberships seem to be fairly consistent from year to year, except for the decrease in FY 12. It would be nice to take it back to the FY10 and 11 levels. Many of our members have moved away or are deceased.

V. Museum Attendance Figures

Attendance chart comparison against three previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 14	930	763	1,321	1,331	1,504	1,111	1,137	1,225	1,670	1,576			12,568
FY 13	634	532	1,080	720	728	782	563	724	1,265	1,027	702	479	9,236
FY 12	721	504	799	899	763	724	631	904	1,008	1,246	1,476	606	10,281
FY 11	707	603	660	1,209	1,054	628	737	898	1,088	1,393	913	679	10,569
FY 10	712	678	823	1,160	1,015	588	782	1,008	1,246	1,476			9,488
YTD	930	1,693	3,014	4,345	5,849	6,960	8,097	9,322	10,992	12,568	0	0	12,568
YTD Comparison	128.99%	145.20%	134.19%	146.49%	158.34%	155.50%	160.69%	161.76%	156.40%	156.03%	0.00%	0.00%	
FY 09	1,149	1,315	1,243	1,554	2,168	1,295	1,451	1,530	2,434	2,569	1,471	1,287	19,466
Monthly Comparison	146.69%	143.42%	122.31%	184.86%	206.59%	142.07%	201.95%	169.20%	132.02%	153.46%	0.00%	0.00%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Museum Attendance Figures Narrative: Being open 7 days a week rather than 4 has brought people back to the LCM. It took a few months for people to realize the change, and some of the tours we had previous to the decrease in hours have not come back. Visitors often tell us that they heard about LCM in visitor centers and local businesses. FY 09 figures have been added so that there can be a comparison to the most recently completed 7-day a week fiscal year.

VI. Attendance Receipts

Current attendance receipts compared against three previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 14	2,114	2,294	4,562	5,198	5,955	2,367	6,117	5,150	6,994	6,151			46,902
FY 13	2,275	2,055	2,620	2,710	1,520	1,960	2,210	2,915	4,875	4,010	2,977	1,800	31,927
FY 12	2,475	1,950	2,785	3,805	3,615	2,280	2,685	3,471	4,445	4,175	2,865	2,114	36,665
FY 11	2,580	2,444	3,160	4,295	3,305	1,910	2,975	3,735	4,245	4,919	3,630	2,035	39,233
FY 10	1,798	1,899	2,382	3,471	2,464	1,300	2,389	2,640	4,275	5,289	3,765	2,405	34,077
YTD	2,114	4,408	8,970	14,168	20,123	22,490	28,607	33,757	40,751	46,902	0	0	46,902
YTD Comparison	100.00%	101.80%	129.06%	146.67%	179.99%	171.16%	186.36%	184.82%	176.11%	172.75%	0.00%	0.00%	
FY 09	2,325	2,796	2,846	3,441	3,901	2,034	2,935	3,394	4,712	3,989	3,178	2,731	38,282
Monthly Comparison	92.92%	111.63%	174.12%	191.81%	391.78%	120.77%	276.79%	176.67%	143.47%	153.39%	0.00%	0.00%	

Museum Receipts Figures Narrative: FY 09 figures have been added so that there can be a comparison to the most recently completed 7-day a week fiscal year.

VI. Fundraising Activities:

Our April artists, Jana Ward, J.D. Challenger, and Janet Weaver held an opening for their show on April 5th. JD Challenger donated prints of his paintings to offer visitors throughout the month in exchange for a donation to LCM. 45 people attended and donated \$224 that evening, another \$4 was donated after.

New curator/archaeologist Molly has an enthusiasm for collection care and outreach. She and Director Jerrie are discussing projects for grant applications. Staff is also discussing applying again to Nevada Humanities for Native American Day to fund more dancers and a speaker. We'll apply earlier this year in order to provide enough time for the grant to be processed.

VII. General Museum Activities

- Molly Fierer-Donaldson began her work as Curator II (Curator/Archaeologist) on March 17. As well as her Ph.D. in Anthropology from Harvard, she brings good experience and enthusiasm to continue the work in archaeology research, collection documentation and management, and outreach. She has also begun meeting with other professional groups that are preserving the archaeological heritage of Southeast Nevada and educating the public.
- The museum building has a new roof and HVAC system. Some of the HVAC ductwork must be sealed and there is still plastic to be removed. Tri-Signal, the company who maintains our alarm system, replaced and tested sensors in the new ductwork.
- Oscar and Johnny Garcia who have worked in years past with adobe expert David Yubeta to do annual repairs on the pueblos behind the museum this year led a crew of workers hired through Manpower. Not paying for travel and expenses for an outside expert provided enough funds for the crew to do more work on the outside and inside of the pueblos and to resurface the pump house by the irrigation canal.
- 24 docents and partners attended the Docent Appreciation party on March 27th. We had a picnic with grilled chicken under the Ramada.
- Outreach:
 - Jesse hosted a table for the museum at the "Fire It Up" bike stage race vendor expo on March 1st and shared a table with Stacey Irvin of NSMLV at a Social Studies Expo in Las Vegas on March 8th. He also hosted another successful Kids' Day on April 26th. 20 children attended.
 - April 1st I did a slide show for the Mesquite Fine Arts Gallery about my experience in Egypt and about Lost City Museum, why it is here and what we have to offer.
 - Molly, representing LCM, shared a booth at the Las Vegas Science Fair with NSMLV staff on May 3rd. Molly, Sali Underwood and an NSMLV volunteer used the theme technology and provided three activities to demonstrate the different technologies used by the Ancestral Puebloans and the Southern Paiutes of Nevada. 8500 attended the event. The table was busy all day.
 - Three school groups and 2 scout groups visited, for a total of 119 students and chaperones, including 33 Students, chaperones and a teacher from the Dream Middle School in Palm Beach Florida.
- I continue to attend professional, local and county meetings:
 - State museums directors meeting on March 12th and 13th.
 - NCOT/DTCA all-staff quarterly meeting on March 10th by telephone.

Lost City Museum
Report to Board
June 27, 2014

- Oscar and I listened by phone to the pre-construction meeting for the HVAC and roof.
- Moapa Valley Chamber, Moapa Valley Revitalization Project, and Las Vegas Museum Alliance/Western Museum Association Conference Host Committee.
- Molly attended the SNAP (Southern Nevada Agency Partnership Cultural Resources Team) meeting at Springs Preserve on May 7th. As was Dena, she is an ex-officio member of the group, which meets to coordinate cultural resources activities and build partnerships between agencies.
- Jesse attended the annual Safety Conference in Las Vegas on May 14th and later shared with the staff what he had learned.
- Janie attended a Quarterly Museum Store by teleconference on March 20th, and represented LCM at the audio descriptors training at NSMLV 15th to the 18th.
- Denise has been taking Internet classes on InDesign, graphics art software, to help her with exhibit panels and posters, and has begun to refresh and update the Lost City archaeology exhibit in the large gallery.
- We have an active presence on FaceBook and Twitter and invite everyone to follow us for announcements about our activities, photographs of events, educational tidbits, and behind-the-scenes information about the museum. There is a link to our FaceBook page on our webpage at museums.nevadaculture.org and you can find us on Twitter at [@lostcitymuseum](https://twitter.com/lostcitymuseum).

Mission Statement

The Lost City Museum, in order to educate present and future generations, studies, preserves and protects prehistoric Ancestral Pueblo (Anasazi) sites and artifacts found in the Moapa Valley and adjacent areas and interprets these sites through exhibits and public programs at its facility in Overton. The museum also collects and interprets artifacts relating to other early Native American cultures of Southern Nevada and the later history of the Moapa Valley including Mormon pioneers, mining, and railroads.

Current Operations

The Lost City Museum is open 7 days a week, 8:30am to 4:30pm.



STATE OF NEVADA
DEPARTMENT OF TOURISM and CULTURAL AFFAIRS
DIVISION OF MUSEUMS AND HISTORY
NEVADA STATE MUSEUM LAS VEGAS
309 SOUTH VALLEY VIEW BOULEVARD, LAS VEGAS, NEVADA 89107
(702) 486-5205 FAX (702) 486-5172

Brian Sandoval
Governor

Peter Barton
Administrator

Claudia Vecchio
Director

Dennis McBride
Museum Director

Report to the Board of Museums and History
June 27, 2014

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5039
State Fiscal Year 2014

Status of Private Funds Budget B/A #5039					Status	
State Fiscal Year 2014					Year to Date	Percentage
	GL #	Approved Budget	Approved Changes	Total Budget	Actuals	Year to Date
Revenues:						
Balance Forw from Prior FY (restricted)	A2511	8,759	0	8,759	8,759	100.00%
Balance Forw from Prior FY (unrestricted)	2511	6,287	0	6,287	6,287	100.00%
Facilities Charge	3801	16,454	0	16,454	8,955	54.42%
Charges for Services	3871	0	0	0	0	0.00%
Memberships	4008	16,251	0	16,251	9,625	59.23%
Photograph Sales	4010	1,164	0	1,164	925	79.47%
Merchandise Sales	4025	88,562	-13,598	74,964	35,884	47.87%
Book & Pamphlet Sales	4052	0	0	0	0	0.00%
Gifts & Donations	4251	3,909	0	3,909	928	23.74%
Private Grant	4265	5,000	49,000	54,000	58,111	107.61%
Treasurer's Interest	4326	294	0	294	35	12.03%
Investment Income	4328	0	0	0	0	0.00%
Withdrawals from Trust (restricted)	4454	0	2,280	2,280	2,280	100.00%
Total Revenue:		\$146,680	37,682	\$184,362	\$131,790	71.48%
Expenditures:						
	Category					
Administration	35	41,222	2,280	43,502	32,294	74.24%
Collections	39	1,500	0	1,500	0	0.00%
Education	41	0	0	0	0	0.00%
Natural History	47	700	0	700	665	95.00%
Museum Store	49	88,562	-13,598	74,964	38,350	51.16%
Special Projects (Restricted)	55	11,287	49,000	60,287	30,834	51.15%
Reserve	86	3,409	0	3,409	0	0.00%
Total Expenditures:		\$146,680	\$37,682	\$184,362	\$102,142	55.40%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$29,648	16.08%

Budget Status

This report reflects operations through April 30, 2014. Our private budget is operating at a loss which led the Board in December to vote to de-fund the Retail Storekeeper's position. At the writing of this report, revenue is beginning to accumulate in the private budget once again. Attendance is good but attendance receipts are not available on a monthly basis as that data comes through the Las Vegas Springs Preserve joint operating agreement with the state. Rental income for this period includes a continuing storage arrangement with the Mob Museum. Membership income has dropped this year.

Nevada State Museum-Las Vegas
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II. Museum Store Sales

Store sales chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 14	4,518	4,088	2,846	6,737	3,993	3,350	3,643	2,036	2,817	2,056			35,884
FY 13	3,251	2,786	2,992	4,852	4,112	3,080	3,340	4,218	4,358	5,225	4,259	2,805	45,256
FY 12	320	38	0	2,429	11,193	4,565	5,388	5,320	3,918	5,776	4,879	3,401	47,227
FY 11	666	994	1,094	1,456	1,797	1,885	1,039	620	473	722	654	2,169	13,369
FY 10	2,994	1,105	1,577	2,051	1,560	979	1,161	1,701	977	1,835	2,310	1,471	19,721
YTD	4,518	8,606	11,252	17,989	21,982	25,332	28,975	31,011	33,827	35,884	0	0	35,884
YTD Comparison	139.0%	142.6%	124.6%	129.6%	122.2%	120.3%	118.8%	108.4%	102.6%	94.0%	0.0%	0.0%	
Monthly Comparison	139.0%	146.7%	88.4%	138.8%	97.1%	109.5%	109.1%	48.3%	64.7%	39.4%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.

Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Store Sales

Store sales in February - April 2014 were significantly lower than February - April 2013. Remedies to the Museum store's chronically low sales were considered by the Board which voted in December 2013 to de-fund the Retail Storekeeper's position.

III. Museum Revenue and Expenditure

<u>Revenues</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Store Sales	4,518	4,088	2,846	6,737	3,993	3,351	3,643	2,036	2,817	2,056		0	35,884
<u>Expenditures</u>													
Merchandise	0	976	1,092	3,475	192	2,884	0	4	0	4	0	0	8,627
Personnel	2,312	7,055	5,150	5,150	5,081	5,012	7,080	5,877	2,110	1,993	0	0	46,830
Operating/Other	105	154	0	0	127	98	51	107	38	35	0	0	715
Total Expenditures	2,417	8,185	6,242	8,625	5,400	7,994	7,141	5,988	2,148	2,032	0	0	56,172
Net Profit	2,101	-4,097	-3,596	-1,888	-1,407	-4,643	-3,498	-3,952	669	24	0	0	-20,288

Museum Store Revenue and Expenditures

The \$46,830 figure in personnel costs is 100% for both the former Retail Storekeeper residual costs and the Museum Attendant. The Museum Attendant position is supported by both the museum store and general administration (category 35). The modest merchandise expenditure figures in February - April reflect lack of funds in 5039.

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IV. Membership

Memberships (new and renewals) chart comparison against three previous fiscal years.

Membership Categories	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Individual	0	6	2	1	1	6	2	2	6	0	0	0	26
Family	6	9	6	6	4	10	5	1	7	6	0	0	60
Sustaining	3	2	2	1	2	2	1	0	0	0	0	0	13
Contributing	0	0	0	0	0	0	0	0	0	0	0	0	0
Patron	0	0	0	0	0	1	0	0	0	0	0	0	1
Benefactor	0	1	0	0	0	0	0	0	0	0	0	0	1
Senior	0	3	8	3	7	14	3	1	2	0	0	0	41
FY 14 Total	9	21	18	11	14	33	11	4	15	6	0	0	142
FY 13	26	2	14	33	33	29	13	31	41	27	26	20	295
FY 12	13	5	1	32	43	47	14	23	32	67	34	12	142
FY 11	20	7	4	7	19	12	13	27	10	11	24	3	157
FY 10	14	11	7	16	14	14	15	27	14	15	24	4	175
YTD	9	30	48	59	73	106	117	121	136	142	0	0	142
YTD Comparison	34.6%	107.1%	114.3%	78.7%	67.6%	77.4%	78.0%	66.9%	61.3%	57.0%	0%	0%	
Monthly Comparison	34.6%	1050.0%	128.6%	33.3%	42.4%	113.8%	84.6%	12.9%	36.6%	22.2%	0.0%	0.0%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.
Monthly Comparison compares the current month of the current year against the same month in the previous year.

Membership

The Museum's monthly membership numbers in February – April 2014 are significantly lower than the same period in FY 13, possibly reflecting a scaling-back of large events at the Museum due to staff shortage. As noted previously, however, competition with the Springs Preserve's membership campaign continues to hamper our signing new members. As required by the Cooperative Agreement, Nevada State Museum, Las Vegas patrons must enter through the Springs' ticketing area where they are approached aggressively to buy Springs Preserve memberships.

V. Museum Attendance

Attendance chart comparison against four previous fiscal years.

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
FY 14	4,490	3,423	2,585	4,461	3,568	3,337	3,771	3,553	4,486	3,687			37,341
FY 13	3,974	3,070	3,116	3,603	3,221	2,650	2,381	3,230	4,185	3,773	3,676	3,019	39,898
FY 12	678	0	0	2,088	5,946	4,731	5,136	4,985	4,043	4,983	4,857	3,334	40,781
FY 11	1,237	1,119	674	1,477	1,286	1,749	881	838	1,029	1,166	750	1,063	13,269
FY 10	1,689	926	1,205	924	1,060	1,380	830	1,320	804	1,199	6,299	2,947	20,583
FY 09	1,918	659	1,492	1,279	1,019	995	1,201	990	1,741	1,490	2,151	3,363	18,298
YTD	4,490	7,913	10,478	14,939	18,507	21,844	25,615	29,168	33,654	37,341	0	0	37,341
YTD Comparison	112.98%	112.34%	103.13%	108.54%	108.97%	111.26%	116.35%	115.54%	114.35%	112.46%	0.00%	0.00%	
Monthly Comparison	112.98%	111.50%	82.32%	123.81%	110.77%	125.92%	158.38%	110.00%	107.19%	97.72%	0.00%	0.00%	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year.
Monthly Comparison compares the current month of the current year against the same month in the previous year.

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Museum Attendance

Museum attendance for February - April 2014 [FY 2014] is higher than the same period in FY 2013; by June 2014, the Museum will have surpassed the FY 2013 annual attendance figure.

VI. Attendance Receipts

Current attendance receipts compared against four previous fiscal years.

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
FY 14													0
FY 13	53,172												53,172
FY 12	0	0	0	n/a	n/a	53,172	n/a	n/a	n/a	n/a	n/a	n/a	53,172
FY 11	436	344	496	526	394	344	364	490	44	0	0	0	3,438
FY 10	523	399	372	486	402	486	381	368	270	1,262	400	544	5,893
FY 09	669	596	482	715	457	707	695	763	543	1,043	699	986	8,355
YTD	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD Compari	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0.0%
Monthly Compari son	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

Year-to-Date Comparison compares the cumulative year to date figures against the same time period in the previous year. Monthly Comparison compares the current month of the current year against the same month in the previous year.

Attendance Receipts

Attendance receipts are tied into the joint operating agreement with the Las Vegas Valley Water District and those numbers are not available to us on a monthly basis. A \$53,172 base payment from the Las Vegas Springs Preserve is ordinarily received in July of the fiscal year. Payment due in July 2013, however, has been delayed until a new agreement has been executed.

VII. Fundraising

We continue raising funds by serving as a paid repository for archaeological material; renting storage space to other museums; and renting our special events room, orientation room, and downstairs meeting room for events and organizational meetings. While the Museum is now open another week day, paid events will remain limited due to limited staff to work them, as well as to avoid wear-and-tear on the facility and kitchen equipment.

The Director continues working with a contributor planning to create a substantial endowment fund to accompany a bequest. In addition, the Museum, through restricted donations, has established a collection development fund and a programming fund [\$7,446 and \$2,963, currently, respectively]. Staff also obtained significant corporate sponsorship for the Museum's upcoming sesquicentennial exhibit, to which was added matching funds from the Las Vegas Centennial Commission.

VIII. Museum Activities

- **statistics [February – April 2014]**
school groups: 1,371 children
trunks: 4,160 children's use
volunteer hours: 1,377

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research requests: 282
collections: 937 items added to the collections
Past Perfect catalog: 4,707 records added/updated
Facebook: 1,245,756 impressions; 10,167 fans
Twitter: 1,421 followers

- **events [February – April 2014]**

The Museum continues sponsoring and hosting events that fit our mission by marketing our facilities to educational groups and institutions, as well as non-profit organizations. These have included the Red Rock Audubon Society; the National Science Scholarship Association; Preserve Nevada; the George Washington Teaching Ambassador program; Nevadans for Cultural Preservation; the Nevada Commission on Tourism; and the Society of Professional Journalists, among others. The Las Vegas Tourist Guide Guild is using the Museum and its resources to train tour guides in Nevada and Las Vegas history. In addition, the Museum hosts autograph receptions for book releases; educational lectures and workshops, panel discussions, performances, and events from Nevada state divisions, commissions, and institutions. In the period February - April 2014 these special events attracted more than 600 participants.

- **staff activities [February - April 2014]**

Staff at the Nevada State Museum, Las Vegas continue supporting the Museum and its mission by providing lectures, introductions, workshops, demonstrations, and outreach at both on- and off-site venues. Collaborative efforts for programs and exhibits this year have proven successful. In addition, staff have overseen a great increase in participation of volunteers and interns, and continue updating skills through state training.

Mission Statement

The mission of the Nevada State Museum, Las Vegas is to inspire and educate a diverse public about the history and natural history of Nevada. To fulfill that mission we collect, preserve, exhibit and disseminate material that contributes to an understanding and appreciation of the State.

Current Operations

On July 1, 2013, the Nevada State Museum, Las Vegas staff were returned to full-time status. The Museum itself is now open Thursday through Monday, 10:00 a.m. to 6:00 p.m.

Dennis McBride, Director
May 25, 2014

Division of Museums & History
Fiscal Year 2014
Morgan Stanley Investment Accounts
Summary For Month Ending Feb 28, 2014

DATE	ACCOUNT	DW Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMHS-LV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Feb-14	107-101258-040 (BRANDES)	0.00	18,173.18	259,873.85	278,047.01	-104,358.00	28,483.05	68,859.15	102,888.33	22,285.10	0.00	50,954.67	8,598.71	0.00	278,047.01
Feb-14	107-044095-040 (AAA)	87,887.48	7,907.77	0.00	95,795.25	-4,324.10	1,787.38	3,778.50	25,335.08	7,113.88	0.00	38,087.41	8,748.42	12,948.59	95,795.25
Feb-14	107-048543-040 (AAA-WHY)	0.00	7,625.20	482,605.22	490,230.42	-888.00	36,520.84	68,278.74	114,973.34	20,289.41	219,704.93	20,289.41	12,173.65	0.00	490,230.42
Feb-14	107-101258-040 (BSA)	0.00	271.89	0.00	271.89	0.00	0.00	0.00	0.00	0.00	271.89	0.00	0.00	0.00	271.89
Feb-14	107-101259-040 (BSA-UMA)	0.00	11,325.46	448,665.47	459,990.93	-110,636.82	22,154.20	102,376.54	221,035.05	11,221.28	0.00	84,037.50	19,168.35	0.00	459,990.93
Total		\$87,887.48	\$46,303.48	\$1,191,144.54	\$1,324,335.50	-\$220,206.72	\$86,925.68	\$241,282.94	\$484,231.80	\$80,909.65	\$219,976.82	\$191,368.99	\$48,683.13	\$12,948.59	1,324,335.50

Division of Museums & History
 Fiscal Year 2014
 Morgan Stanley Investment Accounts
 Summary For Month Ending March 31, 2014

DATE	ACCOUNT	D W Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMHS-LV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	TOTAL	
Mar-14	107-101256-040 (BRANDES)	0.00	15,463.22	264,526.64	279,989.86	-104,358.00	26,664.07	69,382.22	103,689.90	22,265.10	0.00	51,341.73	6,646.82	0.00	279,989.85
Mar-14	107-044095-040 (AAA)	87,887.48	7,909.29	0.00	95,796.77	-4,324.10	1,787.41	3,778.56	25,335.49	7,113.97	0.00	36,087.98	8,746.56	12,946.80	95,796.77
Mar-14	107-046543-040 (AAA-WHV)	0.00	12,543.94	487,222.64	499,766.58	-888.00	37,231.38	67,568.03	117,209.84	20,684.09	223,978.72	20,684.09	12,410.45	0.00	499,766.58
Mar-14	107-101258-040 (BSA)	0.00	271.89	0.00	271.89	0.00	0.00	0.00	0.00	0.00	271.89	0.00	0.00	0.00	271.89
Mar-14	107-101259-040 (BSA-UMA)	0.00	10,677.48	444,006.21	454,683.69	-110,636.62	21,898.59	101,165.35	218,464.81	11,091.81	0.00	83,067.90	16,945.22	0.00	454,683.69
Total		\$87,887.48	\$48,865.82	\$1,195,755.49	\$1,330,508.79	-\$220,206.72	\$87,581.44	\$241,924.16	\$464,700.05	\$61,174.97	\$224,250.61	\$191,181.71	\$46,749.06	\$12,946.80	\$1,330,508.78

Division of Museums & History
 Fiscal Year 2014
 Morgan Stanley Investment Accounts
 Summary For Month Ending April 30, 2014

DATE	ACCOUNT	D W Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMHS-LV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Apr-14	107-101258-040 (BRANDES)	0.00	14,745.32	289,488.74	284,212.06	-104,358.00	27,100.93	70,518.97	105,388.42	22,285.10	0.00	52,182.91	6,755.72	0.00	284,212.05
Apr-14	107-044095-040 (AAA)	87,887.48	7,910.97	0.00	95,798.45	-4,324.10	1,787.44	3,778.63	25,335.93	7,114.09	0.00	38,088.61	8,746.71	12,947.02	95,798.45
Apr-14	107-048543-040 (AAA-WHV)	0.00	12,665.34	510,078.42	522,743.76	-888.00	38,943.10	70,674.52	122,598.66	21,635.06	234,276.33	21,635.06	12,981.03	0.00	522,743.76
Apr-14	107-101258-040 (BSA)	0.00	271.89	0.00	271.89	0.00	0.00	0.00	0.00	0.00	271.89	0.00	0.00	0.00	271.89
Apr-14	107-101259-040 (BSA-UMA)	0.00	11,261.21	435,903.15	447,164.36	-110,636.62	21,536.45	99,521.83	214,871.62	10,908.38	0.00	81,694.17	18,631.91	0.00	447,164.36
Total		\$87,887.48	\$46,854.73	\$1,215,448.31	\$1,350,190.52	-\$220,206.72	\$89,387.92	\$244,493.96	\$466,174.63	\$61,942.63	\$234,548.21	\$191,800.76	\$47,115.38	\$12,947.02	\$1,350,190.51

Division of Museums & History
Fiscal Year 2014
Morgan Stanley Investment Accounts
Summary For Month Ending May 31, 2014

DATE	ACCOUNT	DW Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMHS-LV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
May-14	107-101256-040 (BRANDES)	0.00	10,929.91	266,976.70	277,906.61	-104,358.00	17,483.20	71,513.66	106,854.67	22,285.10	0.00	52,918.96	8,851.02	0.00	277,906.60
May-14	107-044095-040 (AAA)	87,887.48	7,912.55	0.00	95,800.03	-5,212.10	1,787.47	3,778.89	25,336.35	7,114.21	0.00	36,089.21	8,746.86	12,947.24	95,800.03
May-14	107-046543-040 (AAA-WHV)	0.00	8,256.09	521,243.66	529,499.75	-888.00	39,446.41	71,587.93	124,183.14	21,914.67	237,304.14	21,914.67	13,148.80	0.00	529,499.75
May-14	107-101258-040 (BSA)	0.00	271.89	0.00	271.89	0.00	0.00	0.00	0.00	0.00	271.89	0.00	0.00	0.00	271.89
May-14	107-101259-040 (BSA-UMA)	0.00	10,136.30	446,951.34	457,089.64	-110,636.62	22,014.47	101,730.82	219,640.92	11,150.50	0.00	83,507.46	19,045.47	0.00	457,089.64
Total		\$87,887.48	\$37,608.74	\$1,235,171.70	\$1,360,667.92	-\$221,094.72	\$80,731.65	\$248,611.10	\$476,015.08	\$62,464.49	\$237,576.02	\$194,430.30	\$47,792.14	\$12,947.24	\$1,360,667.91

BERTRAND & ASSOCIATES, LLC
CERTIFIED PUBLIC ACCOUNTANTS
Member American Institute of Certified Public Accountants

777 E. William St Suite 206
Carson City, NV 89701
Tel 775.882.8892
Fax 775.562.2667
E-mail michael@bertrandcpa.com

April 7, 2014

Carrie Edlefsen, Administrative Services Officer
Division of Museums & History
708 North Curry Street
Carson City, NV 89703

RE: Engagement letter for June 30, 2014 and 2015 Audits - Amended

Dear Ms. Edlefsen:

We are pleased to present this amended proposal and, if accepted, engagement letter, to provide our services to the Division of Museums & History, Dedicated Trust Fund of the State of Nevada for the two years ended June 30, 2014 and 2015. This amendment reflects a reduction in our fees as the Division will engage another CPA to prepare the records from which we will perform our audit. We will audit the financial statements of the business-type activities which collectively comprise the Division of Museums and History, Dedicated Trust Fund as of and for the years ended June 30, 2014 and 2015.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Division of Museums & History unit's basic financial statements. As part of our engagement, we will apply certain limited procedures to Division of Museums & History. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Schedule of Sources and Uses of Budget and actual
3. Non-GAAP Budgetary Basis
4. Schedule of Gift Shop Gross Profit

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing

Engagement letter
April 7, 2014
Page 2

standards and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Division of Museums and History, Dedicated Trust Fund and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles. Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for management decisions and functions; for designating an individual with suitable skill, knowledge, or experience to oversee our financial statement preparation services and any other non attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3)

Engagement letter
April 7, 2014
Page 3

misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will be present to observe the physical inventory at locations we assess as having inventories material to the financial statements. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures-Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we may perform tests of Division of Museums and History, Dedicated Trust Fund's compliance with applicable laws and regulations and the provisions of contracts and agreements. Should we do so, the objective of our audit will not be to provide and opinion on overall compliance and we will not express such an opinion.

Deliverables

- We will observe the taking of the inventory at selected sites and performing test counts.
- The audit as described in this letter.

Engagement letter
April 7, 2014
Page 4

- Provide six original reports of the financial statements and supplemental information no later than November 1, 2014.

Audit Administration, Fees, and Other

The staff working on the engagement will be Michael Bertrand, CPA and Wendell King, CPA. We will also engage Mary Sanada, CPA, to assist as a consultant to ensure a smooth transition.


Our retention policy is to retain audit work papers for three years after the close of the audited year. We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will be present at the year end inventory in June. We anticipate starting interim work in August and expect to begin our primary field audit on or near September 10, 2014 and to issue our reports no later than November 1, 2014. Our fee for these services will be \$8,925 for each year and is based on an hourly rate of \$125. Our invoices for these fees will be rendered as work progresses and are payable on presentation.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary; we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Division of Museums and History, Dedicated Trust Fund and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Michael J. Bertrand
Bertrand & Associates, LLC
Cc: Peter Barton

RESPONSE:

This letter correctly sets forth the understanding of Division of Museums and History, Dedicated Trust Fund

By: _____

Additional response to Request for Proposal for Auditing Services

The following addresses additional information requested:

1 - Ability to provide services in all regions as listed in the scope of work

Inventory observations require an individual from our staff to be in Clark County as well as in northern Nevada on the same day. The bulk of field work will be performed in Carson City as has been performed by the previous auditor. We presently employ two CPAs and two support staff and we are confident that we have sufficient staff to meet the demands.

2 - Copy of Certified Public Accountant license – see attached snap shot from Nevada State Board of Accountancy web site indicating firm is in good standing with that board.

3 - Copy of certificate of Insurance – see attached. Upon acceptance of proposal the the proof of automobile insurance with the State being named will be provided.

4 - Copy of business license – see attached

5 - Contact person: Michael Bertrand, 775-882-8892 email: michael@bertrandcpa.com

6 - References:

Mr. Wayne Carlson, Executive Director Nevada Public Agency Insurance Pool
(775) 885-7475

Mr. Wes Henderson, Executive Director Nevada League of Cities
(775) 882-2121

Robert Hadfield, former Executive Director of Nevada Association of Counties
(775) 781-6953

7 - Ownership - Michael Bertrand is the sole owner of the firm Bertrand & Associates, LLC. The business began November 1987 as a sole proprietorship and organized as an LLC in 2009.

8 - Cost - \$8,925.

**DIVISION OF MUSEUMS AND HISTORY
BOARD PROPOSED ADMISSION FEES AND FREE ADMISSION DAYS
SFY 2015**

6/27/2014

Refers to Agenda item # 10

	BOARD APPROVED SFY 2014	BOARD PROPOSED SFY 2015	SFY 2015
Museums	Adults (18 and over)	Adults (18 and older)	Children (17 and under)¹
Nevada State Museum - Carson City	\$8.00	\$8 00	Free
Nevada State Railroad Museum - Carson City	\$6.00	\$6 00	Free
Nevada State Railroad Museum - EERDM	\$2.00	See Note 3	Free
Nevada Historical Society Exhibit Galleries	\$4.00	\$5 00	Free
Nevada State Museum - Las Vegas ²	\$4.00	See Note 2	Free
Lost City Museum	\$5.00	\$5 00	Free

Museums are open a minimum of five days per week; the schedule varies by location. Days of service were chosen so as to respect historical trends for best attendance days with available staff.

FREE ADMISSION DAYS

	<u>May</u>	<u>July</u>	<u>September</u>	<u>October</u>	<u>December</u>			
	International Museum Day	Archaeological Week (1 day)	Family Fun Day	Smithsonian Day	Nevada Day⁴	Santa Train Weekend	History for the Holidays	Holiday Open House
Nevada State Museum - Carson City	X	N/A	N/A	X	X	N/A	N/A	N/A
Nevada State Railroad Museum - Carson City	X	N/A	N/A	X	X	N/A	N/A	N/A
Nevada State Railroad Museum - EERDM	X	N/A	N/A	N/A	X	N/A	N/A	N/A
Nevada Historical Society	X	N/A	N/A	N/A	X	N/A	X	N/A
Nevada State Museum, Las Vegas	X	N/A	N/A	N/A	X	N/A	N/A	N/A
Lost City Museum	X	N/A	N/A	X	X	N/A	N/A	X

Schedule effective July 1, 2014

NOTES

¹ Children under the age of 18 must be admitted to museums without charge per NRS 381.0045(2).

² Fees are collected by LVSP from the sale of adult general admissions sold by the LVSP with a guarantee of \$53,172 which is 10% of all adult general admission tickets (at \$9.95 each) sold in the LVSP base year (2010 = 35,672) plus an estimated 17,500 visitors a year driven by opening the new State museum. Visitation in excess of the base guarantee of \$53,172 will result in the transfer of an additional 10% of all such admissions.

³ Fees are collected by the White Pine Historical Railroad Foundation per terms of a contract negotiated by the parties and approved by the Nevada Board of Examiners. The contract guarantees payment of \$3,500 per year with an additional \$2.00 per person over a base number of 700 paid admissions.

⁴ Nevada Day, the Nevada Sesquicentennial is celebrated in 2014 on Friday, October 31. Museums will offer FREE admission on Friday the 31st. On account of the Nevada Day parade in Carson City on Saturday, November 1st, the Carson City State museum Carson City Railroad museum will offer two free admission days; October 31st and November 1st.



STATE OF NEVADA
DEPARTMENT OF TOURISM
& CULTURAL AFFAIRS
Division of Museums & History

Refers to Agenda item #15

BRIAN SANDOVAL
Governor

Claudia Vecchio
Director

NEVADA STATE MUSEUM

600 North Carson Street
Carson City, Nevada 89701-4004
(775) 687-4810 Fax (775) 687-4168
www.nevadaculture.org

Peter Barton
Administrator

Jim Barmore
Museum Director

Memo

Date: June 27, 2014

To: Robert Stoldal, Chairman
Board of Museums & History

From: Jim Barmore, Director
Nevada State Museum – Carson City

James D. Barmore
6-4-14

Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$500 from Gayle Verner for the museum's Collection Care Fund to be used for the Navajo Textile Project. These funds will be held in the State Treasurer's Office and expended out of B/A 5036, Category 55.

Approval: _____
Chairman, Board of Museums & History

Date



STATE OF NEVADA
DEPARTMENT OF CULTURAL AFFAIRS
Division of Museums & History
NEVADA STATE MUSEUM

BRIAN SANDOVAL
Governor

Claudia Vecchio
Director

600 North Carson Street
Carson City, Nevada 89701-4004
(775) 687-4810 Fax (775) 687-4168
www.nevadaculture.org

Peter Barton
Administrator

Jim Barmore
Museum Director

April 1, 2014


Ms. Gayle Verner
Reno Fiber Guild
70 Calla Lily Ct.
Reno, NV 89511-6612

Dear Ms. Verner:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank the Reno Fiber Guild for the generous donation of \$500 made to the Nevada State Museum's Collection Care Fund for the Navajo Textile Project.

This gift supports the museum's role in preserving and celebrating Nevada's natural and cultural heritage and will serve to enrich the lives of many. Thank you again.

Sincerely,


Jim Barmore
Museum Director

RENO FIBER GUILD
RENO, NV 89431

1109

94-70743212

3-13 20 14

Pay to the Order of
Nevada State Museum
five hundred 75/100

\$ 500.00

Dollars

WELLS FARGO BANK

Payable to the Order of

J. L. Sullivan

⑆321270742⑆ 0734579816⑆ 1109



Nevada Department of Tourism and Cultural Affairs
DIVISION OF MUSEUMS AND HISTORY
Nevada State Railroad Museum, Boulder City

600 Yucca Street
Boulder City, Nevada 89005
(702) 486-5952 Fax (702) 486-5901

BRIAN SANDOVAL
Governor

Peter Barton
Administrator

Claudia Vecchio
Director

Greg Corbin
Museum Director

MEMORANDUM

DATE: June 3, 2014

TO: Robert Stoldal, Chairman
Board of Museums and History

FROM: Greg Corbin, Museum Director

RE: New Restricted Donation

[Handwritten signature of Greg Corbin]
6/3/14

The Nevada State Railroad Museum/Boulder City has received \$2000.00 from Mr. Richie Clyne (World Museums of Transportation & Educational Centers, Inc.) to be used for Title 1 schools (train rides). The funds will be held in the State Treasurer's Office and expended out of B/A 5037, Category 53 (G/L 4265).

1026

WORLD MUSEUMS OF TRANSPORTATION
AND EDUCATIONAL CENTERS INC.

54-7293-2117

DATE

4-20-14

PAY TO THE ORDER OF Nevada State Railroad Museum - Boulder City \$ 2,000.⁰⁰

DOLLARS 0

Thomas Pollard



VILLAGE SAVINGS BANK
MERRIDITH, NEW HAMPSHIRE 03053

FOR AT BRK Kds - Antenna Tower

Freddie

#001026# 1211772936# 05 072018#