

**Minutes
BOARD OF MUSEUMS AND HISTORY
September 11, 2015**

**Location
The Lost City Museum
721 S. Moapa Valley Blvd.
Overton, NV 89040**

BOARD MEMBERS PRESENT

Robert Stoldal, Chairman
Bryan Allison
Alicia Barber
Sarah Cowie *
Renee Diamond
Pete Dubé *
Doris Dwyer *
Daniel Markoff
Robert Ostrovsky
Anthony Timmons

BOARD MEMBERS EXCUSED

Seth Schorr

DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS STAFF PRESENT

Claudia Vecchio, Director, Department of Tourism and Cultural Affairs
Peter Barton, Administrator, Division of Museums and History
Rebecca Palmer, Historic Preservation Specialist II, State Historic Preservation Office
Carrie Edlefsen, Administrative Services Officer II, Division of Museums and History *
Deborah Rabe, Administrative Assistant III, Division of Museums and History *

GUESTS IN ATTENDANCE

Jim Bertolini, Historic Preservation Specialist II, State Historic Preservation Office
Elyse Jolly, Historic Preservation Specialist II, State Historic Preservation Office
Tom Fransway, Berry House, Humboldt County, Winnemucca (Teleconference In)

1. The Chair called the meeting to order at 9:00am. Roll call was taken and quorum was confirmed and present. The meeting was posted in accordance with NRS 241. (1, 2)
2. New member Tony Timmons was introduced to the Board.
3. There was no public comment. (3)
4. The Board approved the Meeting Minutes of the June 19, 2015 meeting after making two corrections. Renee Diamond and Doris Dwyer both cited corrections. Renee Diamond moved, Robert Ostrovsky seconded, approved without dissent. (4)
5. Chair took Item No. 5, Calendar for next meeting.

5A, had nothing additional and was already voted on.

5B, a motion was made and a second by Doris Dwyer for March meeting to be March 11th, Friday, at the Railroad Museum in Carson City.

5C, discussed scheduling for Board Planning Retreat. Was not a formal motion. Decided that there is need for a facilitator, two-day planning session located in potentially in Reno in the Spring of 2016. (5A, 5B, 5C)

6. Chair took Item No. 6A1, State Register of Historic Places. The Board considered the application of Berry House, Humboldt County, Winnemucca. Mr. Pete Dube made a motion to approve, seconded by Member Renee Diamond and approved without dissent. (6A)
7. Chair took Item No. 6B1, National Register of Historic Places. The Board considered the application of Douglass-Frey Ranch, Churchill County, Fallon. Ms. Doris Dwyer made a motion to approve. Mr. Pete Dube seconded the motion and it was approved without dissent. (6B)
8. Chair took Item No. 7, National and State Register Overview and Training. Mr. Jim Bertolini presented a National and State Register overview and training for informational purposes and discussion. (7)
9. Chair took Item No. 8, Agency Reports.
10. The Board reviewed the Agency Report of Department of Tourism and Cultural Affairs. The main point discussed was the relationship with China. Also discussed the marketing efforts and direction. (8A)
11. A break was called and the Board dispersed for 10 minutes.
12. The Board reviewed the Agency Report for the State Historic Preservation Office. Ms. Rebecca Palmer presented a report and opened up for discussion.
13. The Board reviewed the Agency Report for the Divisions of Museum and History. Mr. Peter Barton informed the Board of a legislative audit that took place focusing on State Museums in Carson City, Las Vegas and the Railroad Museums. The report is not public but findings were relatively benign. (8C1)
14. Mr. Peter Barton discussed the Personnel Report highlighting Carrie Edlefsen for completing an 18-month program to become a Certified Public Manager in Nevada. He also discussed a variety of open positions and recruitment. Mr. Barton also discussed the license plate factory and its relocation. (8C2)
15. The Board discussed and reviewed consideration of special gallery naming for Retired Board Member Janice Pine. Mr. Daniel Markoff made a motion to approve, Ms. Renee Diamond seconded, and was approved without dissent for the naming of a gallery in the Reno History Gallery. (8C3)
16. The Board discussed and reviewed the consideration of a letter of support concerning threats to funding of Nye County Museums. Mr. Daniel Markoff made a motion to approve and Mr. Tony Timmons seconded; was approved without dissent to write a letter of support. (8C4)
17. PIO Felicia Archer presented a report of the efforts they have made. She also noted a program on the Travel Channel, Monumental History that Senator Key Pittman will be on. (8D)
18. The Chair took Item 8E, Board Reports. The Board discussed in detail 8EB, OSHA Violation. There was a motion and a second for approval of repairs to the compact storage that failed. It passed without dissent. (8EA, 8EB)
19. The Board took recess for lunch.
20. The Chair took Item 8E2, Nevada State Museum, Carson City. Mr. Peter Barton discussed the Annual Coin Show report. (8E2)

21. The Chair took Item 8E3A, Nevada State Railroad Museum, Carson City. Mr. Pete Dube made a motion to approve the deaccession of the items listed. Ms. Renee Diamond seconded the motion. The motion was approved without dissent. (8E3A)
22. The Chair took Item 8E4A, Stakeholder Group Meeting, Nevada State Railroad Museum, Boulder City. Mr. Peter Barton gave the report on the meeting. This was an informational item. (8E4A)
23. The Chair took Item 8E4B, Litigation, Nevada State Railroad Museum, Boulder City. Mr. Peter Barton gave an update on the issue. This was an informational item. (8E4B)
24. The Chair took Item 8E5A, Nevada State Railroad Museum, East Ely Depot. Mr. Peter Barton gave an update on the interlocal contracts. This was an informational item. (8E5A)
25. The Chair took Item 8E6, Lost City Museum, Overton for a request to deaccession a taxidermy mount. Mr. Pete Dube made a motion, Ms. Renee Diamond seconded the motion. The motion was approved without dissent. (8E6A)
26. The Chair took Item 8E7, Nevada State Museum, Las Vegas. The Board discussed the update concerning the real property located at 711 South Seventh Street, Las Vegas.
27. The Chair took Item 9, Committee Reports and Appointments. The Chair gave an update on Collections. Mr. Dan Markoff gave the report on Facility Use. (9-1, 9-2)
28. The Chair took Item 9-3, Finance Report. Mr. Robert Ostrovsky briefed the Board on the report from Morgan Stanley. Mr. Ostrovsky asked for a replacement Member to the Finance Committee as Janice Pine is no longer on the Board. Tony Timmons accepted the position. Mr. Ostrovsky asked consideration for establishing a "Major Donor" Committee. He moved for approval, Mr. Pete Dube seconded the motion. The motion to create a Major Donor Committee was approved with no dissent. (9-3-1, 9-3-2)
29. The Chair took Item 9-4, Membership. Mr. Seth Schorr was not on the line to comment. (9-4)
30. The Chair took Item 9-5, Museum Store. Mr. Pete Dube discussed the state of the museum stores. This was an informational item. (9-5)
31. The Chair took Item 9-6, Nevada State Prison. Ms. Alicia Barber gave an update to the Board on the Nevada State Prisons. This was an informational item. (9-6)
32. The Chair took Item 10, Nevada Cultural Affairs Foundation. Mr. Robert Ostrovsky gave an update to the Board. This was an informational item. (10)
33. The Chair took Item 11, Private Funds Budgets Adjustments. The Chair noted there were no changes approved by the Division Administrator. (11, 11A)
34. The Chair took Item 11B1, request from the Board to increase authority in Budget Account 5036. Mr. Robert Ostrovsky made a motion, Mr. Pete Dube seconded the motion to approve the change. The motion passed without dissent. (11B1)
35. The Chair took Item 11B2, request from the Board to establish new authority in Budget Account 5035. Ms. Renee Diamond made a motion, Ms. Doris Dwyer seconded the motion. The motion was passed without dissent. (11B2)
36. The Chair took Item 11B3, request from the Board to establish new authority in Budget Account 5033. Mr. Pete Dube made a motion, Mr. Tony Timmons seconded the motion. The motion was passed without dissent. (11B3)
37. The Chair took Item 11C, Restricted Funds/Donations Received. Board discussed approval of 11C1, the acceptance of restricted funds of \$1,000 from Todd Russell on behalf of the John & Grace Nauman Foundation for the Museum's Nauman Fund. Ms. Renee Diamond made a motion, Doris Dwyer seconded for approval of acceptance of the restricted funds. (11C1)
38. The Chair took Item 11C3 out of order, to accept restricted funds in the amount of \$1,100 from Steve and Wendy Kaplan for the Board Trust Fund. (11C3)

39. The Chair took Item 11C2, to accept restricted funds of \$2,700 from the NV 150 Foundation. Ms. Renee Diamond made a motion, Tony Timmons seconded for approval of acceptance of the restricted funds. The motion was passed without dissent. (11C2)
40. The Chair took Item 12, Public Comment. There was no public comment.
41. The Chair took Item 13, Board Member Comment. There was no Board Member comment.
42. The Chair took Item 14, Future Agenda Items. Mr. Markoff asked to add a report on V&T Coach No.17 to the next Agenda. Other items to include an update on the LoPresti property, the long-range planning and a report from SHPO on the NR/SR process and policies.
43. The Chair took Item 15, Adjournment and adjourned the meeting at 3:20pm.

BOARD OF MUSEUMS & HISTORY LONG RANGE PLANNING

PROPOSED PRELIMINARY AGENDA

In 2014 the Nevada Board of Museums and History suggested that a visioning and planning meeting, looking at long-term objectives for the Division of Museums and History was prudent. Such a meeting would be conducted outside the typical quarterly meeting, at an off-site location conducive to planning. A facilitator, from outside the Division, would direct the effort and provide an exit report. Board Vice-Chairman Bob Ostrovsky agreed to lead this initiative.

Presently it is hoped that such a meeting can be scheduled and conducted in calendar year 2016. What follows is the preliminary outline of topics to be covered.

DAY 1

Division Existing Conditions and Programs

PowerPoint program at high-level outlining and assessing Division major programs, statutory mandates, institutional history and facilities. [60 minutes]

Review of Long-term Capital Needs by Institution

Nevada State Museum, Carson City
Nevada Historical Society, Reno
Nevada State Museum, Las Vegas
The Lost City Museum
Nevada State Railroad Museum, Carson City
Nevada State Railroad Museum, Boulder City
East Ely Railroad Depot Museum
[90 minutes]

Review of Possible Future Museum Sites

Southern Nevada
Northern Nevada [including Nevada State Prison]
[30 minutes]

Review of Capital Resources and Current Conditions in Other States

Situation and prediction as it relates to:

State of Nevada, including analysis of move to make cultural institutions self-sufficient

Local Government

Federal

Private

Recent closure of State of Illinois museum system

Possible cuts to Pennsylvania Historical & Museum Commission

[2 hours]

Strategies to Increase Interest and Bolster Museum Attendance

Modernization of the visitor experience

How often should "permanent" exhibits be renewed, the role and importance of iconic exhibits such as the NSM mine tour

Outreach programs including on and off-site programs and conferences

Advertising and marketing

Use and effectiveness of social media

Digital access to collections

Accessibility

[150 minutes]

Day 1 = 7.5 hours

DAY 2

Relationships with other Institutions

Private museums and historical societies

State entities (e.g. State Parks, State Library & Archives, UNR/UNLV Special Collections)

Formal education/School Districts

Local Government Boards

Local non-profits

[60 minutes]

Museum Stores

Role of the store – is making a profit crucial?

Locations

Management

Inventory

eCommerce
[60 minutes]

Review of Division Management Structure

State structure
Institution Level
[30 minutes]

Board of Museums and History

Board size
Composition and special expertise
[30 minutes]

Dedicated Trust Fund (Private Fund)

Annual budgeting review
Proper role for disposition of invested unrestricted resources
[60 minutes]

Analysis and Recommendations for Improving Efficiency of Board Meetings

Use of Board Subcommittees
Time management
Build agenda by institution or functional program area
Use of consent agenda
[60 minutes]

Final Review & Wrap-Up

Review high-points, cover any additional concerns that may have been overlooked.
[60 minutes]

Day 2 = 6 hours

While no decision has been made (in fact no discussions have taken place) with respect to a facilitator, attached is the experience resume for Kendall Hardin of

the Idea Factory, Las Vegas. Ms. Hardin has led many successful such Board and planning retreats both in Nevada and across the United States.



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

Department of Conservation and Natural Resources

Brian Sandoval, Governor
Leo M. Drozdoff, P.E., Director
Rebecca L. Palmer, Administrator, SHPO

November 12, 2015

MEMORANDUM

TO: BOARD OF MUSEUMS AND HISTORY

FROM: REBECCA PALMER, State Historic Preservation Officer

SUBJECT: STAFF REPORT

1. Since the last Board Meeting, the National Park Service listed the Nevada State Prison National Register District in the National Register of Historic Places on October 2, 2015.
2. The SHPO previously submitted a draft of our State Register guidelines and associated documents to you for your September meeting. We have since edited the document to reflect the comments we received, but we welcome any additional comments you might have. My plan is to make this available to the public by the beginning of next year.
3. Attached is the list of pending and listed National Register and State Register resources recently reviewed by the Board. I hope that this format is easy to use and understand although I welcome any comments you might have.



November 16, 2015

Status of recent National Register Nominations Reviewed by the Board of Museums and History

At the Board of Museums and History meeting on September 11, 2015, the Board requested a spreadsheet documenting the status of nominations previously reviewed by the Board. SHPO has compiled the data for all National Register of Historic Places nominations reviewed since January 1, 2005.

For those properties reviewed but not listed in the National Register, the reason the property has not yet been listed is identified if known, and subsequent actions by the SHPO, if applicable, are noted.

We will continue to update this document with every Board report and will highlight the nominations still under National Park Service review.

Status of all National Register Nominations Reviewed by the Board of Museums and History since 2005

Name of Resource	City	County	Date Reviewed by the Board of Museums and History	Current Status	SHPO Comments or Action
Douglass-Frey Ranch	near Fallon	Churchill	9/11/2015	Pending review by Keeper	Awaiting response by Keeper
Las Vegas Grammar School - Amendment	Las Vegas	Clark	6/19/2015	Approved by Keeper, 10/2/2015	
Nevada State Prison	Carson City	Carson City	4/8/2015	Listed 10/2/2015	
Nevada Northern Railway - McGill Depot	McGill	White Pine	12/12/2014	Listed 2/17/2015	
Harrison's Guest House	Las Vegas	Clark	12/12/2014	Returned by Keeper on 3/15/2015 for more information	SHPO staff working on responses with intent to re-submit
Hampton-Sullivan House	Virginia City	Storey	3/7/2014	Returned by Keeper; already listed in NRHP under selected Area of Significance	No SHPO action pending
Cave Rock TCP	Lincoln Park	Douglas	4/11/2013	At USFS for re-draft and re-submittal	No SHPO action pending
El Cortez Hotel & Casino	Las Vegas	Clark	12/7/2012	Listed 2/13/2013	
Reno Southern Pacific Railroad Depot	Reno	Washoe	9/14/2012	Listed 11/12/2012	
Washoe County Library	Reno	Washoe	9/14/2012	Listed 2/13/2013	
Morelli House	Las Vegas	Clark	12/2/2011	Listed 6/3/2012	
Westside Historic District	Carson City	Carson City	9/9/2011	Listed 11/2/2011	
Galena Creek Schoolhouse	Reno	Washoe	3/11/2011	Listed 5/4/2011	
Piper, Henry, House	Virginia City	Storey	3/11/2011	Listed 5/4/2011	

Status of all National Register Nominations Reviewed by the Board of Museums and History since 2005

Name of Resource	City	County	Date Reviewed by the Board of Museums and History	Current Status	SHPO Comments or Action
"Welcome to Fabulous Las Vegas" Sign	Las Vegas	Clark	3/13/2009	Listed 5/1/2009	
Las Vegas Post Office and CH - NHL (courtesy review)	Las Vegas	Clark	3/13/2009	Returned by NHL program; National significance not adequately demonstrated	No SHPO action pending
Berkley Square Historic District	Las Vegas	Clark	12/5/2008	Listed 10/23/2009	
Lorenzi Park	Las Vegas	Clark	12/5/2008	Returned by Keeper – Period of Significance and issues with context	No SHPO action pending
Las Vegas Main Street Historic District	Las Vegas	Clark	12/5/2008 and 12-14-2006	Significant owner objection in nominated area; the Board of Museums and History voted to adjust boundaries and reconsider district; application not resubmitted by the City.	No SHPO action pending.
Walking Box Ranch	Searchlight	Clark	9/5/2008	Listed 1/30/2009	
Cottage Schools, The	Fallon	Churchill	3/19/2008	Listed 6/10/2008	
Veterans of Foreign Wars Building	Reno	Washoe	3/19/2008	Listed 6/10/2008	

Status of all National Register Nominations Reviewed by the Board of Museums and History since 2005

Name of Resource	City	County	Date Reviewed by the Board of Museums and History	Current Status	SHPO Comments or Action
Smith Hotel-- Cornelius Hotel	Caliente	Lincoln	3/19/2008	Listed 6/10/2008	
Schools in Nevada MPDF	Statewide	Statewide	12/3/2007	Approved by Keeper, 2/19/2008	
Gardnerville Elementary School	Gardnerville	Douglas	12/3/2007	Listed 2/19/2008	
Minden Elementary School	Minden	Douglas	12/3/2007	Listed 2/19/2008	
Bank of Sparks	Sparks	Washoe	6/14/2007	Listed 9/28/2007	
Robison House	Sparks	Washoe	6/7/2006	Listed 9/29/2006	
Woodlawn Cemetery	Las Vegas	Clark	6/7/2006	Listed 11/21/2006	
Fleischmann Atmospherium Planeterium - Amendment	Reno	Washoe	3/1/2006	Approved by Keeper, 4/21/2006	Amendment argued for national significance for the Planeterium, listed in the NRHP in 1994
Federal Building and Post Office	Fallon	Churchill	12/7/2005	Listed 3/8/2006	
Manhattan School	Manhattan	Nye	12/7/2005	Listed 3/8/2006	
Kind, J. Clarence, House	Reno	Washoe	6/1/2005	Listed 10/5/2005	
US Post Office, Ely, Nevada	Ely	White Pine	6/1/2005	Listed 10/5/2005	
McKeen Motor Car #70	Carson City	Carson City	6/1/2005	Listed 9/6/2005	
Foreman-Roberts House - Amendment	Carson City	Carson City	4/5/2005	Approved by Keeper, 5/27/2005	Amended to correct construction date to 1863- 1864, changed name to Foreman-Roberts house, and period of significance to 1863-1874, along with corrections to errors in 1978 NRHP nomination.

Status of all National Register Nominations Reviewed by the Board of Museums and History since 2005

Name of Resource	City	County	Date Reviewed by the Board of Museums and History	Current Status	SHPO Comments or Action
Fernley and Lassen Railway Depot	Fernley	Lyon	4/5/2005	Listed 6/1/2005	
Las Vegas Post Office and CH - Amendment	Las Vegas	Clark	4/5/2005	Approved by Keeper, 5/27/2005	Amended 1983 NRHP listing to include role in the 1950 Kefauver Hearings
Miller-Rowe/Holgate House	Reno	Washoe	4/5/2005	Listed 5/26/2005	
Winnemucca Hotel	Winnemucca	Humboldt	4/5/2005	Listed 5/26/2005	

Audit Highlights



Highlights of performance audit report on the Division of Museums and History issued on November 19, 2015. Legislative Auditor report # LA16-03.

Background

The Division of Museums and History is a division of the Department of Tourism and Cultural Affairs. Its mission is to engage people in the cultural and natural history of Nevada so they may celebrate the past, learn from it, and develop perspective for present and future generations. The Division is responsible for the collection, preservation, education, community development (cultural tourism), interpretation of objects and documents representing Nevada's history and pre-history, and the development and preservation of these collections for the public, now and in the future.

The Division consists of the Office of the Administrator, six museums, and a historical society. Funding for the Division is provided from several different sources. State money includes general fund appropriations, room tax transfers from the Commission on Tourism, museum admissions, and train ride fees. The Division also receives funding from a dedicated trust fund, which generates revenues from museum store sales and memberships, gifts and donations, curatorial and archival services, photography and publication sales, investment income, and other sources.

For the 18 months ending December 31, 2014, the Division's revenues amounted to over \$11.7 million, with \$9.8 million in state money and \$1.9 million in private money. As of December 31, 2014, the Division had 78 filled positions.

Purpose of Audit

The purpose of this audit was to evaluate controls over the Division's museum store merchandise and museum revenues. Our audit focused on the state museums in Carson City and Las Vegas and the railroad museum in Carson City for the 18 months ending December 31, 2014.

Audit Recommendations

This audit report contains seven recommendations to improve controls over museum store merchandise and museum revenues.

The Division accepted the seven recommendations.

Recommendation Status

The Division's 60-day plan for corrective action is due on February 19, 2016. In addition, the six-month report on the status of audit recommendations is due on August 19, 2016.

Division of Museums and History

Department of Tourism and Cultural Affairs

Summary

Improvements can be made to strengthen the Division's controls over its store merchandise. We reviewed store merchandise controls at the Carson City State Museum, Carson City State Railroad Museum, and Las Vegas State Museum and found a lack of policies and procedures over store inventory processes and adjustments to merchandise inventory records were not adequately reviewed. Additionally, control weaknesses found at the Las Vegas State Museum led to inaccurate merchandise inventory records. Stronger controls are also needed over the accounting for commemorative medallions at the Carson City State Museum. Strengthening store merchandise inventory controls would help ensure merchandise is accurately accounted for and safeguarded against loss or theft. The total cost of inventory at the three museum stores tested was about \$115,000 on June 30, 2014.

Although we found all money collected was deposited at the three museums tested, we did find some control weaknesses. Improvements can be made regarding the timeliness of deposits, reconciling receipts to deposits, and updating written policies and procedures. Good revenue controls minimize the risk of revenues being lost or stolen. For the 18 months ended December 31, 2014, the Division's museums collected over \$1.5 million.

Key Findings

For the three museums tested, we found a lack of written policies and procedures over each museum store's inventory processes. Although limited procedures were developed for processing merchandise sales in the store's point-of-sale (POS) system, procedures for purchasing and maintaining accurate merchandise inventory records did not exist. (page 6)

Adjustments made to merchandise inventory records were not adequately documented and reviewed. We found 30 of 214 adjustments (14%) to the amount of store merchandise on hand could not be adequately explained. Of the remaining 184 adjustments, almost all were explained by museum staff, but not documented for review and approval. Documenting these changes and having an independent person review them, helps ensure adjustments are reasonable. Reviewing adjustments also identifies merchandise consistently being adjusted and thereby potentially needing enhanced security to prevent loss. (page 8)

For the Las Vegas State Museum, we found additional store merchandise inventory problems. The fiscal year 2014 physical inventory was not conducted properly, and inventory adjustments were not made to reflect the physical count. Staff identified 295 of 817 items (36%) that required a quantity adjustment in the system. Without written guidance and supervisory oversight, staff were unsure of how to make these adjustments and did not make them. We also identified merchandise purchases not properly recorded in the POS system. For the 18 months ending December 31, 2014, we identified 6 of 10 purchases, of a total of 65 purchases, that were not properly recorded in the POS system when received. The 6 purchases improperly recorded involved 28 items totaling \$1,800. These control weaknesses increase the risk of undetected theft and loss, unexpected shortages of merchandise, and unnecessary purchases of items already on hand. (page 9)

Control weaknesses were identified in the accounting for commemorative medallions. Staff duties in the minting process were not segregated and no physical inventories were performed of stored blanks and medallions. A lack of policies and procedures contributed to these weaknesses and are needed to help ensure these assets are properly accounted for. (page 11)

At the three museums tested, we found deposits were not always made timely. We reviewed 100 days of cash receipts from admissions, train rides, and store sales and found 44 of 140 deposits (31%) totaling over \$8,200 were not made timely in accordance with state law. The deposits ranged from 1 to 14 days late, with an average of 4 days late. (page 15)

Receipts collected at museums are not reconciled to deposits by an individual independent of the cash receipting functions. The individual preparing the deposit is the last person to have access to the daily cash register tapes and reports, and no one else reviews this information to ensure all money received has been deposited. Without this control in place, management lacks assurance that all receipts have been deposited. (page 15)

The Division's revenue policies and procedures have not been updated in more than 7 years. Several differences were identified between written procedures and actual processes we observed. Since the same individuals have been performing the key revenue functions for several years, updating policies and procedures has not been a priority. Management indicated they have begun updating some policies and procedures. (page 16)

Division of Museums and History
Museum Attendance Statistics

TOTAL ATTENDANCE	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006	SFY 2005	SFY 2004	SFY 2003	SFY 2002	Trend SFY 2009 to SFY 2008	Trend SFY 2010 to SFY 2009	Trend SFY 2011 to SFY 2010	Trend SFY 2012 to SFY 2011	Trend SFY 2013 to SFY 2012	Trend SFY 2014 to SFY 2013	Trend SFY 2015 to SFY 2014
MUSEUM																					
Nevada State Museum	36,963	36,967	28,017	30,624	28,232	33,097	45,142	32,010	54,619	57,089	53,611	64,422	69,393	68,856	-12.36%	-27.39%	-1.70%	8.47%	-8.51%	-39.08%	0.04%
Nevada State RR Museum - CC	21,833	22,347	16,166	16,932	16,838	17,529	27,973	33,160	39,942	39,678	35,254	35,666	39,129	39,837	-15.64%	-37.34%	-5.06%	1.77%	-4.51%	-38.22%	-5.88%
Nevada State RR Museum - BC	36,170	32,391	43,430	41,423	31,849	27,567	26,244	21,721	14,233	9,797	11,758	6,754	1,632	N/A	20.82%	5.12%	15.45%	30.06%	4.85%	-25.42%	11.67%
East Ely Railroad Depot Museum	6,469	7,103	11,060	9,153	10,648	10,620	14,360	14,724	18,656	13,675	11,725	10,908	9,143	9,007	-2.25%	-26.21%	0.26%	-14.04%	20.83%	-35.78%	-8.93%
Lost City Museum	13,305	14,460	9,230	10,281	10,569	11,139	19,144	20,933	21,547	22,232	22,941	23,441	36,613	25,754	-8.55%	-41.61%	-6.12%	-2.72%	-10.16%	56.56%	-7.99%
Nevada Historical Society	22,534	22,239	22,799	19,706	16,093	24,241	25,893	28,399	30,009	26,773	26,475	36,555	33,602	24,560	-8.82%	-6.38%	-33.61%	22.45%	15.70%	-2.46%	1.33%
Nevada State Museum, Las Vegas	48,242	44,334	40,301	40,791	13,269	20,583	18,575	19,577	18,972	19,486	19,136	22,526	22,383	21,331	-5.09%	-10.61%	-35.53%	207.42%	-1.20%	10.01%	-4.30%
TOTAL ATTENDANCE	184,738	181,841	171,611	168,910	127,298	144,796	177,894	190,518	193,973	188,686	182,664	201,667	212,115	187,652	-8.67%	-18.56%	-12.08%	32.69%	1.24%	6.33%	1.59%
School Outreach																					
Nevada State Museum	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006	SFY 2005	SFY 2004									
Adults	26,876	27,728	18,378	18,835	17,621	21,279	21,048	24,435	26,013	28,856	26,756	26,109									
Seniors							8,624	9,737	9,269	9,700	10,312	14,368									
Children	12,107	11,239	9,639	10,769	10,611	11,818	15,912	17,836	19,337	18,510	18,543	23,925									
School Tour Participants	10,217	9,130	4,782	4,935	5,815	9,097	11,948	10,721					5,880	5,270	6,963	5,138	4,780	4,584	3,766	3,951	
Nevada State RR Museum - CC	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006	SFY 2005	SFY 2004									
Adults	14,438	17,324	12,953	12,370	12,372	12,653	10,682	12,089	14,573	14,702	12,109	19,119									
Seniors							4,514	4,754	6,181	5,862	5,368	2,066									
Children	5,439	4,703	3,115	3,591	3,840	4,405	5,409	6,368	9,364	9,528	8,849	4,800									
School Tour Participants	1,158	3,200	169	282	386	481	1,241	504					1,427	2,000	0	368	282	0	0	0	
Nevada State RR Museum - BC	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006	SFY 2005	SFY 2004									
Adults	27,162	24,308	31,273	33,797	25,561	21,067	19,154	15,383	9,254	5,828	8,658	4,239									
Seniors							1,526	1,116	1,193	2,049	2,639	1,783									
Children	7,750	6,974	10,255	5,553	3,468	5,842	5,555	5,279	3,786	1,920	1,061	732									
School Tour Participants	1,228	1,109	1,871	2,073	2,820	3,196	2,334	1,479					0	0	0	0	0	0	0	0	
East Ely Railroad Depot Museum	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006	SFY 2005	SFY 2004									
Adults	3,251	5,846	8,657	5,915	7,759	7,965	3,952	7,628	7,141	5,333	7,036	6,541									
Seniors							7,056	3,362	4,484	2,486	2,110	1,962									
Children	539	999	2,203	2,535	240	2,654	3,385	3,786	5,031	3,007	2,580	2,399									
School Tour Participants	271	258	499	423	457	1,013	525	345					572	680	521	457	485	487	210	208	
Lost City Museum	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006	SFY 2005	SFY 2004									
Adults	10,815	11,964	7,325	7,876	8,541	8,961	11,343	12,660	12,202	14,028	16,146	4,239									
Seniors							4,302	4,374	4,508	4,361	2,532	1,783									
Children	2,447	2,496	2,122	1,748	2,016	2,178	3,489	3,899	4,832	3,825	4,256	4,704									
School Tour Participants	964	774	757	471	768	910	1,248	1,543					125	285	0	274	690	430	0	1,264	
Nevada Historical Society	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006											
Adults	1,365	1,441	1,294	1,477	1,231	242	943	1,008	2,681	1,142											
Seniors							1,256	1,336	713	919											
Children	1,788	1,679	1,700	1,214	1,208	291	372	2,290	3,786	3,786											
School Tour Participants	1,568	1,471	1,425	870	937	1,555	1,973	1,820					1,776	1,125	770	837	704	100	607	175	
Nevada State Museum, Las Vegas	SFY 2015	SFY 2014	SFY 2013	SFY 2012	SFY 2011	SFY 2010	SFY 2009	SFY 2008	SFY 2007	SFY 2006	SFY 2005	SFY 2004									
Adults	23,405	22,174	21,589	24,560	8,070	10,204	6,177	7,334	6,357	2,011	1,831	2,431									
Seniors							944	989	1,520	1,511	1,852	2,051									
Children	13,587	12,098	12,369	12,537	4,798	10,379	11,454	11,249	9,915	8,289	7,081	7,602									
School Tour Participants	4,512	3,902	3,765	2,611	2,403	5,665	8,148	11,249					23,544	18,660	14,758	23,222	7,090	4,840	8,860	5,869	
Total	33,324	28,220	23,612	30,294	14,928	18,441	11,990	11,467													

Total school children who toured museums (does not include outreach to schools) in SFY 2014 = 16,964.
9.6% of all visitors to museums in SFY 2014 were school children.

NOTES:

¹ SFY 2014 was the fifth year where an admission fee was charged at the East Ely Museum. During SFY 2014 the new joint ticket program, whereby a visitor buys one "site wide access" ticket including the NSRM-EE was implemented. Full year data on the impact of the site wide ticket is not reflected in SFY 2014.

² This is total attendance which includes library use and special events at the Nevada Historical Society.

³ The Nevada State Museum Las Vegas closed to the public in March 2011 to facilitate moving collections and personnel to the new facility at the Springs Preserve. The museum reopened at its new location in late October 2011.

HISTORY RELEVANCE CAMPAIGN

THE VALUE OF HISTORY

SEVEN WAYS IT IS **ESSENTIAL** »

TO OURSELVES

- **IDENTITY »** History nurtures personal identity in an intercultural world. History enables people to discover their own place in the stories of their families, communities, and nation. They learn the stories of the many individuals and groups that have come before them and shaped the world in which they live. There are stories of freedom and equality, injustice and struggle, loss and achievement, and courage and triumph. Through these varied stories, they create systems of personal values that guide their approach to life and relationships with others.
- **CRITICAL SKILLS »** History teaches critical 21st century skills and independent thinking. The practice of history teaches research, judgment of the accuracy and reliability of sources, validation of facts, awareness of multiple perspectives and biases, analysis of conflicting evidence, sequencing to discern causes, synthesis to present a coherent interpretation, clear and persuasive written and oral communication, and other skills that have been identified as critical to a successful and productive life in the 21st century.

TO OUR COMMUNITIES

- **VITAL PLACES TO LIVE AND WORK »** History lays the groundwork for strong, resilient communities. No place really becomes a community until it is wrapped in human memory: family stories, tribal traditions, civic commemorations. No place is a community until it has awareness of its history. Our connections and commitment to one another are strengthened when we share stories and experiences.

- **ECONOMIC DEVELOPMENT »** History is a catalyst for economic growth. People are drawn to communities that have preserved a strong sense of historical identity and character. Cultural heritage is a demonstrated economic asset and an essential component of any vibrant local economy, providing an infrastructure that attracts talent and enhances business development.

TO OUR FUTURE

- **ENGAGED CITIZENS »** History helps people craft better solutions. At the heart of democracy is the practice of individuals coming together to express views and take action. By bringing history into discussions about contemporary issues, we can better understand the origins of and multiple perspectives on the challenges facing our communities and nation. This can clarify misperceptions, reveal complexities, temper volatile viewpoints, open people to new possibilities, and lead to more effective solutions for today's challenges.
- **LEADERSHIP »** History inspires local and global leaders. History provides leaders with inspiration and role models for meeting the complex challenges that face our communities, nation, and the world. It may be a parent, grandparent or distant ancestor, a local or national hero, or someone famous or someone little known. Their stories reveal how they met the challenges of their day, which can give new leaders the courage and wisdom to confront the challenges of our time.
- **LEGACY »** History, saved and preserved, is the foundation for future generations. History is crucial to preserving democracy for the future by explaining our shared past. Through the preservation of authentic, meaningful places, documents, artifacts, images, and stories, we leave a foundation upon which future Americans can build. Without the preservation of our histories, future citizens will have no grounding in what it means to be an American.

THE VALUE OF HISTORY

WHO WE ARE

The History Relevance Campaign is a group of history professionals posing questions about what makes history relevant today. The group came together in early 2013 and has held meetings, sessions, and open forums to formulate these seven principles at the American Alliance of Museums (2013), National Council on Public History (2013 and 2014), National History Day (2013), American Association for State and Local History (2013, 2014 and 2015), Idaho Heritage

Conference (2013), American Historical Association (2014), New Jersey History and Historic Preservation Conference (2014), State Historical Administrators Meeting (2013 and 2014), and the Smithsonian Affiliates Conference (2014), and the Virginia Association of Museums (2015). We thank the many conference session attendees who provided the ideas behind and wording for the seven values. These values also find expression in a framework developed by the State Historical Administrators Meeting.

CALL TO ACTION »

We call on organizations to endorse, share, and use this statement on the value of history in contemporary life. With common agreement, commitment, and open conversation about why history is important, we believe the historical community can change the common perception that history is nice, but not essential.

Endorsing this statement in principle is an initial step. We encourage you to adapt and incorporate these ideas into projects, training materials, mission statements, websites, marketing materials, and other institutional outlets. The seven core values are not new, but we believe that their articulation with the intent to make real, measurable change across the profession and into public realms represents a fresh start for our discipline.

TO ENDORSE» historyrelevance.com

HISTORY RELEVANCE CAMPAIGN

THE FOLLOWING ORGANIZATIONS ENDORSE...

...The Value of History statement and are committed to seeing history play a greater role in our educational systems, in our communities, in our nation, and in the lives of our fellow citizens. They are committed to helping the entire history field make the move from nice to necessary. Please consider endorsing!



Alabama Department of Archives and History



Alaska Historical Society



American Association for State and Local History



American Association for the History of Medicine



Arizona Historical Society



Association of Centers for the Study of Congress



Berkshire Conference of Women Historians



Bostonian Society



Bullock Texas State History Museum



California Historical Society



Center of the American West



Civil War Trust



Connecticut Historical Society



Council of State Archivists



Custer County Historical Society



Dallas Historical Society



Delaware Historical Society



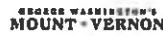
Dumbarton House



Economic History Association



George Mason University-Development of History and Art History



George Washington's Mount Vernon



Georgia Historical Society



Gunston Hall



Harriet Beecher Stowe Center



Henry Ford Estates



Hickory Hill



Historic Arkansas Museum



Historical Society of Michigan



History Colorado



HISTORY



Idaho State Historical Society



Illinois Association of Museums



Immigration and Ethnic History Society



Indiana Historical Bureau



Indiana Historical Society



Indianan State Museum and Historic Sites



Institute for Historical Study



Joseph F. Glidden Homestead and Historical Center



Kentucky Historical Society



Manatee County Historical Commission



Massachusetts Historical Society



Mid-Atlantic Center for the Arts



Mid-Atlantic Regional Archives Conference



Minnesota Historical Society



Montana Historical Society



Mystic Seaport: The Museum of America and the Sea



Nantucket Historical Association



National Conference of State Historic Preservation Officers



National Council for History Education



National Council on Public History



National History Day



National Society of the Colonial Dames of America



Nebraska Sesquicentennial Commission



Nebraska State Historical Society



Nevada Board of Museums and History



New England Museum Association



Newlin Grist Mill



North Carolina Office of Archives and History



Ohio History Connection



Oral History Association



Oregon Historical Society



Organization of American Historians



Pamplin Historic Park and The National Museum of the Civil War Soldier



Peace History Society



Pennsylvania Historical and Museum Commission



Sharlot Hall Museum

Social Welfare History Group
Social Welfare History Group



Society for History in the Federal Government



Society for Military History



Society of Architectural Historians



Society of Civil War Historians



State Historical Administration



Strawbery Banke Museum



Swiss American Historical Society



The Lavender Effect



The National Coalition for History



The Rhode Island Historical Society



The Sixth Floor Museum at Dealey Plaza



The Tennessee Historical Society



The Urban History Association



Vermont Historical Society



World History Association



Western History Association



Wisconsin Historical Society



World History Association



The Association for Living History, Farm and Agricultural Museums



Indiana State Library



Beloit Historical Society

historyrelevance.com

OCT 2015

**Public Information Office
Report to the Board of
Nevada State Division of Museums and History
Through December 2015**

From: Felicia Archer, Public Information Officer

Coverage of the Nevada State Museums was lucrative in the quarter. Features in news, social and entertainment media promoted the museums' activities, exhibits and events. The public information officer and museum staff continue to build on positive media relationships to garner local and domestic coverage.

From within the TravelNevada division, the public information officer works to bridge the needs of the museums and media, and to leverage the marketing strengths of the Division of Tourism on the museums' behalf. Here are some of the highlights from September to November 2015.

News Coverage:

Commissioner Bob Stoldal was featured in a Las Vegas Weekly story on his collection of vintage Vegas postcards. Chicago Tribune and Associated Press outlets across the country covered the visit of Pearl Harbor survivor Charles Sehe to NSM Carson City. Curator Tom Dyer and artist Sharon Schafer did a live, in-studio interview promoting the "Becoming Animal" exhibit at NSMLV and KNPR in Las Vegas ran an audio segment on it. KTNV-Reno interviewed Shery Hayes-Zorn as an expert on the ghost town community of Mazuma. Dennis McBride did several interviews as an expert on the Boulder City Hospital demolition and Hoover Dam. KOLO-TV in Reno ran video of the Harvest Train at NSRMCC.

Several media called out in roundups the Nevada State Museum, Las Vegas for ongoing exhibits. The Los Angeles Times named it in a story about reinventing Las Vegas as a literary destination. NorthJersey.com featured the Folies collection in a story on unusual museums. The Orange County Register included NSMLV in a story on sights off the Strip. KTNV-LV included it in "13 ways not to bake in the heat." The Review Journal named NSMLV in Best Bets for "Nevada Welcomes the World." Las Vegas Weekly mentioned the museum in the fossils from Tule Springs stories and a Folies feature. The L.A. Times also ran a story in print and online on the collection of mob artifacts known as the Greeno Collection. Las Vegas Review Journal's travel column featured the NSM Carson City for Nevada Day. Telemundo did an interview re: National Fossil Day.

The Nevada Appeal ran video of the trains for Nevada Day. Local and out of market media also covered Labor Day trains, The Glenbrook restoration, the Latimer Art Show, Basques at NSMCC, Fossil Day, the Harvest Train Festival, Nevada Day festivities, the Scheid photography exhibit, Dia de los Muertos and the Lost City Museum's Native American Day.

Web Progress: Staff continues to make improvements and advise Travelnevada staff on fixes and functionality. A division overview page is being added and the site continues to evolve. As we continue to move nevadaculture.org sites such as Nevada Arts Council over to the new structure, we will gain additional ability to resolve outstanding link issues including redirecting old links to new locations,

according to the travelnevada webmaster. Division of Tourism is working to that goal. We are also working to support the museums' OnCell phone app.

Media Relations and Marketing: Staff met with...

- stakeholders of the NSRMBC to look at future opportunities
- the advisory group for the Nevada State Prison preservation study
- KOLO-TV regarding media coverage best practices for non-profits
- The Reno chapter of the Public Relations Society of America
- The Reno Arts Consortium
- The governor's media team and state public information officers

Journalists from The Lonely Planet travel site visited NSMCC. The PIO provided multiple stories to the Nevada State Museum Association newsletter and the Pan Pacific exhibit was pitched to the International Travel Alliance.

The public information officer continues to build relationships with media on behalf of the division to increase positive coverage and reputation. Nevada Magazine is launching a feature on one museum per issue and the PIO will be supporting those efforts. With the Division of Tourism, Southern Nevada's dinosaurs were called out in a story linked to a new Pixar movie on dinosaurs.

Social Media: We are working to promote the pages and posts of the individual museums and to gain traction with shared resources of travelnevada.com and other museums and exhibitors with shared interests. We maintain a divisional Facebook page at Nevada State Museums.

What's Ahead: Armed Forces Radio and OnTravel.com will air a 25-minute program about the state railroad museums with Peter Barton. We are working with Orbitz on a marketing video to shoot Dec. 4 for the Nevada State Railroad Museum in Boulder City. Holiday Heritage Trains will attract museum visitors. Museums will be featured in the print version of the Cultural Traveler Magazine in an adaption of the web content we generated at <http://theculturaltraveler.com/destinations/nevada>.

A few fun things of note:

SEP 24 2015

Allen's P.C.B. Est. 1988

WEEKLY

N54 SECTION



• KING OF CARDS: Stoldal examines an old postcard showing the Overland Hotel, on Fremont Street

LAS VEGAS ON PAPER

➔ Never mind computers. In the pre-television and early radio times, the mass sharing of information and culture was printed. No selfies, no send button, no insta-anything. Postcards shared pieces of the world, and of people.

Bob Stoldal sees early postcards as a rich source of information to cull from, literally a paper trail documenting the growth of Las Vegas as well as the auto-era travel industry. His collection is thousands of postcards strong, chronicling more than a century. And his interest isn't so much the over-saturated images of mid-mod pylons, stylish fonts and Google architecture, but rather the early 20th-century documentation of life on the ground here—the years between 1905 and 1931.

It's intense and comprehensive. Binders might include neatly inserted brochures, girlies matchbooks, rws-paper articles and a hotel key. This is a guy who has original dinnerware from the Salt Lake Route Railroad and rare memorabilia from historic and erased places like the Moulin Rouge vying for space among his vast book collection.

A Las Vegas resident since 1957 and longtime news director for KLAS Channel 8 (who got pulled out of retirement for a time to helm KSNV Channel 3), Stoldal is a go-to for local history, a collector and researcher who sits on the boards of the Mob Museum and Nevada State Museum and on the Las Vegas Historic Preservation

BOB STOLDAL has the history and color of the city chronicled in thousands of postcards BY KRISTEN PETERSON

Commission. He shared a few gems and facts from his postcard collection.
—Kristen Peterson

The golden era of postcards: "Every household had postcards. That is the way people saw the rest of the world. Billions of postcards were produced annually. They were educational, informational and entertainment. There was no television. This was another visual element. You could be in the middle of Las Vegas in 1910 with 1,000 to 1,300 people, and you could see the world through postcards."

A changing landscape: The Las Vegas that the world was seeing one decade barely resembled it the next. Stoldal's collection weaves the dusty pioneer setting with the development of Downtown and the Strip's open, flat landscape speckled with resorts and little themed motels. In the backdrop of postcards for the Monaco motel on the Strip is the dome of the Las Vegas Convention Center and the nearby Paul Revere Williams-designed Guardian Angel Cathedral (pre-and-post mosaic).

Tracking times: "There is an amazing amount of information on postcards. Postmark, stamp, message, where it's to be sent. It also gives you a sense of what

the public's tastes were, what people thought was important. I look for those stories of the town that haven't been told over and over. I'm interested in the people who made the trains run and who ran the businesses. In the '20s the community was living as if the dam was going to be built any day."

Favorite postcard of the moment: A recently acquired postcard of the Overland, featuring Las Vegas' first neon sign—"hotel."

Late 19th-century postcards: "Many photographers were itinerant, moving from one town to the next setting up their lab. The early history of photography in Nevada hasn't been told yet. I'm trying to identify Nevada photographers."

Civic Las Vegas: "When you see a postcard of 1905, you see almost a chamber of commerce effect. They show you the buildings, the homes, water. It was a way to show the world that Las Vegas was a progressive city."

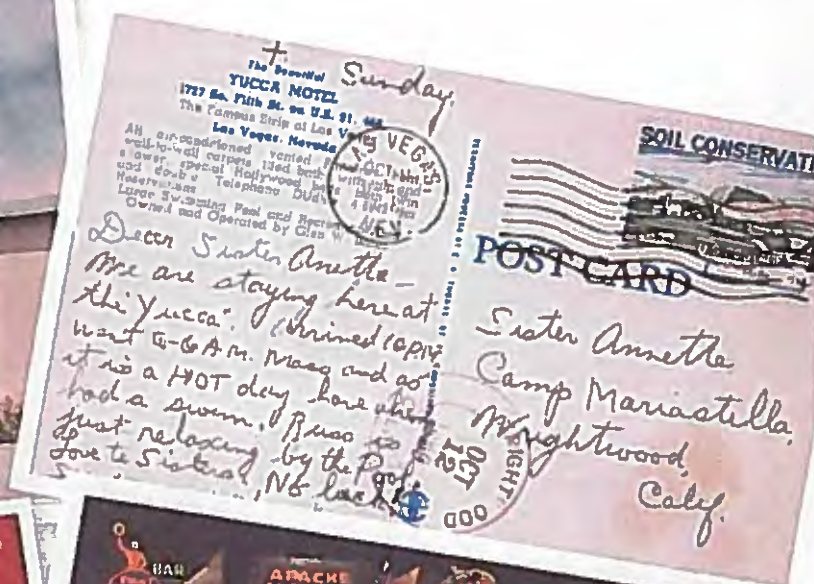
Meta: Stoldal has in his collection a black-and-white postcard of a Palute chief, as well as a postcard of the chief selling postcards, (presumably portraits of himself), circa 1910.

Postcards and the auto: "The automobile made traveling democratic. You could go on adventures in your cars, stay at auto camps. The auto camps would have running water and communal showers. Then they'd put in a cabin. A big sign would tell what kind of mattresses they had."

Round-trip: In 1910 a photographer stood on top of the Downtown Arizona Club and took eight images that were sold as a panoramic, as well as individual pictures. Ed Von Tubel sent three of these postcards to his cousin in Switzerland, from whom Stoldal purchased them. Scribbled into the image are arrows identifying the mountains in the background. Among others that traveled round-trip are several of a school, a drug store and other buildings sent to France in 1919.

Railroad country: One postcard shows a family standing in "Carville," aka Mina, Nevada, against the rugged landscape. The town was the end of a rail stop, and residents were living in railroad cars.

How the collection began: Stoldal, finding that most Las Vegas and Nevada history books were based on government figures and bereft of women, sought advice from historian Frank Wright. He suggested postcards. "I said, 'Okay, postcards.' It wasn't too long when the infection set in. The virus took over."





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

Refers to Agenda item # 7E1

Brian Sandoval
Governor

Report to the
Board of Museums and History
December 3 - 4, 2015

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 2016		Approved Budget	Approved Changes	Total Budget	YTD Actuals	Percentage YTD
	GL #					
Revenues:						
Bal Frd from Prior Fiscal Yr Unrestr	2511	132,110		132,110	132,110	100.00%
Bal Frd from Prior Fiscal Yr Restr	2511	48,228		48,228	48,228	100.00%
Bal Fwd to New Fiscal Year Unrestr	2512	0		0	0	0.00%
Bal Fwd to New Fiscal Year Restr	2512	0		0	0	0.00%
Memberships	4008	20,973		20,973	3,155	15.04%
Photograph Sales	4010	10,590		10,590	1,034	9.76%
Printing Sales	4011	2,058		2,058	278	13.50%
Merchandise Sales	4025	22,092		22,092	6,075	27.50%
Publication Sales	4027	37,500		37,500	201	0.54%
Books and Pamphelt (Publ Fund)	4052	144		144	244	169.18%
Gifts & Donations	4251	4,937		4,937	335	6.78%
Private Grants (Restricted)	4265	14,952		14,952	12	0.08%
Treasurer's Interest	4326	558		558	0	0.00%
Outside Bank Account	4454	0		0	0	0.00%
Total Revenues		294,142	0	294,142	191,671	65.16%
Expenditures:		Category				
Administration	35	24,611		24,611	2,895	11.76%
Quarterly	37	37,500		37,500	354	0.94%
Museum Store	41	16,619		16,619	1,820	10.95%
Collection Storage	45	21,000		21,000	538	2.56%
Board Approved Special Projects	48	129,528		129,528	0	0.00%
Photo	49	1,560		1,560	0	0.00%
Special Projects (Restricted)	55	63,324		63,324	0	0.00%
Total Expenditures:		294,142	0	294,142	5,607	1.91%
Revenues Over (Under) Expenditures:		0	0	0	186,064	63.26%

Budget Status Narrative:

The above figures reflect actual revenues and expenditures as of September 30, 2015. The Society continues to fulfill its mission to the public thru sales in photography, printing, membership and the museum store.

Nevada Historical Society
Report to the Board
December 3 - 4, 2015
II. Museum Store Sales

Store sales 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 16	1,505	1,684	3,087										6,276
FY 15	1,194	1,938	2,578	934	373	2,104	2,072	1,509	-912	1,123	1,158	2,621	16,693
FY 14	725	1,174	1,272	2,754	3,484	2,364	1,235	-306	3,396	1,609	1,131	3,457	22,295
FY 13	1,537	1,556	1,552	2,373	1,060	4,258	1,293	2,250	1,388	1,549	1,961	1,658	22,435
FY 12	1,260	1,506	1,851	1,084	1,376	2,543	1,090	1,649	2,433	1,084	2,474	1,748	20,098
YTD	1,505	3,189	6,276	0	0	0	0	0	0	0	0	0	16,693
YTD Comp	126.1%	101.8%	109.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comp	126.1%	86.9%	119.8%	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.													

Museum Store Sales Narrative:

Sales in the museum store reflect five days of operation. Our exhibitions, programs and unique products make a positive impact on store sales. Our new store remodel and combining our Admissions and Store improve foot traffic and provide visitors with a better shopping experience. Museum store sales reported through September 30, 2015. Please note that the negative amount listed for March 2015 is due to a delayed adjustment for a large photo purchase that occurred in late February.

III. Museum Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

FY2016	Revenues	Expenditures			Total Expenditure	Net Profit (Loss)	% Net Profit (Loss)
		Merchandise	Personnel	Oper/Other			
July	1,505	68	-	19	87	1,418	94.2%
August	1,684	1,048	-	35	1,082	602	35.7%
September	3,087	406	-	244	650	2,437	78.9%
October					-	-	0.0%
November					-	-	0.0%
December					-	-	0.0%
January					-	-	0.0%
February					-	-	0.0%
March					-	-	0.0%
April					-	-	0.0%
May					-	-	0.0%
June					-	-	0.0%
FY16 Total	6,276	1,522	-	298	1,820	4,456	71.0%
FY15 Total	16,693	4,439	765	2,650	7,854	8,839	53.0%
FY14 Total	22,092	12,375	-	1,847	14,222	7,870	35.6%
FY13 Total	22,718	11,341	-	1,844	13,185	9,533	42.0%
FY12 Total	20,647	9,942	-	1,596	11,538	9,109	44.1%

Museum Store Revenue and Expenditure Narrative:

This section accounts for revenues and expenditures thru September 30, 2015. Dorothy Nell Barry is our new Admin Assistant III that manages the admissions office, membership and museum store. She has been learning the POS and working on creating new procedures to use this system. The membership volunteers have been working with Dorothy on fixing many issues with our membership records and entering all of our membership records into PastPerfect 5.

Nevada Historical Society
Report to the Board
December 3 - 4, 2015

IV. Membership Figures

Individual	19	15	12										46
Family	10	4	5										19
Institutional	3	1	2										6
Sustaining	1	5	1										7
Contributing	1	1	0										2
Patron	0	0	0										0
Benefactor	0	0	0										0
Senior	6	7	4										17
Student	1	0	1										2
FY 16	41	33	25	0	0	0	0	0	0	0	0	0	99
FY 15	30	27	29	35	6	134	60	16	21	49	48	36	491
FY 14	21	24	22	50	37	58	42	48	34	39	22	28	421
FY 13	15	41	16	31	32	46	49	29	43	39	23	25	389
FY 12	19	30	33	29	37	56	48	43	55	30	25	39	444
YTD	41	74	99	0	0	0	0	0	0	0	0	0	99
YTD Comparison	136.7%	129.8%	115.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	136.7%	122.2%	86.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Membership Figures Narrative:

Our plan is to work on growing our membership through providing diverse programming, continuing to catalog and digitize materials that will provide access to hidden collections, creating a better website with lists of MS collections, finding aids, online digital projects and selling digital requests. For a few of our larger events, we have set up a membership promotional table. The Society has gotten positive feedback for the Quarterly publication getting back on schedule and having interesting publication themes and topics in the publication. This reflects memberships through September 30, 2015.

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 16	1,994	1,507	1,620	0	0	0	0	0	0	0	0	0	5,121
FY 15	2,352	1,432	1,597	1,928	1,554	1,698	1,642	1,774	1,734	1,746	1,889	1,910	21,256
FY 14	1,493	1,512	1,616	2,274	1,713	1,867	1,801	1,765	1,877	1,932	2,355	2,034	22,239
FY 13	1,594	1,721	1,601	1,809	1,687	1,901	2,293	2,377	2,196	1,726	1,879	2,015	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
YTD	1,994	3,501	5,121	0	0	0	0	0	0	0	0	0	5,121
YTD Comparison	84.8%	93%	95%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Monthly Comparison	84.8%	105.2%	101.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	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, genealogy requests and general use. The public is aware of our many resources due to our *Quarterly* publication being online, 14,000 plus library records cataloged in CLAN database, numerous NHS photographs being used online, and several hundred manuscripts collections being listed online at www.ArchiveGrid.com. This reflects attendance thru September 30, 2015.

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VI. Attendance Receipts

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 16	467	509	629	0	0	0	0	0	0	0	0	0	1,605
FY 15	571	694	674	680	357	281	606	496	509	750	481	883	6,983
FY 14	347	652	310	400	444	240	528	483	537	524	648.19	648.39	5,762
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
YTD	467	976	1,605	0	0	0	0	0	0	0	0	0	1,605
YTD Comparison	81.80%	77.1%	82.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	81.80%	73.30%	93.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Museum Receipts Figures Narrative:

The Society's programming and exhibition schedule covers a diverse range of topics throughout the year. The current exhibit is the annual Latimer Art Club miniature art exhibition called *Silver State: The Beauty Within* and the upcoming January 2016 is called *B/W Gambling Photographs* by local photographer, Jan Aphelin. The images document downtown Reno casinos and the interactions of people within them, 1970. This reflects attendance through September 30, 2015.

VII. Fundraising Activities

- Shery submitted a \$20,000 grant application request to the John Ben Snow Memorial Trust to work on gallery enhancement projects. The Society was notified that the grant was not selected due to the numerous requests. The staff would like to request the use of private funds (category 48 - special project) to continue working on projects in the permanent gallery, spring 2016.
- Shery and Lee are committed to complete this worthy digital project. Grant funds would pay for the contract workers salaries, second tier of digital raid storage, software and contract support to implement the online project. If approved, the Society's project would focus upon the remaining Nevada and select Northern Nevada images to be cataloged, scanned and create an online exhibit about this collection. The grant application funds to be requested are \$93,000. The Society will be submitting proposals to Bretzlaff and E.L. Cord foundations before January 2016.
- Shery submitted a \$20,000 grant proposal for collections acquisition to the Charles H. Stout Foundation by June 15, 2015. The Society was notified in late October 2015 that due to the high volume of requests and limited funds, our grant proposal was not selected.
- Shery has been in contact with the lawyer overseeing a recently deceased donor's estate where the Society will be receiving trust funds in the near future.

VIII. General Activities

- The Society will be creating a small exhibit case that showcases the history of the Nevada Rangers and its associated collection for a reception in February 2016.
- The educational docents offered our second annual free Wednesday History tours during Artown in July, rotating between the Reno and Nevada History galleries. It was a successful program with attendance figures ranging from 60 to 90 people each Wednesday.
- The Society met with the new Director for the University of Nevada Press about our 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 project has been set aside with other demands and overseeing the Billeb project but our goal is get a script submitted in 2016.

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- The Society will be working alongside NSM-CC in our shared NDOT storage issue. Due to the Society's limited collections space, we have worked with NSM-CC on shared storage since the late 1960s for its larger museum artifact materials. For many years, the Society has declined numerous donations due to the size of materials and for not having its own storage. The Society's collecting mission will continue to be hindered and will affect the other departments unless a solution resolves itself soon for more storage. Christine and Shery have worked onsite at NDOT with NSM-CC staff to review, tag and create a plan for the space. This fall the Society started paying for NSM-CC contract workers to move and catalog NSM-CC materials being moved to museum galleries for storage and display. The Society's artifacts will remain in the Indian Hills storage facility.
- The Society was approved for one CIP (Capital Improvement Program) in the upcoming biennium that is a general safety/security project that includes motion-activated lights on the west and north side of the building, installation of a new roof hatch, drainage trench along the back building wall, side entrance awning and fixing the sidewalk at the bottom of the stairs. Shery has been working with the Architect Firm as they evaluate and work on the schematic design.
- Shery met with Global Risk Consultants (meetings are scheduled every 3 years) to review the strengths and weaknesses of the Society building to create a Loss Prevention Report. One maintenance recommendation was to pay for an Infrared thermography on all of the electrical systems throughout the buildings. This would help identify any developing electrical issues. The final report will be coming out soon.
- The Society hosted the second annual AGA (American Gaming Archives) Chip Dig on October 17, 2015. It was a very successful event with many people visiting the Society for the first time. Guy Clifton wrote a nice article and it was featured on the front page of Our Nevada, section C. Afterwards, the Society had a nice reception and Howard Herz gave a fascinating talk about the History of Gaming in Cuba and the Las Vegas Connection. The idea for this event is to promote the AGA archives and the Society. We had a few people talk to us about potential gaming material donations, including Marshall Fey. The table fees came to \$300 were placed in the AGA restricted fund.
- Shery and Christine created an exhibit in the Nevada Room at the Governor's Mansion. The exhibit is called Nevada's Talking Heads: Telling Nevada's Stories Thru the Hats We Wore. The hats on display are examples of headwear worn through Nevada's history – from the territorial years to today, and from pioneers to Senators. The exhibit is comprised of both men's and women's hats through the years from the Society's collection. We have heard several reports that the Governor loves this exhibit.
- Howard Herz, AGA coordinator has created a booklet to promote fundraising projects for the AGA. Shery has written a letter to go along with the booklet in promoting this project. Howard has scheduled a couple of appointments in mid-November with two local Casino owners. Our goal is to ask for smaller donations of \$2,500 and build upon these donations. The goal for the funds is to continue to enhance the gaming exhibition section, funds for conservation supplies and to pay for cataloging and data-entry into PastPerfect 5. We want to generate a useful finding aid for this complex collection.
- The Society is working with the local AAUW organization monthly as they organization their records housed at the Society. They are compiling an inventory to be used as a finding aid. It has been very successful partnership that is having the different chapters talking about missing records and working on identifying photographs.
- The next docent training class is scheduled for February 2016. We continue to promote the need for additional volunteers in select departments as we work to process and catalog materials into PP5.
- The Society continues to catalog and enter our Manuscript collections and Library print collection materials into Past Perfect, our in-house database. We have posted an alphabetical list of manuscript collection on our new website and are working on reformatting our Finding Aids. The existing manuscript collections have been entered and we are now working on unprocessed collections and scanning photographs from the Manuscript Collections. The museum artifact and photography collections continue to catalog their collections into PastPerfect 5.
- The Society and the Nevada Art's Council are creating a collaborative exhibit on the subject of Basque Arborglyphs. The Basque tree artwork is loaned by Jean and Phil Earl for this traveling exhibition. They have said that they will help with funding for the exhibit. The Folk Arts program at NAC has built this exhibit into their budget to include framing, crating and gallery brochures. The artwork has been framed and will be crated in the next few months. Pat and Shery will be working with the Basque Studies department in the next few months to find collection materials to incorporate into this exhibit.
- The Society lent one piece of artwork of Pyramid Lake by Gilbert Natchez for the latest exhibition at the University's Knowledge Center called Reflections on Pyramid Lake Exhibit that celebrates the history of the lake and the people who have called it home.

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- The Society lent four of our Datsolalee baskets for the Nevada Museum of Art's Lake Tahoe exhibition. The Society worked with Jerome Evans on getting an appraisal of the four baskets that will lent for the show. This appraisal has been added to our complete basket inventory project. The show ends January 10th, 2016.

Report about Society Sign

- Shery has spoken with UNR Construction Project Coordinator about the procedures for replacing the Society existing sign.
- If the Society selects a Post and Panel style sign, it will be considered a replacement to the existing sign. We would not have to get approval by the UNR signage committee.
- Since the Society is on the University campus, we do not have to get our sign approved by the City of Reno.
- Shery is going to work getting three different styles of signage (Post and Panel, Boulder, and Monument) for the board to review with appropriate quotes during the spring board meeting.

Report on History Conference 2015

- A. The Nevada Historical Society History Conference was held on Friday and Saturday, September 25th and 26th, 2015. The theme was *Thinking beyond Nevada's Borders: Western History in New Perspectives* and we encourage consideration of the relationships and interactions between people and entities that transcend Nevada's borders.
- B. Our keynote speaker was Dr. Diana Ahmad from the Missouri University of Science and Technology. Her lecture title was *All Roads Go through Nevada* and it was well received at Friday evening event.
- C. The Society had 43 paid participants, 12 presenters and 1 guest speaker and Society staff in attendance to our first conference in eight year. Staff put a limit on the number of attendees since the conference was held the Society's Research Library. This will be the first time that the Society will charge a registration fee to help cover costs for the conference.
- D. The Society's goal is to grow this conference into a two-day event with concurrent sessions. The Society will create committees for colleagues and interested departments to be involved including TMCC and UNR.
- E. The Society will have to seek an off-site location in the next few years dependent upon the growth of our Nevada History Conference.
- F. The proposed date for the 2016 Nevada History Conference is September 30th and October 1st, 2016. The final date is subject to the UNR Home Football game schedule.

Report about OSHA

- A. The Society was reported to OSHA anonymously back on Thursday, February 19th, 2015. The OSHA inspector arrived on site Tuesday, March 3rd, 2015. The solution that was suggested to prevent the left side of the Compact Shelving was to manually use the battery pack. The power has been turned off for both sections and locked down by B&G's state electrician.
- B. The Society submitted one essential CIP (Capitol Improvement Projects) that wasn't funded, retrofitting the remaining Compact Shelving system in our collections storage building. It was brought forward to the board last year, citing OSHA concerns about safety and liability issues to staff and volunteers. My biggest concern was the issue of safety, the prevention of a potential accident and potential fines.
- C. The cost for updating the remaining compact shelving sections comes to \$125,000 (\$85,000 for electrical and motor upgrade; \$40,000 for additional sensors placed on all carriages). The state has not supported warranties, request for fixing and updating the electronic panels, sensors and motors that's essential in maintaining and accessing our collections. The Nevada Historical Society has repeated requested upgrades through the CIP process and those requests had been ignored.
- D. At this time, the company no longer makes replacement parts for these dated units, making it impossible to get any warranty coverage if sections fail as of January 2015.
- E. It is essential that we work to accrue funds to update this aging equipment. Three solutions need to be investigated: using the Society's investment funds; potential state funds available after this incident with OSHA or the board will need to help the Society find a different funding source to repair the unit.
- F. The Society received the official OSHA fine paperwork on July 2, 2015. The total fine came to \$1,200.
- G. **Systems in Space** inspected the Compact Shelving Unit. The technicians will be able to repair the carriage shelves and sensors for \$4,827.00. This repair will allow the staff to run the units safety without the use of the battery pack.
- H. The contract has been completed and the tech worked on the shelving. They will be back on November 19th since they had to special order a part for the system. It is our hope that repairs will be completed with this visit.

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Report about Quarterly

- A. The Fall/Winter 2014 Vol. 57 3-4, the NV150 special issue was sent out to the membership at the end of October 2015.
- B. Spring/Winter 2015 Vol. 58, 1-4 will be made into a single issue with the publication date beginning of January 2016. Articles and book reviews are being edited and worked upon by the author and copy editor. The final date is dependent upon turn around times and the general production process. I hope to have it ready in the mail before January 17th, 2016 when the new postal fees increase.
- C. Shery has contacted Sheridan Press to ask some questions about the application process for the USPS Periodical Rate. It has been many years since the Society had this rate.
- D. We have begun promoting that the Quarterly is accepting submissions for articles, book reviews and notes and documents. It is listed on the Society website and in the Quarterly.
- E. Shery has begun reviewing costs associated with the production of the Quarterly. In 2016, we will work a new Scope of Work and begin requesting bids for a new contract.
- F. The Quarterly like to create a Listserv that can be accessed on the Society website to promote new books available for Book Reviews, upcoming themes and article topics for future issues of the Quarterly and promote the History Conference for potential content.

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.

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 16	11,512	14,991	13,123	0	0	0	0	0	0	0	0	0	39,626
FY 15	11,208	14,131	18,193	7,776	23,288	8,263	6,963	5,206	10,470	8,447	14,532	13,707	142,184
FY 14	10,663	19,637	12,589	19,661	10,858	8,522	6,648	6,365	7,274	10,460	6,285	14,028	132,989
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	85,822
YTD	11,512	26,503	39,626	0	0	0	0	0	0	0	0	0	39,626
YTD													
Comparison	102.72%	104.60%	91.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly													
Comparison	102.72%	106.09%	72.13%	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 Store Sales Narrative:

Store sales at the end of September totaled \$39,626 or 91% compared to last year. In past years, medallions were sold at Coin Press No. 1 both days of the Carson City Mint Coin Show and Fair. Sales went towards store revenue. This year, the museum minted medallions one day to meet a deadline for an order for the New York Mint. The museum received significant profit from the order. Proceeds appeared under coin press revenue and not store revenue.

III. Museum Store Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

FY2016	Revenues	Expenditures			Total Expenditure	Net Profit (Loss)	% Net Profit (Loss)
		Merchandise	Personnel	Oper/Other			
July	11,512	3,691	3,025	172	6,888	4,624	40.2%
August	14,991	7,292	4,386	530	12,208	2,784	18.6%
September	13,123	10,810	4,311	985	16,105	(2,983)	(22.7%)
October					-	-	0.0%
November					-	-	0.0%
December					-	-	0.0%
January					-	-	0.0%
February					-	-	0.0%
March					-	-	0.0%
April					-	-	0.0%
May					-	-	0.0%
June					-	-	0.0%
FY16 Total	39,626	21,793	11,722	1,687	35,201	4,425	11.2%
FY15 Total	45,448	24,342	11,816	6,001	42,159	3,289	7.2%
FY14 Total	43,515	18,084	15,875	853	34,812	8,703	20.0%
FY13 Total	45,170	26,717	18,788	1,668	47,173	(2,003)	(4.4%)
FY12 Total	45,975	29,808	15,337	1,348	46,493	(518)	(1.1%)

Museum Store Revenue and Expenditure Narrative:
Store profit at the end of the September totaled \$4,425.

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	3	1	4										8
Family	3	3	5										11
Sustaining		1											1
Contributing													0
Patron													0
Benefactor													0
Senior	24	19	12										55
FY 16	30	24	21	0	0	0	0	0	0	0	0	0	75
FY 15	49	38	18	11	17	15	18	20	38	53	83	47	407
FY 14	17	22	28	105	70	22	28	20	17	18	13	14	374
FY 13	17	14	47	0	20	1	23	11	19	11	0	0	183
FY 12	10	5	17	0	8	4	11	22	16	11	10	18	132
YTD	30	54	75	0	0	0	0	0	0	0	0	0	75
YTD Comparison	61.22%	62.07%	71.43%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	61.22%	63.16%	116.67%	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.

Membership Figures Narrative:

Memberships (new and renewals) at the end of September totaled 75, which is 71% compared to last year. Memberships were higher last year because of a mailing conducted the first quarter. The mailing wasn't done this year because of work load. The museum anticipates filling a half-time position within the month to assist membership management.

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 16	4,292	3,927	2,946	0	0	0	0	0	0	0	0	0	11,165
FY 15	4,388	4,550	2,860	4,004	2,751	1,695	2,351	2,219	2,902	3,837	4,029	3,397	38,983
FY 14	5,746	4,234	2,599	4,600	2,628	1,536	2,114	1,835	2,744	3,259	4,214	3,458	38,967
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
YTD	4,292	8,219	11,165	0	0	0	0	0	0	0	0	0	11,165
YTD Comparison	97.8%	92.0%	94.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	97.8%	86.3%	103.0%	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.

Museum Attendance Figures Narrative:

Attendance at the end of September totaled 11,165, which is 95% 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 16	17,227	21,480	18,023	0	0	0	0	0	0	0	0	0	56,730
FY 15	17,725	20,898	17,048	17,532	7,598	8,656	10,591	8,423	8,855	15,806	14,683	23,686	171,502
FY 14	18,320	18,497	19,750	14,308	8,882	7,301	9,553	7,326	10,144	16,152	14,472	21,736	166,441
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	5,006	8,784	5,684	7,862	9,411	14,026	13,337	131,695
YTD	17,227	38,707	56,730	0	0	0	0	0	0	0	0	0	56,730
YTD Comparison	97.2%	100.2%	101.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	97.2%	102.8%	105.7%	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.

Attendance Receipts Figures Narrative:

Attendance receipts at the end of September totaled \$56,730, which is 102% compared to last year.

VII. Fundraising Activities

- The museum completed an initial order of 2,400 silver medallions and 500 gold medallions for the New York Mint in early September, generating significant coin press revenue. The museum received a fee per medallion (varies by quantity and metal). Once sold by New York Mint, the museum will receive an additional 10% royalty on net proceeds. Use of the press has increased significantly the last couple years, particularly over the sesquicentennial. The press was shut down and partially dismantled in September for assessing wear and tear. The museum thanks the Railroad Museum for the assistance of Chris DeWitt. Cracks were found on a major component. The museum hired a consultant from Columbia Machine Works in Oakland to further assess and to provide a quote for repairs. The consultant is a coin press specialist used before by the museum. The museum is pursuing a contract to fabricate new parts at a cost of \$19,692. The museum anticipates resuming operation after repairs.
- The museum held the Carson City Mint Coin Show and Fair August 21 - 22, offering a lecture series, coin displays, raffle prizes, kids' activities, and coin press demonstrations at the museum and the coin show with twenty-six dealers across the street at the Carson Nugget. Dedicated Trust Fund revenue was \$16,668 and expense \$5,238. Admission fees for the state budget totaled \$2,296. In-kind contributions totaled \$15,740, an all-time high.
- The Friends of the Nevada State Museum held a sold-out fundraiser, "Murder at the Mine" September 19 in the museum's south gallery, netting \$2,117. The group sold refreshments outside during the Nevada Day parade, grossing \$435. All proceeds support museum projects. The Friends recently donated \$250 to hire the International Folkloric Ballet for Day of the Dead and \$40 for Basque Family Day.
- The museum received \$2,700 from the NV 150 Commission for installing the traveling NV 150 exhibit at the state capitol.

VIII. General Museum Activities

- Staff continued processing and moving history collections from the Indian Hills Curatorial Center to closed exhibit galleries at the museum to make space for at-risk collections stored at the NDOT facility. Improving collection care and security is necessary for NSM and NHS to maintain accreditation. NSM review will begin in 2018.
- The new exhibit, "Ranching in the High Desert: Five Generations, One Family" continued in the South Changing Gallery depicting images by photojournalist Jeff Scheid and text by Jennifer Robison showing life of the Fallini family on their Twin Springs Ranch in Nye County. The exhibit will continue into 2016. Major changing exhibits are on hold due to closing galleries to store collections to maintain accreditation.
- The museum installed the NV 150 traveling exhibit at the state capitol for Nevada Day, paid for by NV 150 Commission Funds. Artifacts were loaned to the Governor's Mansion for Nevada Day.
- The exhibit, "Finding Frémont: Pathfinder of the West, produced by the museum and the Des Chutes Historical Museum in Bend Oregon, closes in Bend in December. Discussions are underway to travel the exhibit to the Columbia River Gorge Discovery Center, an accredited museum, for opening in February, 2016.
- The museum prepared a plan for enhancing exhibits and tours at the capitol.
- The museum conducted Volunteer Tour Guide Training September 15, 16, 22, and 23. Attendance averaged thirty-three participants with seven new guides. Week one explored the role of immigrants in Nevada history and Basque boarding houses in preserving social organization and family customs. Attendees received a guided tour of Fort Churchill and Buckland Station. Week two emphasized American Indian culture and science programs such as fossils and desert adaptation. Volunteers attended a guided tour of the Stewart Indian School.
- The museum offered free admission in celebration of Nevada Day October 30 and 31. Attendance totaled 1,541 visitors over the two days.
- The museum presented the tenth annual El Día de Los Muertos or Day of the Dead Celebration November 7 for the enrichment of 390 visitors. The event conveys Latino traditions for honoring those who have passed away through crafts, traditional folkloric dancers, displays, face-painting, workshops, lectures, and stories. Dances were performed by the international Folkloric Ballet of Reno, Danza Azteca Aztlan and Tami Castillo Shelton. The event received strong support from fifteen community organizations and individuals. In-kind contributions totaling \$3,092 were a record high.
- The museum held the following Frances Humphrey lectures. Attendance was consistently high.

August 27: "Protecting Bat Habitat Across Nevada" by Jenni Jeffers, wildlife biologist, Nevada Department of Wildlife; Jeffers is best known for her live owl demonstrations, but she also works in bat conservation. Bats help people by eating huge amounts of insects, but now they are in trouble. Attendees learned about threats to bat habitat and what is being done to protect their roosts.

September 24: "Nevada's Endangered Pupfish" by Scott Tyler, Professor of Hydrological Sciences, University of Nevada, Reno. Visitors learned how climate change is making it harder for the rare Devils Hole pupfish of the Mojave Desert to survive. Research shows that higher temperatures could affect the availability of food for young pupfish, leading to fewer adult fish.

October 2: "North America's Oldest Dated Petroglyphs" by Dr. Gene Hattori, museum Curator of Anthropology, revealing recent research, attended by 91 people.

November 19: "The Bombing of Gernika and its Impact on the U.S." by Xabier Irujo, Associate Professor and Co-Director at the Center for Basque Studies at the University of Nevada, Reno. On April 26, 1937, a massive aerial attack by German and Italian forces reduced the Basque city of Gernika to rubble and left more than sixteen hundred people dead. To produce this detailed analysis of the political and military background of the attack and its subsequent international impact, Irujo examined archives and official government documents in several countries and conducted numerous interviews with Basques who survived. His account of the assault itself, based on eyewitness reports from both victims and attackers, vividly recalls the horror of that first example of the blitz bombing that served the Germans during the first years of World War II.

- On October 10, the museum held the Family Fun Saturday, "Celebrate Basque Culture" with Basque scholar Xabier Urujo and family. Forty-two visitors explored the history and culture of the Basque people through music, cultural objects, language, and dance.
- Staff and volunteers resumed capitol tours upon completion of elevator repairs October 14. Tours were canceled starting in April 2015 due to construction. Tours were occasionally reopened as construction dates changed. Tours were closed to thousands of students and adults.
- Staff presented a lecture and basket identification program at the Nevada Museum of Art in conjunction with their major exhibit, "Tahoe, A Visual History."
- Staff prepared a comprehensive report on the status of collections for the Board Collection Storage Committee.
- Six staff attended an exceptional Nevada Museums Association Annual Meeting and Conference in Tonopah September 30 through October 2. The conference was one of the best attended in history. NMA is critical for elevating the museum profession in Nevada. NSM has taken a leadership role in strengthening the organization. One staff attended the Western Museums Association conference in San Jose in October.
- The museum hosted tours for forty-four UNR museum studies students.

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.

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 Museum
412 E. Musser St., Suite 2
Carson City, NV 89701
Phone (775) 687-7340 Fax (775) 687-4333
(Henceforth known as "the State")

and

Columbia Machine
934 75th Avenue
Oakland, CA 94621
(510) 568-0808 (o) (510) 568-0810 (f)
(Henceforth known as "Contractor")

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 anticipated to be December 4, 2015 to January 31, 2016, 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 QUOTE

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 \$19,692.00 (Nineteen Thousand Six Hundred Ninety Two Dollars) for the repair of Coin Press No. 1 at the Nevada State Museum to include needed Labor and Parts. Payments will be made within thirty (30) days of presentation of an invoice for work completed and materials purchased and stored for the work. Final payment is contingent of acceptance of the work by the State's designated Administrator, Peter Barton. 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.

29. ASSIGNMENT OF ANTITRUST CLAIMS. Contractor irrevocably assigns to the State any claim for relief or cause of action which the Contractor now has or which may accrue to the Contractor in the future by reason of any violation of State of Nevada or federal antitrust laws in connection with any goods or services provided to the Contractor for the purpose of carrying out the Contractor's obligations under this Contract, including, at the State's option, the right to control any such litigation on such claim for relief or cause of action. Contractor shall require any subcontractors hired to perform any of Contractor's obligations under this Contract to irrevocably assign to the State, as third party beneficiary, any right, title or interest that has accrued or which may accrue in the future by reason of any violation of state of Nevada or federal antitrust laws in connection with any goods or services provided to the subcontractor for the purpose of carrying out the subcontractor's obligations to the Contractor in pursuance of this Contract, including, at the State's option, the right to control any such litigation on such claim or relief or cause of action.

30. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict of laws that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of the First Judicial District Court, Carson City, Nevada for enforcement of this Contract.

31. ENTIRE CONTRACT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Office of the Attorney General and the State Board of Museums and History.

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

Authorized Representative, Columbia Machine Date

Title

Administrator

Peter Barton, Division of Museums and History Date

Title

Signature – Chairman/Board of Museums and History

APPROVED BY BOARD OF MUSEUMS AND HISTORY

Approved as to form by

On _____
(Date)

Deputy Attorney General for Attorney General

On _____
(Date)



Brian Sandoval
Governor

Claudia Vecchio
Director

Nevada Department of Tourism and Cultural Affairs
DIVISION OF MUSEUMS & HISTORY

412 E. Musser Street, Suite 2
Carson City, Nevada 89701
(775) 687-7340 Fax (775) 687-4333

Peter Barton
Administrator

COIN PRESS No. 1 REPAIR
SCOPE OF WORK

Fabricate replacement parts for damaged parts on the historic Carson City Mint's Coin Press No. 1 in accordance with original designs. Install parts on the coin press and restore press to operational status.

ATTACHMENT BB

INSURANCE SCHEDULE

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
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- 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
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ATTCHMENT CC

From: John Sol
To: Robert Nylen
Subject: Scope of repair
Date: Wednesday, November 11, 2015 4:04:13 PM

Bob,

The scope of the repair on your press is a 2 part repair. Part one is the manufacturing of the repair parts for the press. Part two is the installation and setting up the press

Part 1 list of replacement parts . The part numbers are from U.S. Mint drawings circa 1920-1947, (we have them)

1.	CP-4B-3	Knuckle, head block (steel knuckle)	\$ 1950.00
2.	CP-4B-4	Shoe, Beam, Bronze shoe for upper beam	\$ 1875.00
3.	CP-4C-1	Knuckle, beam (Steel knuckle)	\$ 1950.00
4.	CP-4F-1	Holder, Ball and Shoe (Cracked Piece)	\$ 3250.00
5.	CP-4F-3	Shoe, Holder Bronze shoe for holder	\$ 1875.00
6.	CP-4F-4	Ball	\$ 1650.00
7.	CP-4F-5	Cup (Socket that ball fits in)	\$ 1750.00
Total for parts			\$ 14300.00

Part 2 , labor to install We would supply 2 techs

Travel time 4 hours each way @ \$ 150.00/ hour	\$ 1200.00
Work time on job site 12 hours @ \$ 300.00/ hour	\$ 3600.00
Per diem rate for 2 day , 2 men	\$ 592.00
Total for labor	\$ 5392.00
Total for job	19692.00

Thank you,

John Sol

Columbia Machine
934 75th Avenue
Oakland, CA. 94621
Phone 510-568-0808
Fax 510-568-0810

"The bitterness of poor quality remains long after the sweetness of low price is forgotten." –



Brian Sandoval
Governor

Claudia Vecchio
Director

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

Refers to Agenda item
7E3

Peter D. Barton
Administrator

Greg Corbin
Museum Director

Report to the
Board of Museums and History
December 3 - 4, 2015

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5037 CC State Fiscal Year 2016					Status	
	GL #	Approved Budget	Approved Changes	Total Budget	Year to Date Actuals	Percentage Year to Date
Revenues:						
Balance Forw from Prior FY (restricted)	2511r	10,248		10,248	10,248	100.00%
Balance Forw from Prior FY (unrestricted)	2511	45,294		45,294	45,294	100.00%
Balance Forw to New FY (restricted)	2512r	0		0	0	0.00%
Balance Forw to New FY (unrestricted)	2512	0		0	0	0.00%
Facilities Charge	3801	1,500		1,500	0	0.00%
Volunteer Registration Fees	3810	100		100	0	0.00%
Memberships	4008	0		0	0	0.00%
Photograph Sales	4010	0		0	0	0.00%
Merchandise Sales	4025	105,468		105,468	17,378	16.48%
Publication Sales	4027	0		0	0	0.00%
Gifts & Donations	4251	3,323		3,323	874	26.30%
Miscellaneous Revenue	4254	0		0	0	0.00%
Private Grants (Restricted)	4265	9,819		9,819	0	0.00%
Private Grants - Friends of the Railroad	4266	7,800		7,800	1,161	14.89%
Treasurer's Interest	4326	646		646	0	0.00%
Withdrawals from Trust	4454	0		0	0	0.00%
Total Revenue:		\$184,198	\$0	\$184,198	\$74,956	40.69%
Expenditures:						
	Category					
Administration	35	25,519		25,519	547	2.14%
Publications	36	0		0	0	0.00%
Exhibits	37	14,000		14,000	0	0.00%
Docent	43	5,044		5,044	439	8.70%
Museum Store	45	105,033		105,033	8,168	7.78%
Board Approved Special Projects	48	14,535		14,535	0	0.00%
Special Projects (Restricted) CC	55	20,067		20,067	5	0.03%
Total Expenditures:		\$184,198	\$0	\$184,198	\$9,160	4.97%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$65,796	35.72%

Budget Status Narrative: The above figures reflect actual revenues and expenditures as of September 30, 2015 and reveal a typical revenue/expense pattern for this point in the fiscal year.

Nevada State Railroad Museum CC
Report to the Board
December 3 - 4, 2015

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 16	7,851	9,780	8,294	0	0	0	0	0	0	0	0	0	25,924
FY 15	12,196	8,060	10,330	9,149	6,541	11,307	5,272	4,539	5,113	7,027	10,525	13,585	103,645
FY 14	12,859	8,294	5,165	10,815	4,882	7,444	4,522	3,258	6,234	6,705	8,033	13,003	91,213
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
YTD	7,851	17,630	25,924	0	0	0	0	0	0	0	0	0	25,924
YTD Comparison	64.37%	87.04%	84.76%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	64.37%	121.34%	80.28%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Museum Store Sales Narrative: Figures are for the first quarter of FY16 and appear to be down significantly compared to the same period last FY15. Some of it is due to Nevada 150 last year. As of this report, there is no immediate explanation for why this is occurring. However, we will be doing a thorough review/examination of the merchandise carried in the store and make adjustments accordingly...based on visitor requests and type of audience (age range). Report is through September 30, 2015.

III. Museum Store Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

FY2016	Revenues	Expenditures	Total			Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	7,851	-	2,756	122	2,878	4,972	63.3%
August	9,780	4,512	3,976	132	8,619	1,161	11.9%
September	8,294	5,576	3,892	163	9,631	(1,338)	(16.1%)
October					-	-	0.0%
November					-	-	0.0%
December					-	-	0.0%
January					-	-	0.0%
February					-	-	0.0%
March					-	-	0.0%
April					-	-	0.0%
May					-	-	0.0%
June					-	-	0.0%
FY16 Total	25,924	10,088	10,624	417	21,128	4,795	18.5%
FY15 Total	103,645	47,313	47,438	4,516	99,267	4,378	4.2%
FY14 Total	90,705	32,342	47,625	4,519	84,486	6,219	6.9%
FY13 Total	88,491	38,583	40,933	7,905	87,421	1,070	1.2%
FY12 Total	76,888	40,311	39,254	4,777	84,342	(7,454)	(9.7%)

Museum Store Revenue and Expenditure Chart Narrative: For year-to-date, the store is operating with a net profit margin. Report is through September 30, 2015.

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 16 Total													
FY 15	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 14	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
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 this date, the current total of memberships stands at 573.

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 16	2,812	2,311	1,689	0	0	0	0	0	0	0	0	0	6,812
FY 15	3,441	2,433	1,581	1,614	1,254	1,481	1,010	897	1,228	1,394	2,707	2,232	21,272
FY 14	2,884	1,727	1,148	1,132	1,147	1,236	609	647	1,110	1,133	1,953	2,011	16,737
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
YTD	2,812	5,123	6,812	0	0	0	0	0	0	0	0	0	6,812
YTD Comparison	81.72%	87.21%	91.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	81.72%	94.99%	106.83%	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 Figures Narrative:

Attendance for FY 2016 are for the first quarter only. Report is through September 30, 2015.

Nevada State Railroad Museum CC
Report to the Board
December 3 - 4, 2015

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 16	9,799	10,356	8,081	0	0	0	0	0	0	0	0	0	28,236
FY 15	12,568	8,106	7,562	5,911	3,437	6,148	3,798	3,405	3,476	6,231	5,817	11,530	77,988
FY 14	7,607	6,922	6,121	8,150	1,912	6,971	3,341	1,370	4,341	3,183	6,642	10,439	45,079
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	57,252
FY 12	10,640	8,857	7,291	4,759	2,687	4,999	2,114	2,694	2,790	3,472	6,976	7,418	62,698
YTD	9,799	20,155	28,236	0	0	0	0	0	0	0	0	0	28,236
YTD Comparison	77.97%	97.49%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	77.97%	127.77%	106.87%	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: Report is through September 30, 2015.

VII. Train Ride Receipts

Train Ride 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 16	7,703	4,087	5,486	0	0	0	0	0	0	0	0	0	17,276
FY 15	10,086	807	6,760	1,856	2,141	9,039	106	0	0	0	5,934	8,049	44,779
FY 14	9,754	0	0	994	1,362	6,718	0	0	0	0	5,215	617	27,216
FY 13	6,735	837	5,938	2,907	0	10,799	0	0	0	0	3,900	0	31,116
FY 12	9,669	2,891	5,694	1,626	0	17,652	0	0	0	152	8,944	7,706	54,335
YTD	7,703	11,790	17,276	0	0	0	0	0	0	0	0	0	17,276
YTD Comparison	76.4%	108.2%	97.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	76.4%	506.7%	81.2%	0.0%	0.0%	0.0%	0.0%	#DIV/0!	#DIV/0!	#DIV/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.

Train Ride Receipts Narrative: Report runs through September 30, 2015. Train operating revenue is stable with previous year.

VIII. Fundraising Activities:

- None this report.

IX. General Museum Activities

- After 34 ½ years with the Nevada State Museum System and having the opportunity to be in the Director's position at the NSRM/CC for the past 17 months, I've decided it's finally time to move onto other opportunities. Therefore, I'll be retiring on Thursday, January 14, 2016. I would like to thank all of the various board members that I've had to opportunity to associate and work with during my years with the museum. Your support and encouragement has been greatly appreciated. Good luck as you continue your work to make the Nevada State Museum System one that we can all be proud of.
- The Nevada State Railroad Museum recently received a \$40,000.00 donation (through the "Friends of the NSRM") from the children of Jack and Margie Gibson (long time NSRM/NSM volunteers). The donation was for the specific purpose of acquiring the George L. Richardson model collection that the NSRM has had on loan since 1974. The collection of models is comprised of 16 models in all and replicates the 15 original V & T Railway locomotives, plus the V & T McKeen car. They are one-of-a-kind models that cannot be duplicated to the same high standards in which they were originally fabricated during the early 1960's. For the past several years, the legal owner has threatened to take back the models unless he was fairly compensated for the collection (wanting as much as \$50,000), which has created major headaches for curatorial staff. The four Gibson siblings (Skip Gibson, Gail Simon, Diane Uchytill and Suzan Oliver) contributed \$10,000 each, in which the owner agreed to a \$40,000 purchase price. The transaction was completed on October 28, 2015 and the collection will be named in the honor of Jack and Margie Gibson during a reception scheduled for 1/15/16. A great deal of thanks goes to the "Friends of the Nevada State Railroad Museum" for all of their tremendous help in assisting the museum staff, allowing for the acquisition to be completed within a timely manner. The final "Deed of Gift" will be presented to the board for approval during the upcoming meeting.
- *Ghost Girl in Car No. 9* author Jan Pierson (a.k.a. Calamity Jan) returned to the museum on August 9th to sign books and meet fans. Calamity Jan is the author of several young adult books in the *Ghostowners* series. Thanks to John Walker for arranging Calamity Jan's visit.
- The Inyo and the Glenbrook were placed in the Interpretive Center. They face nose-to-nose, providing a great contrast between two locomotives from 1875, one narrow gauge and one standard gauge.
- The Friends of NSRM are taking on a project to rebuild V&T tunnel car No. 53. The project will require replacing the side sills, brake beams, a broken seat, the roof, etc., in order to have it ready for the 2016 operating season.
- The Friends of NSRM have created an Events Committee to help in the planning and executing of events at the museum, such as Santa Train and Harvest Train. The committee is open to all Friends members who would like to work with fellow volunteers and museum staff to come up with ideas for events, plan events, and volunteer at events and will work jointly with museum staff to develop events. The first meeting occurred on Friday, August 14, at noon at the museum,

with future meetings to be determined. The meetings are informal and help the Friends and staff gauge the level of interest from members and volunteers in developing special events.

- The Nevada State Railroad Museum has a new website for the first time in years. Thanks to Chris Matthews and the Department of Tourism and Cultural Affairs for a great job of developing the new website.
- August 28 was Grounds Maintainer Theresa Wojtkowiak's last day at NSRM. Theresa accepted a position with the City of Reno Parks Department. Theresa worked at the museum for the past four years and got to know many of our volunteers. During her time here, Theresa did a fantastic job of maintaining the grounds, making sure the visitor had a great impression of our museum.
- Labor Day weekend was busy at the Railroad Museum. We had good crowds all three days. Also, on the Saturday night of Labor Day weekend, the Friends hosted the second annual End of Summer BBQ at the Wabuska Depot. A big group was on hand to enjoy the beautiful weather, delicious food, and great conversation. Thanks to Volunteer Ron Dunlop for putting together the fantastic BBQ and to everyone who helped with setup and breakdown.
- The "Become a Motorman" class occurred September 18-20 at the museum. The class gives students an opportunity to learn how to operate museum's motorcars. The 2015 class featured four graduates and a new volunteers for the museum. Thanks to Volunteer David Squire for running the class.
- On September 18 the Association of Tourist Railroads and Railway Museums (ATRRM) held its annual meeting at the Holiday Inn in Crystal Lake, Illinois. At this meeting the ATRRM awarded the Nevada State Railroad Museum with one of two 2015 Significant Achievement Awards for the restoration of the steam locomotive Glenbrook. "The Glenbrook is such a noteworthy and rare piece of rolling stock. We wanted to recognize this as a significant and major restoration," said Aaron Isaacs, a historian at the Minnesota Streetcar Museum and awards committee chair for the group, which represents museums in North America. "This is one of only two winners selected. We considered more than 40 projects done this year and we chose the Glenbrook because it stood above the others." Adam was on hand to accept the award for the Nevada State Railroad Museum. The museum thanks the ATRRM for recognizing the incredible work that NSRM's Restoration Shop does and all of the staff and volunteers who helped in the process of restoring the Glenbrook.
- As previously requested by board member Dan Markoff, there is still no report/update regarding V & T Coach #17 due to available funding and insufficient information contained within the feasibility study completed October 2012. However, there are plans to eventually stabilize the car, replace broken glass/windows, repair vestibules/steps and improve interior lighting for display purposes only. This can all be done utilizing available resources at little or no cost to the museum.

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 4:30p.m.

2015 NSRM-CC Steam Operating Revenues

Date	Depot Revenue	Admission Revenue	Store Revenue	
5/23/2015	\$2,107.00	Free	\$3,610.00	
5/24/2015	\$2,337.00	\$906.00	\$1,630.75	
5/25/2015	\$2,863.00	\$846.00	\$1,421.62	
TOTALS	\$7,307.00	\$1,752.00	\$6,662.37	Memorial Day & Glenbrook roll-out
6/20/2015	\$1,129.00	\$756.00	\$588.29	
6/21/2015	\$1,309.00	\$601.00	\$433.10	
TOTALS	\$2,438.00	\$1,357.00	\$1,021.39	Father's Day
7/3/2015	\$1,084.00	\$1,208.00	\$561.42	
7/4/2015	\$1,696.00	\$1,619.00	\$687.91	
7/5/2015	\$1,481.00	\$1,289.00	\$1,006.95	
TOTALS	\$4,261.00	\$4,116.00	\$2,256.28	Independence Day *
7/18/2015	\$1,202.00	\$600.00	\$493.13	
7/19/2015	\$1,064.00	\$400.00	\$333.47	
TOTALS	\$2,266.00	\$1,000.00	\$826.60	
8/1/2015	\$1,012.00	\$624.00	\$611.75	
8/2/2015	\$242.00	\$624.00	\$526.54	
TOTALS	\$1,254.00	\$1,248.00	\$1,138.29	
Note: steam locomotive not in service on 8/2/2015 due to mechanical issue				
8/15/2015	\$1,239.00	\$744.00	\$861.12	
8/16/2015	\$332.00	\$534.00	\$531.48	
TOTALS	\$1,571.00	\$1,278.00	\$1,392.60	
Note: steam locomotive in service 1/2 day on 8/16/2015 due to mechanical issue				
9/5/2015	\$1,038.00	\$495.00	\$682.67	
9/6/2015	\$1,372.00	\$750.00	\$505.17	
9/7/2015	\$1,719.00	\$678.00	\$793.72	
TOTALS	\$4,129.00	\$1,923.00	\$1,981.56	Labor Day
10/17/2015	\$1,840.00		\$573.49	
10/18/2015	\$2,216.00		\$546.08	
TOTALS	\$4,056.00	\$1,134.00	\$1,119.57	1st Annual Harvest Fest
12/5/2015				
12/6/2015				
TOTALS				Santa Train 1
12/12/2015				
12/13/2015				
TOTALS				Santa Train 2
12/19/2015				
12/20/2015				
TOTALS				Santa Train 3
25 days planned steam operations, 2015				



Brian Sandoval
Governor

Claudia Vecchio
Department Director

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

2180 South Carson Street,
Carson City, Nevada 89701,
(775) 687-6953 Fax (775) 687-6953

Peter D. Barton
Administrator

Greg Corbin
Museum Director

DEED OF GIFT

Name: Friends of the Nevada State Railroad Museum
Carson City, Nevada

Date: 12 November 2015

Brief description of donation:

Sixteen 1/2-inch scale models made by George L. Richardson, of Virginia & Truckee locomotives *Lyon, Tahoe, J.W. Bowker, Inyo, Virginia, I.E. James, Reno, Genoa, Empire, Ophir, Columbus, Dayton*, No. 25 (2nd), No. 26, No. 27, and motorcar No. 22.

Whereas the Nevada State Railroad Museum is a cultural resource which collects, preserves, and interprets equipment, artifacts, and memorabilia related to railroads and railroading in Nevada, I do hereby donate these models on behalf of the Friends of the Nevada State Railroad Museum with the understanding that the Museum will honor to the best of its ability the wishes of J. L. (Skip) Gibson and his sisters Diane Uchytel, Suzan Oliver, and Gail Simon, to maintain the collection of models intact and exhibit them as a memorial to their parents, Jack and Margie Gibson at the Nevada State Railroad Museum in Carson City. So long as any of the above mentioned Gibson donors remain alive, they reserve the right to take back the models if they are not exhibited to their satisfaction.

I certify that the Friends of the Nevada State Railroad Museum purchased title to the above identified property from William F. Richardson using funds provided by the Gibson siblings, with the understanding that the models would be donated to the Nevada State Railroad Museum with the above stipulation.

I further attest that to the best of my knowledge all property donated was obtained ethically.

Validity of this Deed is subject to acceptance by the Board of Museums and History and the Administrator of the Division of Museums in accordance with NRS 381.0075,

Donor or
Legal Representative: Brian Sandoval Date: 11/12/15

Museum Representative: Greg Corbin Date: 11/12/15

Contributions are deductible for income tax purposes under IRS Code, Section 170(B)(1).

THANK YOU FOR YOUR DONATION



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

Brian Sandoval
Governor

Claudia Vecchio
Director

2180 South Carson Street
Carson City, Nevada 89701
(775) 687-6953 Fax (775) 687-8294

Peter D. Barton
Administrator

Greg Corbin
Museum Director

12 November 2015

Approval is requested of the attached Deed of Gift. The validity of the deed requires Board and Division Administrator approval according to NRS 381.0075 as it contains a condition.

This deed transfers to the Nevada State Railroad Museum the 16 George Richardson models of Virginia & Truckee rolling stock purchased by the Friends of the Nevada State Railroad Museum using funds donated by the children of Jack and Margie Gibson. The condition was stipulated by the Gibson donors.

Approved by

Date



Museum Director

11-12-15

Administrator, Division of Museums & History

Chair, Board of Museums & History



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

December 3 - 4, 2015

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5037 BC State Fiscal Year 2016					Status	
	GL #	Approved Budget	Approved Changes	Total Budget	Year to Date Actuals	Percentage Year to Date
Revenues:						
Balance Forw from Prior FY (Unrestricted)	2511	6,115		6,115	6,115	100.00%
Balance Forw from Prior FY (Restricted)	2511r	1,500		1,500	1,500	100.00%
Balance Forw to New FY (Unrestricted)	2512	0		0	0	#DIV/0!
Balance Forw to New FY (Restricted)	2512r	0		0	0	#DIV/0!
Facilities Charges	3801	2,000		2,000	0	0.00%
Merchandise Sales	4025	40,865		40,865	5,502	13.46%
Gifts & Donations	4251	2,634		2,634	0	0.00%
Restr Special Projects	4265	3,800		3,800	0	0.00%
Friends of NSRMBC	4266	2,739		2,739	596	21.77%
Total Revenue:		\$59,653	\$0	\$59,653	\$13,713	22.99%
Expenditures:						
	Category					
Boulder City Railroad	52	54,653		54,653	4,384	8.02%
Boulder City Railroad Restricted	55	5,000		5,000	0	0.00%
Total Expenditures:		\$59,653	\$0	\$59,653	\$4,384	-6.21%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$9,329	29.20%

Budget Status Narrative: Since the last report to the Board there have been the normal expenditures charged to the private budget, which includes store merchandise. The above figures reflect actual revenues and expenditures as of September 30, 2015.

II. Museum Store Sales

Store sales 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 16	2,881	2,621	3,099										8,600
FY 15	2,606	2,999	2,706	3,839	2,909	10,160	305	3,194	4,158	5,719	2,924	3,928	45,448
FY 14	2,973	3,370	3,356	3,559	3,083	8,219	515	3,158	3,663	4,281	3,354	3,218	42,749
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
YTD	2,881	5,502	8,600	0	0	0	0	0	0	0	0	0	8,600
YTD Comparison	110.5%	98.2%	103.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	110.5%	87.4%	114.5%	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.

Museum Store Sales Narrative: 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. Store sales are reported through September 30, 2015.

III. Museum Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

<u>FY2016</u>	<u>Revenues</u>	<u>Expenditures</u>			<u>Total</u>	<u>Net</u>	<u>% Net</u>
		<u>Merchandise</u>	<u>Personnel</u>	<u>Oper/Other</u>	<u>Expenditure</u>	<u>Profit (Loss)</u>	<u>Profit (Loss)</u>
July	2,881	-	1,536	55	1,590	1,290	44.8%
August	2,621	1,221	940	59	2,219	402	15.3%
September	3,099	1,749	289	66	2,104	995	32.1%
October					-	-	0.0%
November					-	-	0.0%
December					-	-	0.0%
January					-	-	0.0%
February					-	-	0.0%
March					-	-	0.0%
April					-	-	0.0%
May					-	-	0.0%
June					-	-	0.0%
FY16 Total	8,600	2,970	2,764	179	5,913	2,687	31.2%
FY15 Total	45,448	24,342	11,816	6,001	42,159	3,289	7.2%
FY14 Total	43,515	18,084	15,875	853	34,812	8,703	20.0%
FY13 Total	45,170	26,717	18,788	1,668	47,173	(2,003)	(4.4%)
FY12 Total	45,975	29,808	15,337	1,348	46,493	(518)	(1.1%)

Museum Store Revenue and Expenditure Narrative: The store is presently showing a modest net profit. This report covers store/sales activity through September 30, 2015.

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 16	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 15	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 14	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
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 532 memberships (Individual, Senior & Family level).

V. Museum Attendance Figures (Train Ridership Only)

Attendance chart comparison against four previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 16	1,489	1,675	1,710	0	0	0	0	0	0	0	0	0	4,874
FY 15	1,372	1,731	1,338	2,429	2,172	12,151	0	1,993	2,720	2,228	2,606	1,183	31,923
FY 14	1,437	1,525	1,739	2,672	3,623	9,551	0	1,552	2,320	1,728	1,804	1,346	29,297
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	8,459	0	1,930	3,210	11,311	2,754	1,415	39,790
YTD	1,489	3,164	4,874	0	0	0	0	0	0	0	0	0	4,874
YTD Comparison	108.5%	102.0%	109.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	108.5%	96.8%	127.8%	0.0%	0.0%	0.0%	#DIV/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.

Museum Attendance Figures Narrative:

Attendance (train riders) in SFY 2016 thus far is up nearly 10% over the previous year and SFY 2015 was up over the previous year; testimony to the importance of special themed-events. This report covers the period through September 30, 2015.

VI. Attendance Traffic (Display Pavilion Only)

Current attendance traffic 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 16	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 15	150	419	230	169	316	244	272	267	342	404	451	515	3,779
FY 14	235	234	366	350	300	175	255	241	230	207	246	255	3,094
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
YTD	0	0	0	0	0	0	0	0	0	0	0	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%	
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.

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 Monday through Friday only (or as staffing allows).

VII. Train Ride Receipts

Train Ride 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 16	9,832	9,021	11,610	0	0	0	0	0	0	0	0	0	30,463
FY 15	7,833	9,051	9,834	18,476	16,395	57,500	2,184	11,770	11,853	19,726	9,899	16,925	191,447
FY 14	8,595	9,248	12,259	18,082	23,421	46,148	0	9,824	13,050	16,432	10,931	10,351	178,341
FY 13	11,567	10,165	11,956	17,276	12,933	60,069	1750	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
YTD	9,832	18,852	30,463	0	0	0	0	0	0	0	0	0	30,463
YTD Comparison	125.5%	111.7%	114.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	125.5%	99.7%	118.1%	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.

Train Ride Receipts Narrative: While we increased our revenue for SFY2015 over SFY2014, revenue is still not back to SFY2013 levels due to the lack of a major spring special train event, we have been introducing smaller events to increase ridership. This report is through September 30, 2015.

VIII. Fundraising Activities N/A

IX. General Museum Activities

- During this report period (July, August & September), the NSRM-BC accommodated one school run with 40 students and teachers participating. In August, the museum was invited to attend the Back to School event sponsored by MGM. The museum was able to interact with hundreds of valley teachers and introduce them to the museum and our field trip opportunities. In addition, we have expanded our digital outreach by launching the museum's Twitter and Instagram accounts in addition to the museum's Facebook pages. We are finding that social media is an excellent tool in outreach for the museums events and programs. To date the museum has over 4,000 followers on the museum and Friend's Facebook pages.
- The Nevada State Railroad Museum hosted a stakeholder meeting in conjunction with Boulder City & City of Henderson's Economic Development teams on Thursday, September 17th. This meeting brought together stake holders from Boulder City, Henderson and the local communities to educate them on the potential opportunities the US 93/I-11 Hwy Railroad Bridge will bring to the museum in the way of the longer ride, city view and most importantly increased riders/visitors. The discussion then centered on the need for a new visitor's center for the museum. This meeting was the starting point in the discussion and will continue once we have plans and the costs for the project, as they are currently being worked on. The current targeted completion date for the Railroad Bridge is fall 2017.
- We continue to work with the Boy Scouts and are planning the next Railroad Merit Badge class for October. In addition the museum has gained interest from prospective Eagle Scouts. In July, we had the first Eagle Scout project commence on the repainting of the baggage cars that are on display in the museum pavilion. There are additional Eagle Scout projects planned for October including a new picnic area and fencing.
- Story Time and Crafts on the train continues to grow in popularity and is offered every third Saturday of the month. This program is being headed up by two Clark County School District teachers and has really taken on life of its own. With each passing month the program continues to grow due to the promotion on Facebook and word of mouth. It is proven to be an excellent driver for museum memberships.
- General planning is underway for our fall events as well as our holiday trains. We are continuing to look for ways to expand our events and increase ridership with these annual events.

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.



Refers to Agenda item # 7E4a



Nevada State Railroad Museum's Bridge To Two Communities

Stakeholder Meeting

September 17th 2015

Nevada State Railroad Museum
600 Yucca Street
Boulder City, NV 89905

Contact:
Kate Hemingway
khemingway@nevadaculture.org
702-486-5006

NEVADA
A WORLD WITHIN.
A STATE APART.



Museum History

- The Nevada State Railroad Museum in Boulder City has its beginnings in 1931, when the historic Boulder Branch line was completed to supply building materials to Hoover Dam and were in use until 1961.
- In 1985 the Union Pacific Railroad abandoned the Boulder City-to-Henderson portion of their line and donated the land and track to the State of Nevada for the Nevada State Railroad Museum.
- In 1996 the Railroad Maintenance facility at 600 Yucca Street is completed.
- In 2001 the current Railroad Passenger Facilities including: passenger platform, ticket office and museum store are completed.
- 2002 sees limited weekend and special train service begin.
- 2003 restoration of passenger coaches allows the museum to expand train service to regular weekends and expand the annual Santa Train event.
- The Museum's open-air Display Pavilion was constructed and completed in 2007 allowing historic equipment to be put on public display.
- Currently there are 3 state employees and over 80 volunteers overseeing the museum.





Museum Today

13 YEARS OF OPERATION

- Started 2002 With 1,700 Visitors On Limited Excursion Train Rides
- Now Serves Nearly 40,000 Visitors Annually
 - Weekend Excursion Train Rides
 - Special Events (Santa Train, Pajama Train, Halloween Express, Egg Express, Great Train Robbery)
 - School Groups/Special Tour Groups
 - Funding For Title I Children
 - 1/5" Scale Live Steam Train
 - Model Railroad Displays
- Almost 80 Volunteers Donated Almost 20,000 Hours In 2014



MUSEUM VISITORS COME FROM ALL OVER THE VALLEY:

- Museum Members:
 - Las Vegas 46.8%
 - Henderson 29.6%
 - North Las Vegas 7.7%
 - Boulder City 6.4%
 - Other 9.1%
- Annual Santa Train Ridership:
 - Las Vegas 61%
 - Henderson 27%
 - North Las Vegas 8%
 - Boulder City 3%
 - Other 1%

MANY ADDITIONAL VISITORS FROM THE U.S. AND ABROAD



Museum Challenges

EXISTING FACILITIES HAVE NOT KEPT UP WITH MUSEUM GROWTH AND USE

MUSEUM HAS NO CENTRALIZED LOCATION FOR VISITOR SERVICES

- Administration Offices Currently Located In Railroad Maintenance Facility Across The Street
- Visitors Have To Purchase Tickets At Separate Building
- No Climate Controlled Visitor Waiting Area
- Current Building Layout On Platform Creates Safety Issues
- Only Open Weekends & Misses Visitor Weekday Revenue



MUSEUM NEEDS A VISITOR CENTER THAT WOULD PROVIDE AN ENHANCED VISITOR EXPERIENCE

- Museum Would Be Able To Provide Centralized Services
 - Increase Staff/Volunteer Interaction With Visitors
 - Single Point Of Entry/Exit To Museum Pavilion
- Eliminate Platform "Choke Points"
- Increased Days Of Service & Potential New Revenue Sources





Museum Opportunity

COMPLETION OF THE NEW INTERSTATE -11 RAILROAD BRIDGE WILL ALLOW NEVADA STATE RAILROAD MUSEUM TO EXPAND OUR OFFERINGS

- Railroad Bridge Slated For Completion 4th Quarter 2017
- Museum Is Tied Back Into The General System That Can Allow For Special Opportunities
 - Visiting Historic Locomotives
 - Railfan Events
 - Railroad Conventions
- Excursion Train Ride Will Be Lengthened By 3 Miles And Include A View Of The Las Vegas Strip
 - Opportunities For Special Trains
 - Dinner Trains & Wine Trains
- Opportunity To Increase Event Offerings To Include Large Scales Events Such As Polar Express
 - Over 100,000 Riders For Grand Canyon's Polar Express
- Opportunities To Tie City Of Henderson & Boulder City Together With Community Events



A NEW VISITOR CENTER WILL ALLOW THE MUSEUM TO BETTER SERVE THE ANTICIPATED GROWTH IN VISITORS/RIDERS THAT THE NEW RAILROAD BRIDGE WILL BRING



DEPARTMENT OF TOURISM & CULTURAL AFFAIRS

Division of Museums and History

East Ely Railroad Depot Museum

Brian Sandoval
GovernorPeter Barton
AdministratorClaudia Vecchio
DirectorReport to the
Board of Museums and History
December 3-4, 2015Sean Pitts
Museum Director**I. Status of Private Funds Budget**

Status of Private Funds Budget B/A #5037 EE State Fiscal Year 2016					Status	
	GL #	Approved Budget	Approved Changes	Total Budget	Year to Date Actuals	Percentage Year to Date
Revenues:						
Balance Forward from Prior Fiscal Year	2511	18,112		18,112	18,112	100.00%
Balance Forward to New Fiscal Year	2512	0		0	0	#DIV/0!
Facilities Charges	3801	1,550		1,550	750	48.39%
Gifts & Donations	4251	2,108		2,108	0	0.00%
Total Revenue:		\$21,770	\$0	\$21,770	\$18,862	86.64%
Expenditures:						
	Category					
East Ely Railroad Museum	51	21,770		21,770	0	0.00%
Total Expenditures:		\$21,770	\$0	\$21,770	\$0	0.00%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$18,862	86.64%

Budget Status Narrative: The Interlocal Agreement for 2013-2015 includes a provision for continuing the term of the Agreement for an additional two years, unless one of the parties seeks modifications. Changes to the Agreement are under discussion, up to a possible dissolving of the partnership. The WPHRF is concerned over what they claim is an unstable schedule for the museum, such that the RR is receiving negative comments on various travel social media sites. Also, a change in the payment formula is under discussion. As this discussion continues, the museum is continuing to capture ticket stubs to verify attendance. By December it is anticipated that a final decision and Agreement, if applicable, will be reached and presented. The Foundation has made payment for both SFY 2014 & 2015.

East Ely Railroad Depot Museum
Report to the Board
December 3 - 4, 2015

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

Store sales chart comparison against two 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	<u>0</u>												<u>0</u>
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	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Profit	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Museum Store Revenue and Expenditure Narrative: N/A

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	Jun	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 16 Total	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 15	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 14	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
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

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 16	924	780	805	0	0	0	0	0	0	0	0	0	2,509
FY 15	404	316	324	547	82	70	39	95	165	385	523	757	3,707
FY 14	50	51	67	85	33	30	39	56	67	110	262	719	1,569
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
YTD	924	1,704	2,509	0	0	0	0	0	0	0	0	0	2,509
YTD Comparison	228.7%	236.7%	240.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	228.7%	246.8%	248.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Museum Attendance Figures Narrative:

The joint ticket has resulted in a seamless experience for visitors and accomplished its primary objective. We expect it to continue because it is the simplest and easiest for our visitors. The White Pine Historical Railroad Foundation collects the admission fee at the first point of contact and issues a ticket that we collect. The State has printed two runs of tickets to continue to make this arrangement work. We look forward to this arrangement continuing for the betterment of the visitor experience in Ely.

Visitation has doubled since last year. This represents a significant effort on the part of our small staff.

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 16	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 15	0	0	0	0	0	0	0	0	0	0	0	9,002	9,002
FY 14	0	0	0	0	0	0	0	0	0	0	0	0	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
YTD	0	0	0	0	0	0	0	0	0	0	0	9,002	0
YTD Comparison	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Monthly Comparison	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.

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. The due date for payment is 30 June.

VII. Fundraising Activities

A gentleman visited NSRM-East Ely back in 2008. He spent the morning with us and enjoyed learning about our operation and preservation efforts. He recently passed away leaving the Ely Museum in his will with 2 shares of 30. We received a check totaling \$48,000 from the Henry Trust which was significantly larger than we were expecting and is the largest single donation to date for this Museum. We are appreciative with the donation and pleased that our interaction with this visitor was such a positive experience for him

VIII. General Museum Activities

- We hosted the Antique Chevrolet Car Club in September. It was their largest gathering in over a decade with over 40 vintage vehicles and more than 80 people. Sean served as the tour guide for the group during the day. A banquet was held in our Freight Building to conclude the event. The comments were overwhelmingly positive. The experience was positive enough for them they expressed a desire to return.
- As mentioned above, the agreement with the White Pine Historical Railroad Foundation is working. They seem concerned that we don't meet our posted hours and cite a singular occurrence where they sold a ticket but we were closed. While the staff should be applauded for their extraordinary efforts all summer long, it seems unavoidable with such a small staff. The day they reference occurred

when one staff member was out of town and the scheduled staff member was taken to the hospital. We don't think it is a fair criticism, but in order to avoid this from happening again, we have provided them our posted hours. In addition, we inform staff upon arrival and as we are preparing to leave. They are informed if we will be closed for State or Federal holidays. We are in the process of negotiating a fee they feel is more fair. It remains the best possible arrangement for our visitors.

- Many thanks to Peter and Carrie for the seasonal upgrade of our contract employee to 24 hours. That allowed us to get through a busy summer while maintaining our hours of operation. Equally important, we were able to have a staffing level deep enough that one person could be sick or gone and the posted hours were still covered. The staff is still limited, but the addition of 10 hours per week was a huge benefit. Sean, Lillie, and Joel add did yeomen's work in keeping the museum open and doubling last year's visitation.
- Sean was the presenter of Nevada History to the school district's 4th grade. He presented to every class twice reaching a total of 320 students. The programs focus included Nevada's history as well as local settlement. The students were introduced to Nevada artifacts, heritage, and lore. It was popular enough he was invited back the next week.

Mission Statement

The Nevada State Railroad Museum-Ely 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.

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, East Ely
412 East Musser Street, Suite 2
Carson City, NV 89701
Phone (775) 687-7340 Fax (775) 687-4333
(Henceforth known as "the State")

and

**WHITE PINE HISTORICAL RAILROAD FOUNDATION
d/b/a NEVADA NORTHERN RAILWAY**
P.O. Box 150040
East Ely, Nevada 89315-0400
Phone (775) 2892085 Fax (775) 289-6284
(Henceforth known as "WPHRF")

and

THE CITY OF ELY
480 Campton Street
Ely, Nevada 89301
Phone (775) 289-2430 Fax (775) 289 1463
(Henceforth known as "the City")

WHEREAS, NRS 333.700 authorizes elective officers, heads of departments, boards, commissions or institutions to engage, subject to the approval of the Board of Examiners, 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 Examiners.

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 Board of Examiners' approval (anticipated to be December 8, 2015) to June 30, 2018, unless sooner terminated by either party as specified in paragraph ten (10). If no action to revise is taken by either party on or before May 31, 2018, the parties may opt to renew the contract for an additional two-year period.

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: INSURANCE SCHEDULE

6. CONSIDERATION. The parties agree that WPHRF will reimburse the State \$2.00 per adult ticket (as defined in NRS 381.0045(2)) retained and submitted by the State to WPHRF. Payment to the State by WPHRF will be no less than 15 days after the end of each quarter of the fiscal year (Quarter ending September 30th, December 31st, March 31st, June 30th) during the term of this contract not to exceed \$30,000 for the term of this contract.

WPHRF will allow some of its volunteers to assist the State museum to ensure that the State museum is open during the hours when WPHRF is open and operating trains. These volunteers will be required to sign up and be approved by the State as volunteers with the State museum.

The State will provide sequentially numbered tickets with detachable stubs, per a design approved or provided by the WPHRF at the State's cost. The State will retain ticket stubs for invoicing purposes and will be subject to audit by the WPHRF upon request.

The State agrees to install a device indicating when the State museum is open for visitors. The State also agrees to match the NN Railway operating schedule within limits of resources available.

The State does not agree to reimburse WPHRF for expenses unless otherwise specified in the incorporated attachments.

WPHRF and/or its volunteers and/or employees shall exercise reasonable care to prevent damage or loss to the State's building, artifacts, or other resources and property. WPHRF's use of the State's property is limited to providing public tours of the museum within its stated mission.

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. RESERVED

9. INSPECTION & AUDIT.

a. Books and Records. WPHRF 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. WPHRF agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of WPHRF 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 WPHRF 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 WPHRF 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 WPHRF 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 WPHRF 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 WPHRF'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. WPHRF 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. WPHRF 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 WPHRF to any State agency in accordance with NRS 353C.190. In the event that the WPHRF voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of WPHRF 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 WPHRF, for the fiscal year budget in existence at the time of the breach. Damages for any State or WPHRF breach shall never exceed \$10,000. WPHRF'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 WPHRF 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 WPHRF, its officers, employees and agents.

15. **RESERVED**

16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the State, WPHRF is not an employee or division or entity 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 AA, incorporated hereto by attachment. The State shall have no liability except as specifically provided in the Contract.

The WPHRF shall not commence work before:

- 1) WPHRF 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 WPHRF.

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 WPHRF shall, at the WPHRF'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 WPHRF 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 WPHRF. WPHRF's insurance policies shall apply on a primary basis. Until such time as the insurance is no longer required by the State, WPHRF 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 WPHRF has knowledge of any such failure, WPHRF 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 WPHRF's general liability insurance policy, the State of Nevada, its officers, employees and immune WPHRFs 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 WPHRFs as defined in NRS 41.0307, for losses arising from work/materials/equipment performed or provided by or on behalf of the WPHRF.
- 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 WPHRF 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 WPHRF 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, WPHRF 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 WPHRF. The certificate must name the State of Nevada, its officers, employees and immune WPHRFs 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 WPHRF 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 WPHRF. Neither approval by the State nor failure to disapprove the insurance furnished by WPHRF shall relieve WPHRF of WPHRF'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 WPHRF 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. WPHRF 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 WPHRF to provide the goods or services required by this Contract. WPHRF 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 WPHRF in accordance with NRS 361.157 and NRS 361.159. WPHRF 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. WPHRF shall neither assign, transfer nor delegate any rights, obligations or duties under this Contract without the prior written consent of the State.

21. RESERVED

22. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents received from WPHRF 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. WPHRF may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that WPHRF 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. WPHRF shall keep confidential all information, in whatever form, produced, prepared, observed or received by WPHRF to the extent that such information is confidential by law or otherwise required by this Contract.

24. RESERVED

25. RESERVED

26. WARRANTIES.

a. General Warranty. WPHRF 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. WPHRF 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. WPHRF acknowledges that as required by statute or regulation this Contract is effective only after approval by the State Board of Examiners and only for the period of time specified in the Contract. Any services performed by WPHRF before this Contract is effective or after it ceases to be effective are performed at the sole risk of WPHRF.

28. RESERVED

29. RESERVED

30. GOVERNING LAW; JURISDICTION. This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict of laws that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of the First Judicial District Court, Carson City, Nevada for enforcement of this Contract.

31. ENTIRE CONTRACT AND MODIFICATION. This Contract and its integrated attachment(s) constitute the entire agreement of the parties and as such are intended to be the complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Contract specifically displays a mutual intent to amend a particular part of this Contract, general conflicts in language between any such attachment and this Contract shall be construed consistent with the terms of this Contract. Unless otherwise expressly authorized by the terms of this Contract, no modification or amendment to this Contract shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto and approved by the Office of the Attorney General and the State Board of Examiners.

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

_____ WPHRF Management Signature	_____ Date	_____ Title
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_____ WPHRF Trustee Signature	_____ Date	_____ Title
----------------------------------	---------------	----------------

_____ The City of Ely Signature	_____ Date	_____ Title
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_____ Division of Museums and History Signature	_____ Date	_____ Title
--	---------------	----------------

_____ Department of Tourism and Cultural Affairs Signature	_____ Date	_____ Title
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Signature - Board of Examiners

APPROVED BY BOARD OF EXAMINERS

On _____
(Date)

Approved as to form by:

Deputy Attorney General for Attorney General

On _____
(Date)

Ely City Attorney for City of Ely

On _____
(Date)

ATTACHMENT AA 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. **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) and shall be sent by certified mail, return receipt requested.

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. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATES RISK MANAGEMENT DIVISION.**

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.

WPHRF Management Board Signature

Date

Title

WPHRF Trustee Signature

Date

Title

Signature – State of Nevada

Date

Title

City of Ely Signature

Date

Title



Brian Sandoval
Governor

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

Peter Barton
Administrator

Claudia Vecchio
Director

Report to the
Board of Museums and History
December 3-4, 2015

Jerrie Clarke
Museum Director

I. Status of Private Funds Budget

Budget Status Narrative:

Status of Private Funds Budget B/A #5038					Status	
State Fiscal Year 2016		Approved	Approved	Total	Year to Date	Percentage
	<u>GL #</u>	<u>Budget</u>	<u>Changes</u>	<u>Budget</u>	<u>Actuals</u>	<u>Year to Date</u>
Revenues:						
Balance Forw from Prior FY	2511	22,998		22,998	22,998	100.00%
Balance Forw to New FY	2512	0		0	0	0.00%
Charges for Services	3871	0		0	0	0.00%
Memberships	4008	2,160		2,160	305	14.12%
Photograph Sales	4010	0		0	0	0.00%
Merchandise Sales	4025	99,257		99,257	18,970	19.11%
Book & Pamphlet Sales	4052	0		0	0	0.00%
Gifts & Donations	4251	1,702		1,702	222	13.03%
Treasurer's Interest	4326	87		87	0	0.00%
Investment Income	4328	0		0	0	0.00%
Private Grants	4265	500		500	0	0.00%
Total Revenue:		\$126,704	\$0	\$126,704	\$42,495	33.54%
Expenditures:						
	<u>Category</u>					
Administration	35	6,526		6,526	955	14.64%
Archeology Special Projects	36	1,930		1,930	0	0.00%
Buildings & Grounds	37	4,165		4,165	51	1.23%
Docent	39	888		888	164	18.49%
Museum Store	41	98,745		98,745	13,121	13.29%
Special Projects	42	3,585		3,585	0	0.00%
Board Appr Special Projects	48	7,370		7,370	0	0.00%
Special Projects (Restricted)	55	3,495		3,495	0	0.00%
Total Expenditures:		\$126,704	\$0	\$126,704	\$14,292	11.28%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$28,203	22.26%

Lost City Museum
Report to Board
December 3-4, 2015

The above figures reflect actual revenues and expenditures as of September 30, 2015 and reveal a typical revenue/expense pattern for this point in the fiscal year.

II. Museum Store Sales

Store sales 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 16	5,460	4,841	8,803	0	0	0	0	0	0	0	0	0	19,104
FY 15	2,659	4,827	5,513	8,101	8,810	6,607	6,803	8,278	9,403	12,119	9,295	5,562	87,978
FY 14	4,570	4,408	7,204	11,181	7,925	5,894	7,748	6,600	11,151	8,269	5,433	5,420	85,803
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
YTD	5,460	10,301	19,104	0	0	0	0	0	0	0	0	0	87,978
YTD Comparison	205.34%	137.61%	146.97%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	205.34%	100.29%	159.68%	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 Store Sales Narrative: The store is doing much better this year with over \$3,000 higher revenue in September. We're also doing better in October and so far in November. This is largely due to having a higher authority for store purchases that helped us keep the inventory at a better level in quantity and quality. We have customers who come in at least once a year to purchase Native-made jewelry. We are able, this year, to give them a larger, more interesting selection. The penny press also continues to be popular.

III. Museum Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

FY2016	Revenues	Expenditures	Total			Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	5,460	-	1,203	67	1,270	4,190	76.7%
August	4,841	3,688	1,870	65	5,623	(783)	(16.2%)
September	8,803	5,051	1,800	70	6,921	1,883	21.4%
October					-	-	0.0%
November					-	-	0.0%
December					-	-	0.0%
January					-	-	0.0%
February					-	-	0.0%
March					-	-	0.0%
April					-	-	0.0%
May					-	-	0.0%
June					-	-	0.0%
FY16 Total	19,104	8,739	4,873	202	13,814	5,290	27.7%
FY15 Total	87,977	45,217	22,755	9,190	77,162	10,815	12.3%
FY14 Total	85,803	48,253	23,151	2,232	73,636	12,167	14.2%
FY13 Total	60,993	29,424	22,605	1,959	53,988	7,005	11.5%
FY12 Total	47,581	24,599	22,316	1,377	48,292	(711)	(1.5%)

Museum Store Revenue and Expenditure Narrative:

In the past at the end of the year, we have kept some funds in reserve for the coming year. At the end of FY2015 we decided to use all of our spending authority to keep a higher inventory in the store for the end of the fiscal year and until we could start spending in the new fiscal year. That made our FY2015 net profit a little lower but should result in a higher net profit at the end of the FY2016. As stated above, with our higher authority, we are able to stock the store with attractive and interesting jewelry, pottery, Kachinas, and other Native-made crafts that are selling well.

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	1	1	1										3
Family		1											1
Sustaining													0
Contributing													0
Patron													0
Benefactor													0
Senior	2	3	2										7
FY 16	3	5	3	0	0	0	0	0	0	0	0	0	11
FY 15	10	10	7	6	8	3	6	0	6	9	8	1	74
FY 14	12	7	7	5	9	3	9	4	7	8	7	4	82
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
YTD	3	8	11	0	0	0	0	0	0	0	0	0	11
YTD Comparison	30.00%	40.00%	40.74%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	30.00%	50.00%	42.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Membership Figures Narrative: Membership renewals are down. Many of our members have moved and some have passed away. Staff has begun to talk about ways to recruit more members and perks to offer them, such behind the scenes tours or advance registration for an educational hike. Incidentally, it appears that in recent months that more members of other state museums are visiting the museum. Interestingly, the number of social media followers increase as membership decreases.

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 16	840	827	1,043	0	0	0	0	0	0	0	0	0	2,710
FY 15	738	872	785	1,368	1,348	837	1,026	1,195	1,650	1,533	1,234	719	13,305
FY 14	930	763	1,321	1,331	1,504	1,111	1,137	1,225	1,670	1,576	1,122	770	14,460
FY 13	634	532	861	720	728	782	563	724	1,265	1,027	702	479	9,017
FY 12	721	504	799	899	763	724	631	904	1,008	1,246	1,476	606	10,281
YTD	840	1,667	2,710	0	0	0	0	0	0	0	0	0	2,710
YTD Comparison	113.82%	103.54%	113.15%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	113.82%	94.84%	132.87%	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 Figures Narrative: At the end of September, we had 315 more visitors than last year at this time. We've had more school groups for one thing, and our new advertising strategy that involves more local advertising seems to be drawing in more people from southern Nevada.

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 16	2,900	2,769	3,379	0	0	0	0	0	0	0	0	0	9,048
FY 15	2,220	3,005	3,614	4,296	4,349	4,725	3,929	4,771	5,386	6,881	5,318	2,585	51,078
FY 14	2,119	2,969	4,114	5,828	5,128	2,427	6,022	5,264	6,683	6,376	5,061	3,150	55,140
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
YTD	2,900	5,669	9,048	0	0	0	0	0	0	0	0	0	9,048
YTD Comparison	100.00%	108.50%	102.37%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	130.62%	92.16%	93.51%	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 Receipts Figures Narrative: Our revenue numbers are up about \$200, thanks to an unexplainable high number in July. The numbers are also looking better in October and November.

VI. Fundraising Activities:

- A Nevada Humanities Grant award is providing a stipend for an intern from UNLV. Under Molly's supervision she is creating a unit for our education program. The grant also purchased additional PastPerfect licenses and a camera dedicated to collections.
- With our increased spending authority, we've been able to purchase some nice items for the museum store inventory and sales have begun to pick up, as it does this time of year. One of the Moapa Valley artists who loves shopping in the store expressed the desire to make a donation so we can advertise the store before the Holidays. She wants local people to know that it is a great place for Christmas shopping. So that we can have access to the funds in time to advertise in November and December, she made the donation to the Docent Council and the Council will buy the ads.
- The dog kennels are in place and as of this writing, almost mid-November, 4 dogs have used them.
- A Shout Out to our Docent Council: They have been exceptionally helpful this year. Twice they fronted gasoline money for LCM's pickup so Molly could haul supplies on an archaeology training trip with SHPO and Nevadans for Cultural Preservation (NVFCP). The grant to NVFCP paid all of Molly's expenses and paid the Docents the state's mileage rate, more than was spent on the fuel. The excess will be saved for truck service and repairs. In addition, they hosted the Indiegogo campaign for the dog kennels, have taken over the very complicated Native American Day dancer and craftspeople stipends, and bought ads when the opportunity has appeared with not enough time to do vendor forms and Purchase Orders.
- Jerrie and Molly are working on an Institute for Museum and Library Services - Museums for America Grant to fund the purchase of data loggers to record temperature and humidity in the artifact storerooms

and galleries, another special cabinet for organics, and to provide a stipend for another intern and traveling expenses for Caroline Kunioka to come from NSM-LV to consult and advise.

• **VII. General Museum Activities**

- John Strachen, a retired military wilderness lover, donated 20 boxes of 3-ring binders, roughly 60 binders; of petroglyph research he accumulated over 20 years of hiking and exploring. They contain photographs of petroglyphs (mostly in southern Nevada), maps and often descriptions of the sites. He wanted them saved and protected, and thought Lost City Museum would do that.
- A school group visited on July 12th with 14 children and 7 adults.
- On July 28th, Molly led another ½ day artifact identification workshop at the museum for the Site Stewardship Program. 8 attended. An additional person came specifically to use our Research Library. Now that most of the books and published site reports are catalogued into the database and shelved with Library of Congress numbers, we can better serve researchers.
- In addition, now that we know what's on our library shelves, Molly is purchasing books to update our archaeology related information.
- Former LCM Exhibit Designer Bobbie Ann Howell displayed her art during August. On the 29th, she did a snowflake and cut-paper workshop. 15 people attended.
- Staff was very happy to meet the new Southern Nevada IT tech Fahimeh Camero. It is so nice to have a tech here rather than having to wait until one can come down from Carson City
- Three active duty military families took advantage of our Blue Star status. That's up from zero last year.
- Staff enjoyed having the Board at the museum on Sept. 11th. We appreciate your encouragement and support, and we like for you to see the progress we are making and the needs that we still have. Also, it was nice for Molly to have a chance to meet all of you and especially to converse with those involved with archaeology and cultural conservation.
- Jesse attended an afternoon safety meeting in Las Vegas on Sept. 14th. Molly continues to attend the monthly Southern Nevada Agency Partnership (SNAP) meetings and the NVFCP board meetings. I attend meetings with the Moapa Valley Chamber of Commerce and other local organizations.
- Because there were several employees from Lost City Museum and Valley of Fire who needed to take Risk Management's Defensive Driving course, Risk Management sent the instructor to Overton for the training. The North Shore Inn let us use their conference room at no cost. The instructor, who lives near Reno, was able to see LCM for the first time.
- Several months ago, Moapa Valley businesses and other organizations decided to decorate the 'Welcome to Overton' sign with a seasonal or event theme. LCM's turn came in October. On the 1st, Oscar cleaned weeds from the area and attached 3 arrows that he had crafted (unfortunately all were stolen) to the top while Denise attached laminated paper petroglyphs to the sign.
- 9 school groups visited in September, October, and the first week of November for a total of 467 children and 83 adults. There seem to be more groups this year; almost all are private schools from Las Vegas.
- 35 children attended Kid's day on October 17th.
- Denise finished the face boards and they are being used mostly by the school groups. However, others, including adults, have used them as well.

- Other interesting visitors during the same period as the schools included 17 naturalists, an elder group of 54, and 9 golfers from around the country who meet in a different place every year to golf and learn about the areas they visit.
- 14 people took advantage of free admission on Smithsonian Day September 26th. However, no one took advantage of discounted admission during LVCVA and LVMA's October Museum month.
- 74 people took advantage of free admission on Nevada Day October 30.
- Molly attended the Western Museum Association Conference in San Jose the last week of October. The following weekend, she attended the Three Corners Conference at UNLV. Fortunately, there is no registration fee for that conference.
- Discovery Children's Museum wants to work with us on Native American programs and events. They invited Molly to participate in their event November 21st, and in return offered to host children's activities at our Native American Day on November 14th. They will also give LCM a \$200 donation for Molly's time.
- Our other major event coming up is the Holiday Open House on December 5th with free admission, entertainment, cookies, and the Docent raffle.
- 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 <http://museums.nevadaculture.org/lcm> and you can find us on Twitter at @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.



Welcome to Overton with petroglyphs



The faces are saved and will be set in when not in use.



First Guest



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
December 3-4, 2015

I. Status of Private Funds Budget

Status of Private Funds Budget B/A #5039
State Fiscal Year 2016

				Status		
	GL #	Approved Budget	Approved Changes	Total Budget	Year to Date Actuals	Percentage Year to Date
Revenues:						
Balance Forw from Prior FY (restricted)	2511R	18,491	0	18,491	18,491	100.00%
Balance Forw from Prior FY (unrestricted)	2511	7,000	34	7,034	7,034	100.00%
Balance Forw to New FY (restricted)	2512R	0	0	0	0	0.00%
Balance Forw to New FY (unrestricted)	2512	0	0	0	0	0.00%
Facilities Charge	3801	10,955	0	10,955	0	0.00%
Memberships	4008	12,495	0	12,495	1,430	11.44%
Photograph Sales	4010	975	0	975	0	0.00%
Merchandise Sales	4025	40,215	0	40,215	4,859	12.08%
Gifts & Donations	4251	997	0	997	0	0.00%
Private Grant	4265	10,000	-34	9,966	206	2.07%
Treasurer's Interest	4326	99	0	99	0	0.00%
Investment Income	4328	0	0	0	0	0.00%
Withdrawals from Trust (restricted)	4454	0	0	0	0	0.00%
Total Revenue:		\$101,227	0	\$101,227	\$32,020	31.63%
Expenditures:						
	Category					
Administration	35	43,708	0	43,708	1,848	4.23%
Collections	39	975	0	975	0	0.00%
Education	41	0	0	0	0	0.00%
Natural History	47	1,500	0	1,500	0	0.00%
Board Approved Special Projects	48	9,476	0	9,476	0	0.00%
Museum Store	49	17,077	0	17,077	1,084	6.35%
Special Projects (Restricted)	55	28,491	0	28,491	143	0.50%
Total Expenditures:		\$101,227	\$0	\$101,227	\$3,075	3.04%
Revenues Over (Under) Expenditures:		\$0	\$0	\$0	\$28,945	28.59%

Budget Status

The above figures reflect actual revenues and expenditures as of September 30, 2015.

Nevada State Museum-Las Vegas
Report to Board
December 3-4, 2015

II. Museum Store Sales

Store sales chart comparison against four previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 16	2,776	2,083	1,784	0	0	0	0	0	0	0	0	0	6,643
FY 15	1,660	1,529	3,231	3,505	3,895	3,250	2,928	2,818	2,138	5,611	2,587	3,217	36,368
FY 14	4,518	4,088	2,646	6,737	3,993	3,350	3,643	2,036	2,757	2,179	2,468	1,801	40,215
FY 13	3,251	2,786	2,992	4,852	4,112	3,060	3,340	4,218	4,356	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
YTD	2,776	4,859	6,643	0	0	0	0	0	0	0	0	0	6,643
YTD Comparison	167.3%	152.4%	103.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	167.3%	136.2%	55.2%	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.

Museum Store Sales

Store sales in July-September 2015 [\$6,643] were more than the same period in 2014 [\$6,420].

III. Museum Revenue and Expenditure

Museum Store Profit and Loss Chart

FY2016	Revenues	Expenditures	Total		Net	% Net	
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	2,776	-	-	37	37	2,739	98.7%
August	2,083	1,004	-	42	1,047	1,036	49.8%
September	784	114	-	33	147	637	81.3%
October					-	-	0.0%
November					-	-	0.0%
December					-	-	0.0%
January					-	-	0.0%
February					-	-	0.0%
March					-	-	0.0%
April					-	-	0.0%
May					-	-	0.0%
June					-	-	0.0%
FY16 Total	5,643	1,118	-	113	1,231	4,412	78.2%
FY15 Total	36,368	10,590	-	2,633	13,223	23,145	63.6%
FY14 Total	40,215	9,031	28,738	2,924	40,694	(479)	(1.2%)
FY13 Total	45,188	29,811	60,423	9,225	99,459	(54,271)	(120.1%)
FY12 Total	48,366	40,024	38,798	3,017	81,839	(33,473)	(69.2%)

Nevada State Museum-Las Vegas
Report to Board
December 3-4, 2015

Museum Store Revenue and Expenditures

The museum store no longer employs a Retail Storekeeper, but does employ a part-time Museum Attendant, and additional staffing provided by the Las Vegas Springs Preserve. The store no longer has any personnel liabilities. The part-time museum attendant is supported through other MDTF revenue sources.

IV. Membership

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

Membership Categories	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Individual	0	0	0										0
Family	7	5	2										14
Sustaining	0	0	0										0
Contributing	0	0	0										0
Patron	0	0	0										0
Benefactor	0	0	0										0
Senior	2	4	2										8
FY 16 Total	9	9	4	0	0	0	0	0	0	0	0	0	22
FY 15	14	7	6	30	21	47	9	8	16	14	7	8	187
FY 14	9	21	18	11	14	33	11	4	15	6	19	17	178
FY 13	26	2	14	33	33	29	13	31	41	27	26	20	22
FY 12	13	5	1	32	43	47	14	23	32	67	34	12	323
YTD	9	18	22	0	0	0	0	0	0	0	0	0	187
YTD Comparison	100.0%	60.0%	45.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Monthly Comparison	64.3%	128.6%	66.7%	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

The Museum's monthly membership numbers in July-September 2015 are lower than what they were during the same period in 2014.

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 16	6,958	5,195	4,171	0	0	0	0	0	0	0	0	0	16,324
FY 15	3,058	2,771	2,609	4,372	3,731	3,080	2,815	3,609	4,925	5,542	5,054	4,176	45,742
FY 14	4,490	3,423	2,565	4,461	3,568	3,337	3,771	3,553	4,486	3,687	3,680	3,206	44,227
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
YTD	6,958	12,153	16,324	0	0	0	0	0	0	0	0	0	16,324
YTD Comparison	154.97%	153.58%	155.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Monthly Comparison	227.53%	187.48%	159.87%	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.

Nevada State Museum-Las Vegas
Report to Board
December 3-4, 2015

Museum Attendance

Museum attendance for July-September 2015 [16,324] is higher than the same period in 2014 [7,989].

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 16	53172	0	0	0	0	0	0	0	0	0	0	0	53,172
FY 15	0	0	0	0	0	0	106,344	0	0	0	0	0	106,344
FY 14	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 13	53172	0	0	0	0	0	0	0	0	0	0	0	53,172
FY 12	0	0	0	n/a	n/a	53172	n/a	n/a	n/a	n/a	n/a	n/a	53,172
YTD	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	106,344
YTD Comparison	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	200.0%
Monthly Comparison	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 interlocal contract 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 Valley Water District is received in July of the fiscal year.

VII. Fundraising

We continue raising funds by renting storage space to other museums; and renting our special events room, orientation room, and downstairs meeting room for events and organizational meetings. However, non-mission-related paid events have been curtailed due to limited staff to work them, as well as to avoid wear-and-tear on the facility and kitchen equipment whose repair and maintenance are paid from the private budget.

The Museum, through restricted donations, has established a collection development fund, a programming fund, a children's programming fund, and a costume and textiles fund.

VIII. Museum Activities

- **statistics [July-September 2015]**
 - school groups: 375 children
 - trunks: 838 children's use
 - volunteer hours: 1,257
 - research requests: 278
 - collections: 891 items added to the collections
 - Past Perfect catalog: 7,087 records added/updated
 - Facebook: 4,658 fans [as of September 2015]
 - Twitter: 747 followers [as of September 2015]

- **events [July-September 2015]**

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 and underserved communities. These have included the Department of Health and Human Services; the Society for Creative Anachronism [SCA]; Art Institute of Las Vegas; Audubon Society; Community Counseling Center; Sanford-Brown College; and Nevada OSHA. 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 July-September 2015 these special events attracted more than 900 participants.

- **staff activities [July-September 2015]**

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, and have included joint projects with the University of Nevada, Las Vegas; the Mob Museum; Las Vegas City Hall; the Las Vegas News Bureau; and the Las Vegas Convention Center. 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

The Museum itself is open Thursday through Monday, 10:00 a.m. to 6:00 p.m. The Interlocal Agreement with the Las Vegas Valley Water District/Springs Preserve, which in large part determines Museum operations, policies, and procedures was finalized and signed in January 2015.

Dennis McBride, Director
October 29, 2015

refers to Agenda item # 10-2a

**Division of Museums & History
Fiscal Year 2016
Morgan Stanley Investment Accounts
Summary For Month Ending July 31, 2016**

DATE	ACCOUNT	Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMHS-LV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Jul-14	107-101250-040 (BRANDES)	0.00	5,596.98	296,356.45	301,953.43	-104,358.00	17,079.97	69,411.90	112,440.75	45,007.44	0.00	51,363.68	6,649.68	0.00	301,953.43
Jul-14	107-044095-040 (AAA)	42,900.48	7,914.07	0.00	50,814.55	-8,897.10	948.12	2,004.30	13,438.98	3,773.56	0.00	19,142.55	4,639.54	6,867.51	50,814.56
Jul-14	107-046543-040 (AAA-WHV)	0.00	9,746.67	576,511.94	586,258.61	-888.00	41,648.15	75,842.39	140,650.07	26,099.37	234,902.89	40,248.53	19,563.66	7,303.55	586,258.61
Jul-14	107-101259-040 (BSA-UMA)	0.00	20,429.36	493,951.21	514,380.57	-140,855.61	23,280.12	113,219.82	232,268.47	37,163.29	0.00	88,308.45	20,140.42	0.00	514,380.57
	Total	\$42,900.48	\$43,687.08	\$1,366,819.60	\$1,453,407.16	-\$254,998.71	\$82,956.36	\$260,478.42	\$498,798.26	\$112,043.66	\$234,902.89	\$199,063.21	\$50,993.30	\$14,171.06	\$1,453,407.17
	Private Funds Held in the Treasurer's Account					BMH	NSMLV	NHS	LCM	NSM	DMH	NSRM			
						6,000.00	28,137.95	183,004.77	27,910.01	257,633.42	30,713.00	91,828.13			625,227.28
											As of 7/31/2015	Total Combined Funds			\$2,078,634.45

**Division of Museums & History
Fiscal Year 2016
Morgan Stanley Investment Accounts
Summary For Month Ending August 31, 2015**

DATE	ACCOUNT	Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMHS-LV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Aug-14	107-101256-040 (BRANDES)	0.00	9,180.38	288,358.29	297,538.67	-104,358.00	22,867.92	64,363.30	111,437.72	45,075.90	0.00	47,627.80	6,166.02	0.00	297,538.67
Aug-14	107-044095-040 (AAA)	42,900.92	7,914.07	0.00	50,814.99	-8,897.10	948.13	2,004.32	13,439.10	3,773.59	0.00	19,142.71	4,639.58	6,867.57	50,815.00
Aug-14	107-046543-040 (AAA-WHV)	0.00	10,750.92	537,265.14	548,016.06	-888.00	39,641.28	72,188.75	133,874.36	24,842.05	213,586.63	38,309.59	18,621.20	6,951.71	548,016.06
Aug-14	107-101259-040 (BSA-UMA)	0.00	26,230.54	463,964.15	490,194.69	-166,470.63	20,032.28	105,484.43	199,864.37	52,829.73	0.00	85,963.20	23,586.11	2,434.58	490,194.69
	Total	\$42,900.92	\$54,075.91	\$1,289,587.58	\$1,386,564.41	-\$280,613.73	\$83,490.11	\$244,040.80	\$458,615.54	\$126,521.27	\$213,586.63	\$191,043.31	\$53,012.90	\$16,253.86	\$1,386,564.41
	Private Funds Held in the Treasurer's Account					BMH	NSMLV	NHS	LCM	NSM	DMH	NSRM			
						24,418.35	28,911.27	182,841.52	26,580.36	265,292.55	31,319.00	93,986.60			653,349.65
										As of 8/31/2015	Total Combined Funds				\$2,039,914.06

Division of Museums & History
Fiscal Year 2016
Morgan Stanley Investment Accounts
Summary For Month Ending September 30, 2015

DATE	ACCOUNT	Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMHS-LV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Sep-14	107-101256-040 (BRANDES)	0.00	9,995.56	283,105.31	293,100.87	-104,358.00	22,465.95	63,231.92	109,478.87	45,075.90	0.00	46,790.60	6,057.83	0.00	293,100.86
Sep-14	107-044095-040 (AAA)	42,901.33	7,914.07	0.00	50,815.40	-8,897.10	948.13	2,004.34	13,439.20	3,773.62	0.00	19,142.87	4,839.61	6,867.63	50,815.41
Sep-14	107-046543-040 (AAA-WHY)	0.00	12,454.01	534,828.66	547,282.67	-888.00	39,588.73	72,092.14	133,695.21	24,808.80	203,300.80	38,258.32	18,596.28	6,942.41	537,282.67
Sep-14	107-101259-040 (BSA-UMM)	0.00	33,442.09	457,555.66	490,997.75	-166,470.63	20,065.10	105,657.24	200,191.80	52,916.28	0.00	86,104.03	23,624.74	2,438.57	490,997.75
Total		\$42,901.33	\$63,805.73	\$1,275,489.63	\$1,382,196.69	-\$280,613.73	\$83,067.91	\$242,985.64	\$456,805.08	\$126,574.60	\$203,300.80	\$190,295.82	\$52,918.27	\$16,248.60	\$1,372,196.69
Private Funds Held in the Treasurer's Account						BMH	NSMLV	NHS	LCM	NSM	DMH	NSRM			
						23,357.24	28,911.27	186,513.51	28,203.26	275,348.33	28,953.02	93,988.60			
												As of 9/30/2015 Total Combined Funds			
														\$2,037,469.92	

Peter Barton

From: Osborne, Chris [Chris.Osborne@morganstanley.com]
Sent: Monday, October 05, 2015 4:59 PM
To: Peter Barton; Robert Ostrovsky
Subject: 3rd Quarter Report
Attachments: perf1.asp.pdf

Peter and Bob,

I understand I will be removed from this account during the month of October so I wanted to make sure you both had an updated performance monitor on all the Division of Museum accounts. The Federated Strategic Value Dividend account was down **-0.97%** for the quarter. This manager actually performed quite well as the Russell 3000 Value index was off **-8.59%** and the S&P 500 down **-6.43%** for the same time frame. They are also outperforming most index's on a YTD basis, down **-2.22%** vs. the S&P 500 down **-5.27%**. Bahl & Gaynor was more in line with the market, down **-6.27%** for the quarter. The Customized Allocation model I have for you was down **-4.71%** for the quarter, slightly outperforming most index's. Overall, the accounts I have for you are down **-2.63%** for the year while the S&P 500 is down **-5.27%**.

I wish you both continued success! You were both a pleasure to work with!



**Chris Osborne CFP®
Senior Vice President
Financial Advisor**

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Performance Report for:

STATE OF NEVADA DIVISION OF MUSEUMS

10/5/2015

OSBORNE

Financial Advisor

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RENO, NV 89511

Phone: (775) 982-8686

This Performance Report may show the consolidated performance of some, but not necessarily all, of your Morgan Stanley accounts. In addition, it may show the full performance history of your accounts or just the performance of your accounts since inception in their current Morgan Stanley programs. In some cases, it may show the combined performance of brokerage accounts and advisory accounts (for more information about the differences between brokerage and advisory accounts, please refer to the Glossary of Terms contained at the end of this report). **It is important that you understand the combination of accounts and account histories that are included in this Performance Report. Upon your request, performance information can be obtained for other accounts you may have at Morgan Stanley, but which are not shown here.**

Accounts included in this Performance Report may have had different investment objectives, been subject to different rules and restrictions, and incurred different types of fees, mark-ups, commissions, and other charges. Accordingly, the performance results for this portfolio may blend the performance of assets and strategies that may not have been available in all of your accounts at all times during the reporting period. Please consult your Morgan Stanley Financial Advisor for more information about the fees and expenses applicable to the accounts included in this Performance Report.

The following account(s) have been included in this performance report:

107 044095, 107 046534, 107 101256, 107 101258, 107 101259

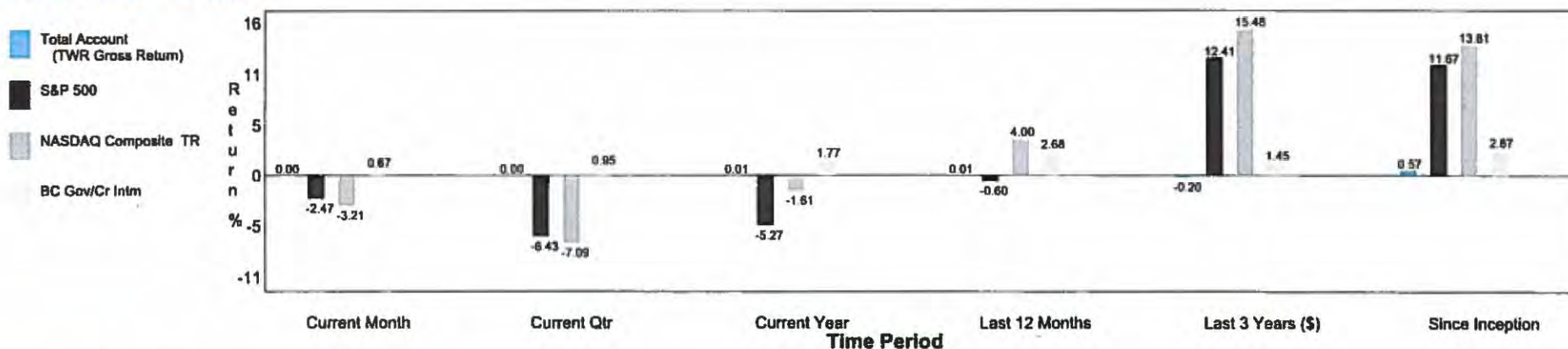
For additional information about all accounts listed, please refer to the Consolidated Accounts List section.

This report is not an official statement. The information contained in this report is not complete without the required disclaimer and glossary, which you should read carefully. The information in this report should not be considered as the sole basis for any investment decision.

Change In Portfolio

	Current Month (\$) 8/31/15 - 9/30/15	Current Qtr (\$) 6/30/15 - 9/30/15	Current Year (\$) 12/31/14 - 9/30/15	Last 12 Months (\$) 9/30/14 - 9/30/15	Last 3 Years (\$) 9/30/12 - 9/30/15	Since Inception (\$) 1/1/11 - 9/30/15
Total Beginning Value (includes accrued income)	50,814.99	50,814.12	50,811.05	95,806.53	117,567.82	78,676.17
Net Contributions/Withdrawals	0.00	0.00	0.00	(45,000.00)	(66,053.95)	(30,187.64)
Net Invested Capital	50,814.99	50,814.12	50,811.05	50,806.53	51,513.87	48,488.53
Net Portfolio Appreciation	0.41	1.28	4.35	8.87	(698.47)	2,326.87
Total Ending Value (includes accrued income)	50,815.40	50,815.40	50,815.40	50,815.40	50,815.40	50,815.40
Cumulative Total Account (TWR Net Return)	0.00	0.00	0.01	0.01		2.73
Annualized Total Account (TWR Net Return)					-0.20	0.57

Performance History



Comparative Performance Returns

	Current Month (%) 8/31/15 - 9/30/15	Current Qtr (%) 6/30/15 - 9/30/15	Current Year (%) 12/31/14 - 9/30/15	Last 12 Months (%) 9/30/14 - 9/30/15	Last 3 Years (%) 9/30/12 - 9/30/15	Since Inception (%) 1/1/11 - 9/30/15
Total Account (TWR Gross Return)	0.00	0.00	0.01	0.01	-0.20	0.57
S&P 500	-2.47	-6.43	-5.27	-0.60	12.41	11.67
NASDAQ Composite TR	-3.21	-7.09	-1.61	4.00	15.48	13.81
BC Gov/Cr Intm	0.67	0.95	1.77	2.68	1.45	2.87

Performance for all periods greater than one year is annualized

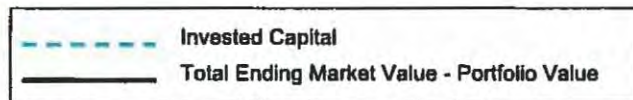
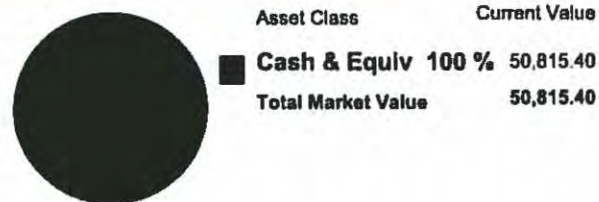
Top 10 Holdings

Security	Symbol	Current Value (\$)	% of Port	Sector
BANK DEPOSIT PROGRAM	BDPS	50,815.40	100.00	UNCLASSIFIED

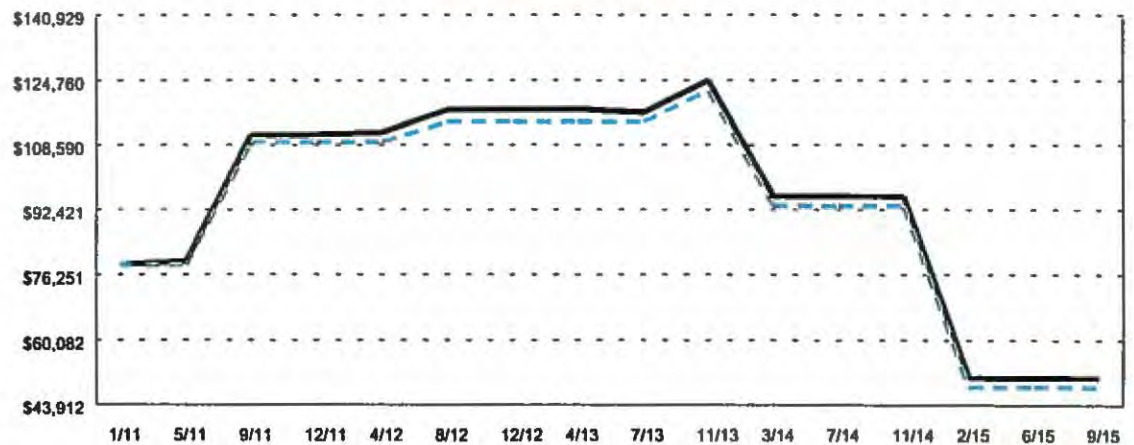
Gain & Loss Summary as of 9/30/15

Unrealized			G(L) Amount (\$)
Short-term Gains & Losses			0.00
Long-term Gains & Losses			0.00
Total			0.00
Realized	Total Cost (\$)	Market Value (\$)	G(L) Amount (\$)
Short-term Gains & Losses	0.00	0.00	0.00
Long-term Gains & Losses	0.00	0.00	0.00
Total	0.00	0.00	0.00

Unrealized Gain and Loss excludes tax lots with a market value of \$0 and the Market Value column excludes Money Market and Cash positions.
*Total Cost and Market Value only include tax lots for which there is cost basis information.

Allocation as of September 30, 2015

Net Invested Capital represents the inception value of the account, net of additional capital contributions and withdrawals, graphed against the account market value over time.

Net Invested Capital

ACTIVE ASSETS ACCOUNT**Executive Summary**

Time Weighted Return (TWR)

September 30, 2015

STATE OF NEVADA DIVISION OF MUSEUMS

107 046534 40 / FIDUCIARY SERVICES / AAA

FEDERATED INVESTORS, INC.

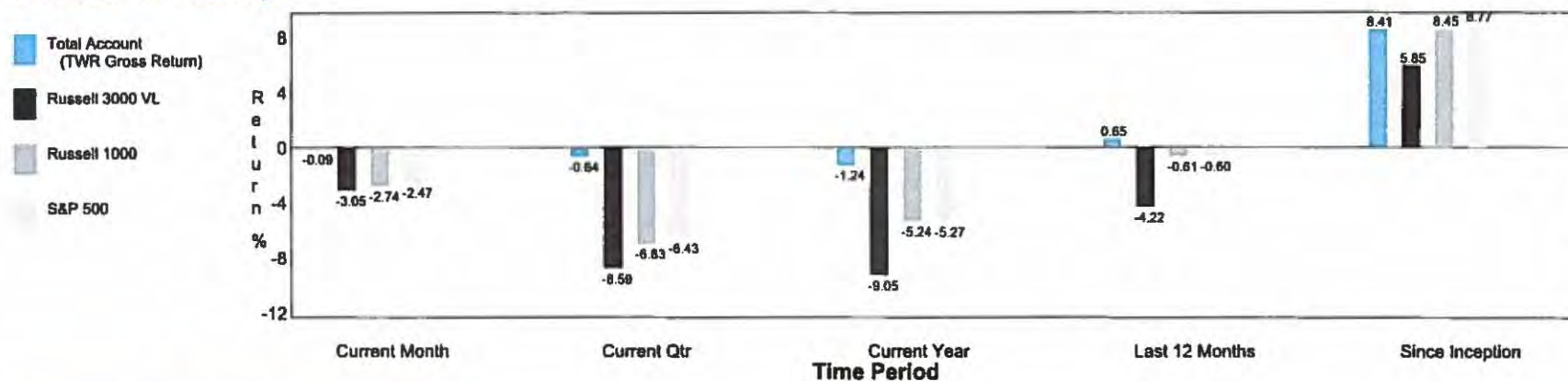
US Large Cap Value

OSBORNE

(775) 982-8686

Change In Portfolio

	Current Month (\$) 8/31/15 - 9/30/15	Current Qtr (\$) 6/30/15 - 9/30/15	Current Year (\$) 12/31/14 - 9/30/15	Last 12 Months (\$) 9/30/14 - 9/30/15	Since Inception (\$) 9/30/13 - 9/30/15
Total Beginning Value (Includes accrued income)	549,694.97	564,300.61	571,566.43	518,796.36	220,978.63
Net Contributions/Withdrawals	0.00	(10,000.00)	(10,000.00)	35,000.00	272,612.07
Net Invested Capital	549,694.97	554,300.61	561,566.43	553,796.36	493,590.70
Net Portfolio Appreciation	(498.09)	(5,103.73)	(12,369.55)	(4,599.48)	55,606.18
Total Ending Value (Includes accrued income)	549,196.88	549,196.88	549,196.88	549,196.88	549,196.88
Cumulative Total Account (TWR Net Return)	-0.09	-0.97	-2.22	-0.70	14.33
Annualized Total Account (TWR Net Return)					6.92

Performance History**Comparative Performance Returns**

	Current Month (%) 8/31/15 - 9/30/15	Current Qtr (%) 6/30/15 - 9/30/15	Current Year (%) 12/31/14 - 9/30/15	Last 12 Months (%) 9/30/14 - 9/30/15	Since Inception (%) 9/30/13 - 9/30/15
Total Account (TWR Gross Return)	-0.09	-0.64	-1.24	0.65	8.41
Russell 3000 VL	-3.05	-8.58	-9.05	-4.22	5.85
Russell 1000	-2.74	-6.83	-5.24	-0.61	8.45
S&P 500	-2.47	-6.43	-5.27	-0.60	8.77
Russell 3000	-2.91	-7.25	-5.45	-0.50	7.97
Russell 1000 VL	-3.02	-8.40	-8.96	-4.42	6.26
Russell Mid Cap	-3.60	-8.01	-5.86	-0.26	7.34

Performance for all periods greater than one year is annualized

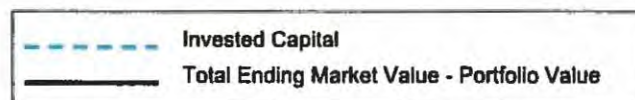
Top 10 Holdings

Security	Symbol	Current Value (\$)	% of Port	Sector
REYNOLDS AMERICAN INC	RAI	26,296.38	4.80	Consumer Staples
NATL GRID TRANSCO PLC ADS	NGG	25,902.36	4.73	Utilities
ALTRIA GROUP INC	MO	25,676.80	4.69	Consumer Staples
PHILIP MORRIS INTL INC	PM	25,228.94	4.61	Consumer Staples
KRAFT HEINZ CO	KHC	24,350.10	4.45	Consumer Staples
GLAXOSMITHKLINE PLC ADS	GSK	23,339.15	4.28	Health Care
PROCTER & GAMBLE	PG	23,092.74	4.22	Consumer Staples
AT&T INC	T	22,252.14	4.07	Telecommunication Services
MC DONALDS CORP	MCD	21,578.07	3.94	Consumer Discretionary
VERIZON COMMUNICATIONS	VZ	20,841.29	3.81	Telecommunication Services

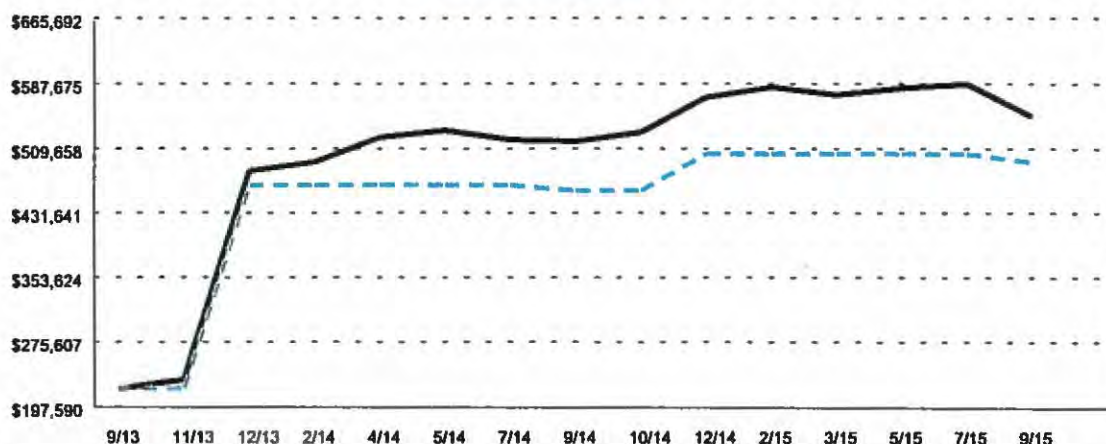
Gain & Loss Summary as of 9/30/15

Unrealized			G(L) Amount (\$)
Short-term Gains & Losses			(6,600.49)
Long-term Gains & Losses			(2,246.26)
Total			(8,846.75)
Realized	Total Cost (\$)	Market Value (\$)	G(L) Amount (\$)
Short-term Gains & Losses	6,273.70	6,531.16	257.46
Long-term Gains & Losses	69,768.47	79,157.65	9,389.18
Total	76,042.17	85,688.81	9,646.64

Unrealized Gain and Loss excludes tax lots with a market value of \$0 and the Market Value column excludes Money Market and Cash positions.
*Total Cost and Market Value only include tax lots for which there is cost basis information.

Allocation as of September 30, 2015**Net Invested Capital**

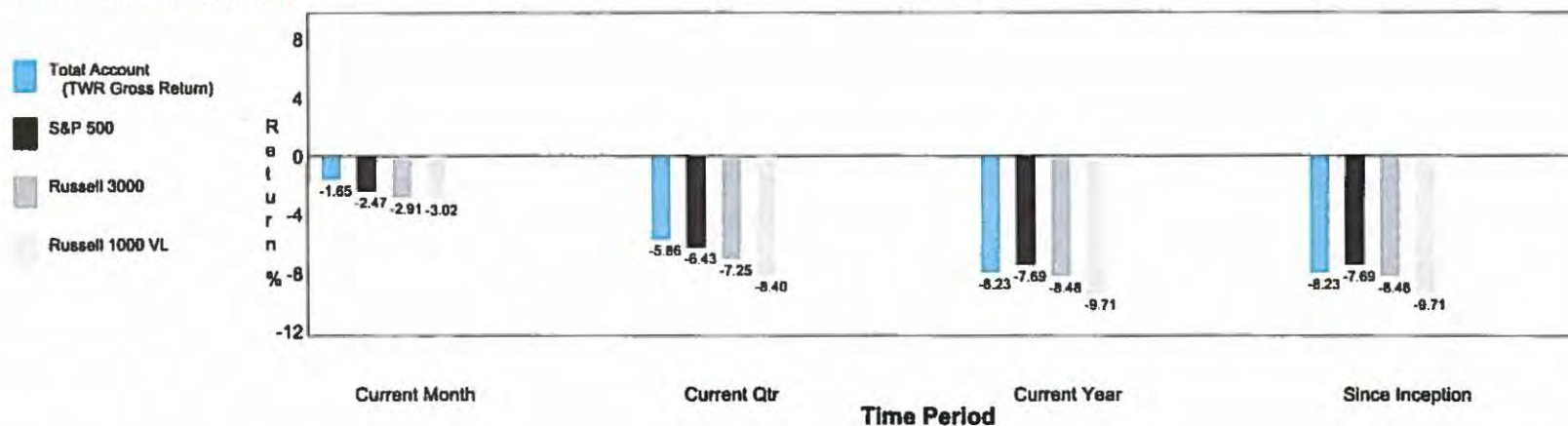
Net Invested Capital represents the inception value of the account, net of additional capital contributions and withdrawals, graphed against the account market value over time.



Change In Portfolio

	Current Month (\$) 8/31/15 - 9/30/15	Current Qtr (\$) 6/30/15 - 9/30/15	Current Year (\$) 4/21/15 - 9/30/15	Since Inception (\$) 4/21/15 - 9/30/15
Total Beginning Value (includes accrued income)	298,444.71	298,680.39	306,388.69	306,388.69
Net Contributions/Withdrawals	0.00	14,205.46	14,205.46	14,205.46
Net Invested Capital	298,444.71	312,885.85	320,594.15	320,594.15
Net Portfolio Appreciation	(4,909.83)	(19,350.97)	(27,059.27)	(27,059.27)
Total Ending Value (includes accrued income)	293,534.88	293,534.88	293,534.88	293,534.88
Cumulative Total Account (TWR Net Return)	-1.65	-6.27	-8.62	-8.62

Performance History



Comparative Performance Returns

	Current Month (%) 8/31/15 - 9/30/15	Current Qtr (%) 6/30/15 - 9/30/15	Current Year (%) 4/21/15 - 9/30/15	Since Inception (%) 4/21/15 - 9/30/15
Total Account (TWR Gross Return)	-1.65	-5.86	-8.23	-8.23
S&P 500	-2.47	-6.43	-7.69	-7.69
Russell 3000	-2.91	-7.25	-8.48	-8.48
Russell 1000 VL	-3.02	-8.40	-9.71	-9.71
Russell 1000	-2.74	-8.83	-8.13	-8.13
Russell 3000 VL	-3.05	-8.59	-9.92	-9.92
Russell Mid Cap	-3.60	-8.01	-10.19	-10.19

Performance for all periods greater than one year is annualized

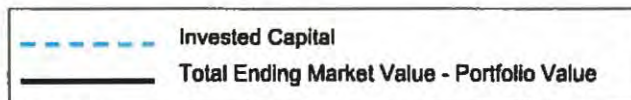
Top 10 Holdings

Security	Symbol	Current Value (\$)	% of Port	Sector
PAYCHEX INC	PAYX	10,430.97	3.56	Information Technology
BANK DEPOSIT PROGRAM	BDPS	9,995.56	3.41	UNCLASSIFIED
MICROSOFT CORP	MSFT	9,737.20	3.32	Information Technology
JPMORGAN CHASE & CO	JPM	9,684.23	3.31	Financials
PEPSICO INC NC	PEP	9,241.40	3.15	Consumer Staples
3M COMPANY	MMM	9,215.05	3.14	Industrials
HOME DEPOT INC	HD	9,123.71	3.11	Consumer Discretionary
KIMBERLY CLARK CORP	KMB	9,050.32	3.09	Consumer Staples
PFIZER INC	PFE	9,014.67	3.08	Health Care
NEXTERA ENERGY INC COM	NEE	8,881.95	2.96	Utilities

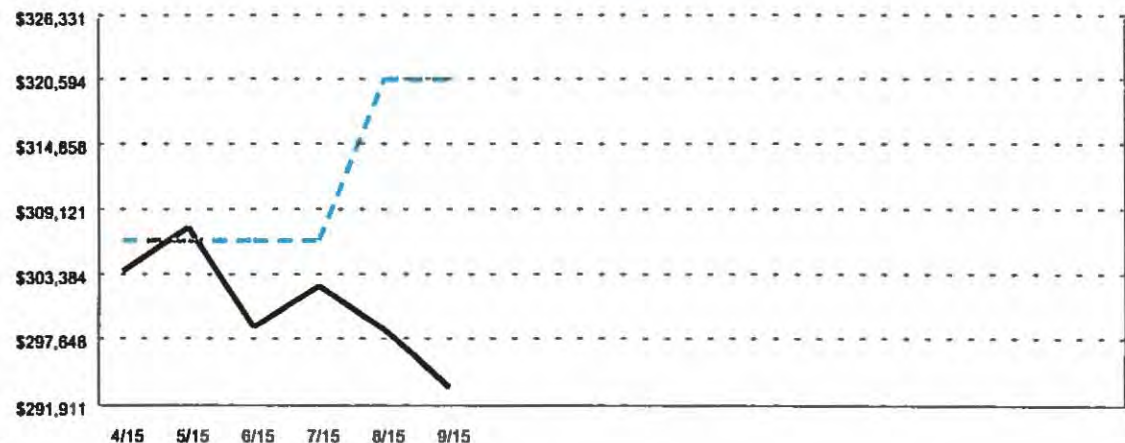
Gain & Loss Summary as of 9/30/15

Unrealized			G(L) Amount (\$)	
Short-term Gains & Losses			(25,856.38)	
Long-term Gains & Losses			0.00	
Total			(25,856.38)	
Realized		Total Cost (\$)	Market Value (\$)	G(L) Amount (\$)
Short-term Gains & Losses		146,833.61	144,802.12	(2,031.49)
Long-term Gains & Losses		206,795.41	209,176.34	2,380.93
Total		353,629.02	353,978.46	349.44

Unrealized Gain and Loss excludes tax lots with a market value of \$0 and the Market Value column excludes Money Market and Cash positions.
*Total Cost and Market Value only include tax lots for which there is cost basis information.

Allocation as of September 30, 2015

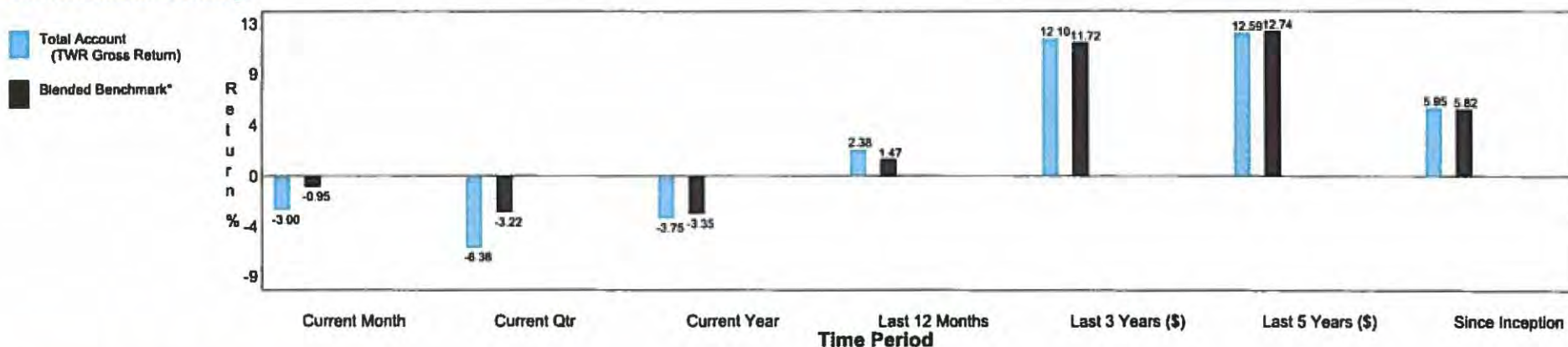
Net Invested Capital represents the inception value of the account, net of additional capital contributions and withdrawals, graphed against the account market value over time.

Net Invested Capital

Change In Portfolio

	Current Month (\$) 8/31/15 - 9/30/15	Current Qtr (\$) 6/30/15 - 9/30/15	Current Year (\$) 12/31/14 - 9/30/15	Last 12 Months (\$) 9/30/14 - 9/30/15	Last 3 Years (\$) 9/30/12 - 9/30/15	Last 5 Years (\$) 9/30/10 - 9/30/15	Since Inception (\$) 6/25/07 - 9/30/15
Total Beginning Value (includes accrued income)	506,841.31	503,741.77	493,255.69	465,291.51	378,026.20	485,298.11	372,728.90
Net Contributions/Withdrawals	0.00	21,961.05	21,961.05	21,961.05	(11,919.06)	(213,456.79)	(9,105.87)
Net Invested Capital	506,841.31	525,702.82	515,216.74	487,252.56	366,107.14	271,841.32	363,623.03
Net Portfolio Appreciation	(15,219.76)	(34,081.27)	(23,595.19)	4,368.99	125,514.41	219,780.23	127,998.52
Total Ending Value (includes accrued income)	491,621.55	491,621.55	491,621.55	491,621.55	491,621.55	491,621.55	491,621.55
Cumulative Total Account (TWR Net Return)	-3.00	-6.69	-4.71	1.02			40.17
Annualized Total Account (TWR Net Return)					10.57	10.97	4.17

Performance History



Comparative Performance Returns

	Current Month (%) 8/31/15 - 9/30/15	Current Qtr (%) 6/30/15 - 9/30/15	Current Year (%) 12/31/14 - 9/30/15	Last 12 Months (%) 9/30/14 - 9/30/15	Last 3 Years (%) 9/30/12 - 9/30/15	Last 5 Years (%) 9/30/10 - 9/30/15	Since Inception (%) 6/25/07 - 9/30/15
Total Account (TWR Gross Return)	-3.00	-8.38	-3.75	2.38	12.10	12.59	5.95
Blended Benchmark*	-0.95	-3.22	-3.35	1.47	11.72	12.74	5.82

* Comparative performance starts at the first month-end after inception.

Performance for all periods greater than one year is annualized

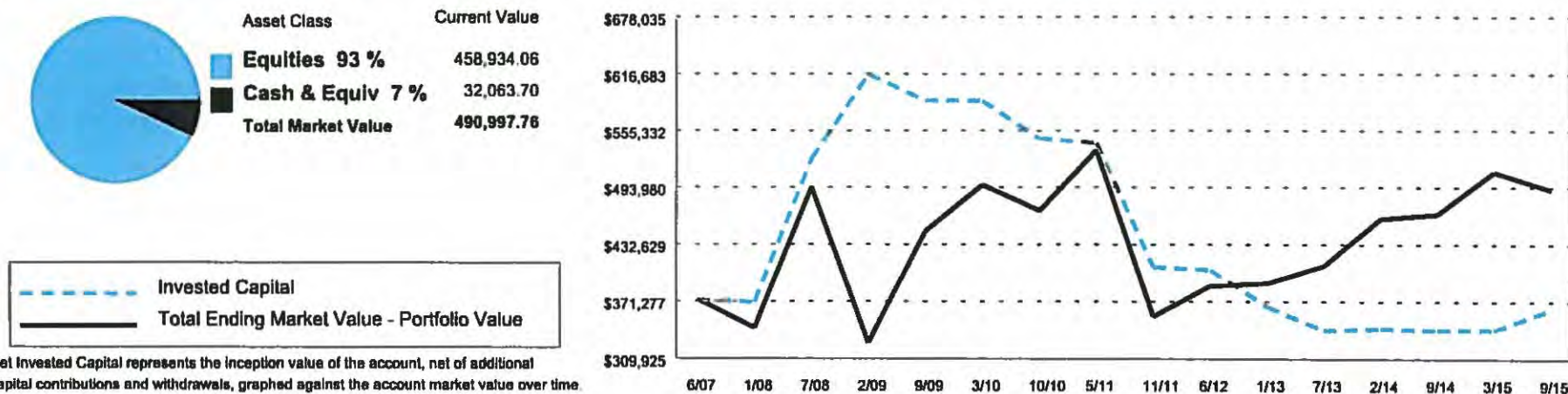
Top 10 Holdings

Security	Symbol	Current Value (\$)	% of Port	Sector
BANK DEPOSIT PROGRAM	BDPS	32,281.73	6.57	UNCLASSIFIED
SIMON PPTY GROUP INC	SPG	10,839.48	2.21	Financials
APPLE INC	AAPL	8,824.00	1.80	Information Technology
GENERAL ELECTRIC CO	GE	7,086.82	1.44	Industrials
MICROSOFT CORP	MSFT	6,019.36	1.23	Information Technology
EXXON MOBIL CORP	XOM	4,981.45	1.01	Energy
JPMORGAN CHASE & CO	JPM	4,572.75	0.93	Financials
FEDL RLTY INVT TRUST S B I	FRT	4,366.40	0.89	Financials
INTEL CORP	INTC	4,038.76	0.82	Information Technology
ORACLE CORP	ORCL	3,973.20	0.81	Information Technology

Gain & Loss Summary as of 9/30/15

Unrealized			G(L) Amount (\$)
Short-term Gains & Losses			(20,620.86)
Long-term Gains & Losses			42,895.81
Total			22,274.95
Realized	Total Cost (\$)	Market Value (\$)	G(L) Amount (\$)
Short-term Gains & Losses	124,488.93	125,230.86	741.93
Long-term Gains & Losses	115,676.70	156,754.07	41,077.37
Total	240,165.63	281,984.93	41,819.30

Unrealized Gain and Loss excludes tax lots with a market value of \$0 and the Market Value column excludes Money Market and Cash positions.
*Total Cost and Market Value only include tax lots for which there is cost basis information.

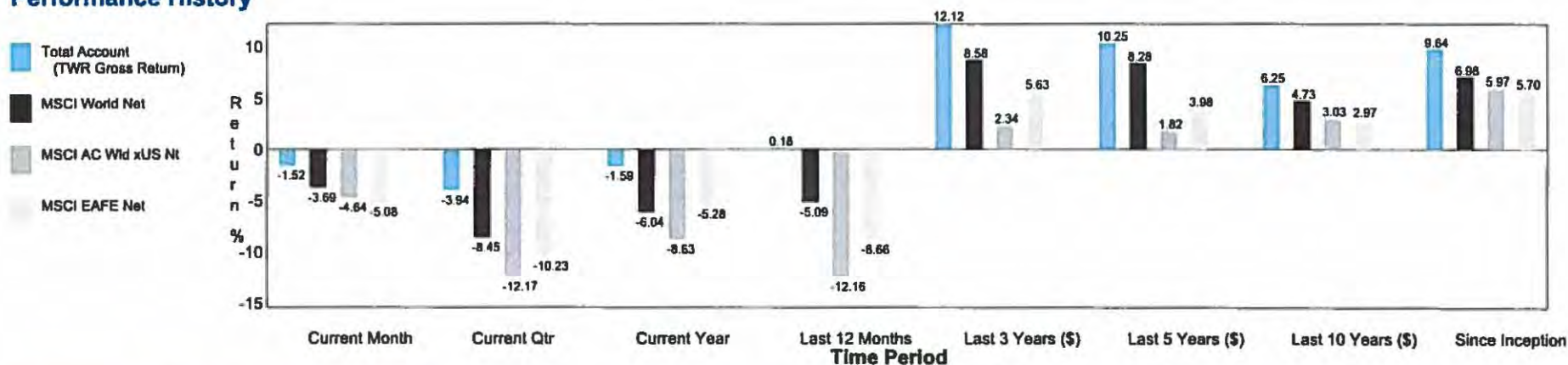
Allocation as of September 30, 2015**Net Invested Capital**

Net Invested Capital represents the inception value of the account, net of additional capital contributions and withdrawals, graphed against the account market value over time.

Change In Portfolio

	Current Month (\$) 8/31/15 - 9/30/15	Current Qtr (\$) 6/30/15 - 9/30/15	Current Year (\$) 12/31/14 - 9/30/15	Last 12 Months (\$) 9/30/14 - 9/30/15	Last 3 Years (\$) 9/30/12 - 9/30/15	Last 5 Years (\$) 9/30/10 - 9/30/15	Last 10 Years (\$) 9/30/05 - 9/30/15	Since Inception (\$) 7/14/92 - 9/30/15
Total Beginning Value (includes accrued income)	1,354,980.99	1,366,722.77	1,343,847.78	1,280,803.88	546,151.17	918,166.14	674,462.92	102,750.00
Net Contributions/Withdrawals	0.00	26,166.51	25,931.14	70,931.14	564,464.06	96,312.33	408,411.17	(181,280.23)
Net Invested Capital	1,354,980.99	1,392,889.28	1,369,778.92	1,351,735.02	1,110,615.23	1,014,478.47	1,082,874.09	(78,530.23)
Net Portfolio Appreciation	(20,627.68)	(58,535.97)	(35,425.61)	(17,381.71)	223,738.08	319,874.84	251,479.22	1,412,883.54
Total Ending Value (includes accrued income)	1,334,353.31	1,334,353.31	1,334,353.31	1,334,353.31	1,334,353.31	1,334,353.31	1,334,353.31	1,334,353.31
Cumulative Total Account (TWR Net Return)	-1.52	-4.28	-2.63	-1.23				435.72
Annualized Total Account (TWR Net Return)					10.47	8.55	4.41	7.49

Performance History



Comparative Performance Returns

	Current Month (%) 8/31/15 - 9/30/15	Current Qtr (%) 6/30/15 - 9/30/15	Current Year (%) 12/31/14 - 9/30/15	Last 12 Months (%) 9/30/14 - 9/30/15	Last 3 Years (%) 9/30/12 - 9/30/15	Last 5 Years (%) 9/30/10 - 9/30/15	Last 10 Years (%) 9/30/05 - 9/30/15	Since Inception (%) 7/31/92 - 9/30/15
Total Account (TWR Gross Return)	-1.52	-3.94	-1.59	0.18	12.12	10.25	6.25	9.64
MSCI World Net	-3.69	-8.45	-6.04	-5.09	8.58	8.28	4.73	6.98
MSCI AC Wid xUS Nt	-4.64	-12.17	-8.63	-12.16	2.34	1.82	3.03	5.97
MSCI EAFE Net	-5.08	-10.23	-5.28	-8.66	5.63	3.98	2.97	5.70
S&P 500	-2.47	-6.43	-5.27	-6.60	12.41	13.34	6.60	8.91
CPI Unadjusted*	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cr'd T-Bills 3 Mth	0.00	0.01	0.02	0.02	0.04	0.06	1.26	2.71

* Comparative performance starts at the first month-end after inception.

Performance for all periods greater than one year is annualized

Top 10 Holdings

Security	Symbol	Current Value (\$)	% of Port	Sector
BANK DEPOSIT PROGRAM	BDPS	54,731.30	4.11	UNCLASSIFIED
ALTRIA GROUP INC	MO	33,020.80	2.48	Consumer Staples
REYNOLDS AMERICAN INC	RAI	29,572.36	2.22	Consumer Staples
PHILIP MORRIS INTL INC	PM	29,183.44	2.19	Consumer Staples
MERCK & CO INC NEW COM	MRK	27,855.96	2.09	Health Care
NATL GRID TRANSCO PLC ADS	NGG	25,902.36	1.95	Utilities
KRAFT HEINZ CO	KHC	24,350.10	1.83	Consumer Staples
EXXON MOBIL CORP	XOM	24,163.75	1.81	Energy
GLAXOSMITHKLINE PLC ADS	GSK	23,339.15	1.75	Health Care
VERIZON COMMUNICATIONS	VZ	23,321.36	1.75	Telecommunication Services

Gain & Loss Summary as of 9/30/15

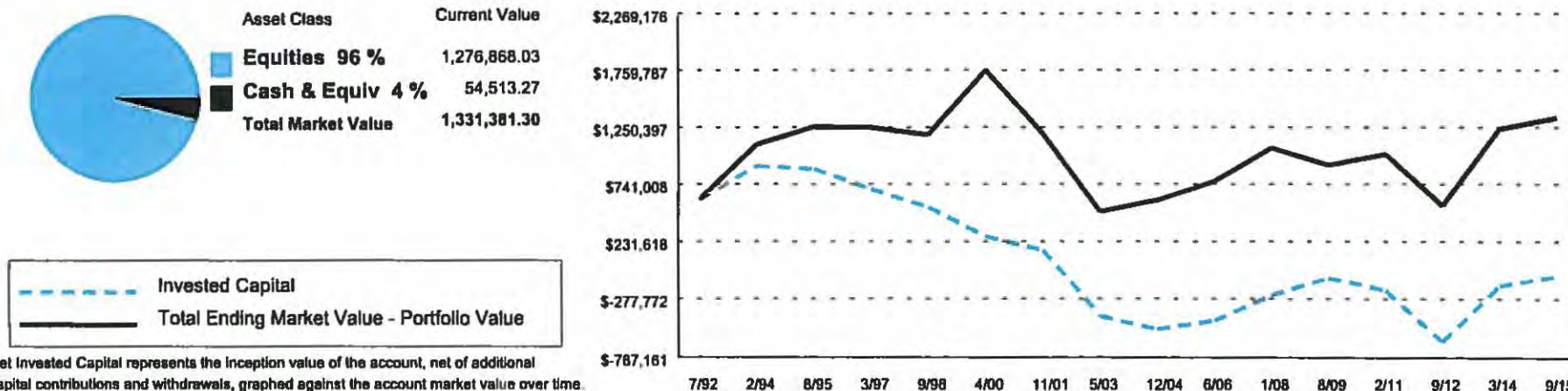
Unrealized			G(L) Amount (\$)
Short-term Gains & Losses			(53,077.73)
Long-term Gains & Losses			40,649.55
Total			(12,428.18)
Realized	Total Cost (\$)	Market Value (\$)	G(L) Amount (\$)
Short-term Gains & Losses	277,596.24	276,584.14	(1,032.10)
Long-term Gains & Losses	392,240.58	445,088.06	52,847.48
Total	669,836.82	721,652.20	51,815.38

Unrealized Gain and Loss excludes tax lots with a market value of \$0 and the Market Value column excludes Money Market and Cash positions.
*Total Cost and Market Value only include tax lots for which there is cost basis information.

Allocation as of September 30, 2015



Net Invested Capital



Accounts Included in this Report

Name	Account Number	Program/ Account Type	Investment Style	Manager	Advisory or Brokerage	Start Date	End Date
STATE OF NEVADA DIVISION OF MUSEUMS	107 046534	FIDUCIARY SERVICES / AAA	US LARGE CAP VALUE	FEDERATED INVESTORS, INC.	ADVISORY	09/30/2013	
STATE OF NEVADA DIV OF	107 101256	FIDUCIARY SERVICES / AAA	US LARGE CAP	BAHL & GAYNOR INC.	ADVISORY	04/21/2015	
STATE OF NEVADA DIV OF	107 101256 *	ADVISORY /		BRANDES INVESTMENT PARTNERS, L.P.	ADVISORY	07/14/1992	04/21/2015
STATE OF NEVADA	107 101258 *	ADVISORY /		INSIGHT CAPITAL RESEARCH & MGMT	ADVISORY	12/21/1999	06/30/2002
DIVISION OF MUSEUMS							
STATE OF NEVADA	107 101258 *	ADVISORY /		NAVELLIER & ASSOCIATES, INC.	ADVISORY	07/15/1992	12/21/1999
DIVISION OF MUSEUMS							
STATE OF NEVADA	107 101259	SELECT UMA / AAA	CUSTOMIZED ALLOCATION		ADVISORY	02/15/2013	
DIVISION OF MUSEUMS							
STATE OF NEVADA	107 101259 *	SELECT UMA /			ADVISORY	01/27/2012	02/15/2013
DIVISION OF MUSEUMS							
STATE OF NEVADA	107 101259 *	SELECT UMA /			ADVISORY	06/25/2007	01/27/2012
DIVISION OF MUSEUMS							
STATE OF NEVADA	107 101259 *				BROKERAGE	06/19/2007	06/25/2007
DIVISION OF MUSEUMS							
STATE OF NEVADA	107 101259 *	ADVISORY /		DAVIS ADVISORS	ADVISORY	12/20/1999	06/18/2007
DIVISION OF MUSEUMS							
STATE OF NEVADA	107 101259 *	ADVISORY /		JURIKA & VOYLES, L.P.	ADVISORY	07/15/1992	12/20/1999
DIVISION OF MUSEUMS							

Please note that the accounts included above may not represent your entire relationship with Morgan Stanley

* Indicates accounts that have had a change in manager.

This performance report has been prepared for your information only and is not a substitute for your official Morgan Stanley Smith Barney LLC account statements. Do not use the information in this report as the sole basis for investment decisions, nor take action relying on this information without confirming its accuracy and completeness. Please carefully review the attached glossary. Past performance is not a guarantee of future results.

Information is approximate: The information in this report is approximate and subject to updating, correction and other changes. We are not obligated to notify you if information changes. If there are discrepancies between your official account statement and this report, rely on your official account statement. Prices shown in your official account statement may differ from the prices shown in this report due to, among other things, different reporting methods, delays, market conditions and interruptions. Also, the figures in this report do not include all relevant costs (e.g., fees, commissions and taxes).

We obtain pricing and other information from various standard quotation services and other sources which we believe to be reliable, but we do not warrant or guarantee the accuracy or completeness of this information. The price that you would actually receive in the market for any investment may be higher or lower than the price shown in this report. The prices of securities and other investments not actively traded may be estimated or may not be available. For example:

- **Bonds trading less frequently:** We rely on outside pricing services or a computerized trading model, which cannot always give us actual market values.
- **Annuities:** Data in this report may have been provided by third party insurance carriers. (Not all insurance carriers provide data on annuities for performance calculations. The list of providers that provide data is available on request. Performance calculations are based on annuity values as of December 31, 2006 or later, depending on carrier participation.) This report might not reflect a transaction that posted at the insurance company before this reporting period. Depending on the carrier, annuities transactions may be net of certain fees or expenses.
- **Alternative investments:** The assets in these investments (and in corresponding benchmark indices) are difficult to value, values may be several weeks or more old, and the index values reflect pricing from multiple sources. Index values may be more up-to-date than the data for the alternative investments shown in this report. This report shows the latest generally available alternative investment and index data as of the date of this report.
- **Non-traded Real Estate Investment Trusts (REITs) and certain other investments:** These are illiquid and have no public markets.
- **For floating rate securities,** the estimated accrued interest and estimated annual income are based on the current floating coupon rate and may not reflect historic rates within the accrual period.

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Not tax or other advice: The information in this report (including any gain and loss information) is not investment, legal, tax, accounting or other professional advice. Please contact your tax advisor to determine the appropriate information to be used in preparing your tax return. The gain and loss information in this report is not a substitute 1099 form (or any other tax form) and should not be filed with your taxes. We do not guarantee nor independently verify the accuracy of gain and loss information.

Benchmarks, charts and graphs: Benchmark indices are provided for general reference purposes only. Indices are unmanaged and do not reflect payment of any expenses, fees or sales charges an investor would pay to purchase the securities it represents. Such costs would lower performance. You cannot invest directly in an index. An index's past performance is not a guarantee of future results. Index values for certain types of investments (e.g. alternative investments) are approximate and subject to updating, correction and other changes. Charts and graphs are for illustrative purposes only and are not intended to represent the performance of any Morgan Stanley offering. If your account was inception prior to 7/2006 and contains the NASDAQ index, please note that price returns are being used from inception to 7/2006 and total returns are used from 7/2006 to present.

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Liability and indemnification: You agree not to hold Morgan Stanley Smith Barney LLC and its affiliates or third party information providers liable for any investment decision you make based on information in this report. You also agree to indemnify Morgan Stanley Smith Barney LLC and its affiliates and hold Morgan Stanley Smith Barney LLC and its affiliates harmless from and against any and all actions, claims, demands, losses or expenses whatsoever (including attorneys' fees and costs) resulting directly or indirectly from any breaches or violations by you of the terms and conditions on this page.

Other: This report does not contain information on DVP or margin rolup accounts carried by Morgan Stanley Smith Barney LLC. Also, all accounts with a mid-month daily fair market value at the total or asset class level below \$500 will have performance defaulted to 0% until month end. Please reference this account again when the account or asset class is above \$500 or at month end. Morgan Stanley Smith Barney LLC. Member SIPC. Positions that are not custodied at Morgan Stanley Smith Barney LLC may not be covered by SIPC.

Accrued Income

The dividends and interest earned but not yet received at both the beginning and end of each reporting period.

Advisory Account

An investment advisory relationship is designed for clients who prefer that their Financial Advisor act as an investment consultant, with their assets invested in a mutual fund asset allocation program or in a Advisory account that is directed by a professional money manager either at Morgan Stanley or at an external money management firm. There are important differences in your relationship with your Financial Advisor and Morgan Stanley in brokerage accounts and in advisory accounts. Additional information about these differences is available at <http://www.morganstanley.com/ourcommitment>

Annualized Standard Deviation

A measure of volatility, it quantifies how much a series of numbers, such as portfolio returns, deviates around its average. Since it measures the portfolio's investment volatility, the account's gross rate of return is used.

Brokerage Account

In a brokerage relationship, your Financial Advisor will work with you to facilitate the execution of securities transactions on your behalf. Your Financial Advisor also provides investor education and professional, personalized information about financial products and services in connection with these brokerage services. You can choose how you want to pay for these services and you will receive the same services regardless of which pricing option you choose. There are important differences in your relationship with your Financial Advisor and Morgan Stanley in brokerage accounts and in advisory accounts. Additional information about these differences is available at <http://www.morganstanley.com/ourcommitment>

Comparative Indices

A complete description of the comparative indices included in this Performance Report is available upon request.

Dollar-Weighted Return

Rate of return calculation methodology that reflects both the timing and magnitude of external contributions and withdrawals and measures the portfolio's performance. The return for each month is calculated as the average return on all dollars invested.

Gross Return

The return of the portfolio before the deduction of fees/commissions and other expenses.

Net Contributions/Withdrawals

The total value of capital contributed to or withdrawn from the account during the reporting period. The dollar amount represented by contribution or withdrawal transactions is excluded from the calculation of Portfolio Appreciation.

Net Invested Capital

The sum of the Total Beginning Value and the net of additional capital Contributions and Withdrawals for each reporting period.

Net Portfolio Appreciation

The total dollar gain/loss of the portfolio for each reporting period. The Net Portfolio Appreciation includes the impact of income received and is calculated as the difference between Net Invested Capital and Total Ending Value.

Net Return

The return of the portfolio for the period reduced by the amount of fees/commissions paid. The net of fees return is calculated gross of certain custody fees.

Time-Weighted Return

Rate of return calculation methodology that eliminates the impact of external contributions and withdrawals to the portfolio value and measures the manager's performance. Portfolio returns are calculated at least monthly and individual monthly returns are geometrically linked to calculate total cumulative return.

Total Beginning Value

The total market value of the portfolio, valued on a trade date basis, at the beginning of each reporting period. The Total Beginning Value includes Accrued Income.

Total Ending Value

The total market value of the portfolio, valued on a trade date basis, at the end of each reporting period. The Total Ending Value includes Accrued Income.

Weighted Average

The average in which each yield to be averaged is assigned a weight. These weightings determine the relative importance or frequency of each yield on the average.

STATE OF NEVADA
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND
FINANCIAL STATEMENTS
June 30, 2015

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
State of Nevada Division of Museums & History Dedicated Trust Fund

Report on the Financial Statements

We have audited the accompanying financial statements of State of Nevada, Divisions of Museums and History, Dedicated Trust Fund (Fund 633), as of and for the year ended June 30, 2015.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the State of Nevada Division of Museums & History Dedicated Trust Fund as of June 30, 2015 and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters**Required Supplementary Information:**

Accounting principles generally accepted in the United States of America require that the Schedule of Sources and Uses Budget and Actual, Non-GAAP Budgetary Basis be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Emphasis of a Matter

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements of the State of Nevada, Divisions of Museums and History, Dedicated Trust Fund. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures including comparing and reconciling such information directly to the underlying accounting and other accounting records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly presented in all material respects in relation to the financial statements taken as a whole.

Bentland & Associates, LLC

October 23, 2015
Carson City, Nevada

STATE OF NEVADA
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND
BALANCE SHEET
June 30, 2015

ASSETS

Current assets:

Cash	\$ 784,786
Investments	1,319,154
Accounts receivable	1,342
Due from other funds	1,257
Intergovernmental receivable	5,106
Inventory	190,762
Total assets	<u>2,302,407</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable	47,348
Due to other funds	15,891
Deferred outflows of resources	216
Total current liabilities	<u>63,455</u>

Fund balance:

Non-spendable fund balance	190,762
Restricted fund balance	403,711
Unassigned fund balance	1,644,479
Total fund balances	<u>2,238,952</u>

Total liabilities and fund balance	<u>\$ 2,302,407</u>
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See accompanying notes

**STATE OF NEVADA
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND
STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE
For the Year Ended June 30, 2015**

Revenues:

Sales and charges for services:	
Gift shop sales	\$ 431,712
Other sales	34,663
Service charges	178,950
Investment income	9,934
Other revenue:	
Memberships	55,770
Donations	20,341
Grants and bequest	128,312
Total revenues	859,682

Expenditures:

Cost of sales	197,460
General operating expense	92,063
BLM cooperative agreement	71,409
Coin Press	42,734
Collections and exhibits	20,001
Education/Anthropology	11,464
East Ely/Boulder City railroad museums	19,065
Special projects	100,643
History/Natural history	28,116
Publications/Photographs	33,663
Docent	5,610
Gift shop expenses	17,820
Total expenditures	640,048

Excess of revenues over expenditures	219,634
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Other financing sources (uses):

Operating transfers-out	(147,960)
Total other financing sources (uses)	(147,960)

Excess of revenues over expenditures and other financing sources	71,674
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Fund balances at beginning of year	2,167,278
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Fund balances, end of year	\$ 2,238,952
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See accompanying notes

STATE OF NEVADA
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND
COMBINING BALANCE SHEET
For the Year Ended June 30, 2015

	Museum & History Board	Museum Administrator	Nevada Historical Society	Nevada State Museum	Nevada State Railroad Museum	Lost City Museum	Las Vegas Museum & Hist. Society	Total
ASSETS								
Cash	\$ 7,568	\$ 16,557	\$208,471	\$300,722	\$ 149,269	\$ 65,284	\$ 36,915	\$ 784,786
Investments	-	-	243,927	320,257	220,336	457,629	77,005	1,319,154
Accounts receivable	-	-	-	340	276	232	494	1,342
Due from other funds	18	39	469	314	252	84	81	1,257
Inter governmental receivable	-	-	-	5,106	-	-	-	5,106
Inventory	-	-	21,316	33,688	78,112	38,353	19,293	190,762
Total assets	\$ 7,586	\$ 16,596	\$474,183	\$660,427	\$ 448,245	\$561,582	\$ 133,788	\$ 2,302,407
LIABILITIES AND FUND BALANCE								
Liabilities:								
Accounts payable	1,403	289	10,021	26,251	5,584	3,024	776	47,348
Due to other funds	-	-	52	6,461	5,618	3,158	602	15,891
Unearned revenues	2	5	63	91	34	11	10	216
Total liabilities	1,405	294	10,136	32,803	11,236	6,193	1,388	63,455
Fund balances:								
Non-expendable fund balance	-	-	21,316	33,688	78,112	38,353	19,293	190,762
Restricted fund balance	-	-	48,228	325,245	11,747	-	18,491	403,711
Unassigned fund balance	6,181	16,302	394,503	268,691	347,150	517,036	94,616	1,644,479
Total fund balances	6,181	16,302	464,047	627,624	437,009	555,389	132,400	2,238,952
Total liabilities and Fund Balances	\$ 7,586	\$ 16,596	\$474,183	\$660,427	\$ 448,245	\$561,582	\$ 133,788	\$ 2,302,407

See accompanying notes

STATE OF NEVADA
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND
COMBINING STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCES
For the Year Ended June 30, 2015

	Museum & History Board	Museum Administrator	Nevada Historical Society	Nevada State Museum	Nevada State Railroad Museum	Lost City Museum	Las Vegas Museum & Hist. Society	Total
Revenues:								
Sales and charges for services:								
Gift shop sales	\$ -	\$ -	\$ 16,693	\$ 142,184	\$ 149,092	\$ 87,978	\$ 35,765	\$ 431,712
Other sales	-	-	33,375	608	-	-	680	34,663
Service charges	-	15,760	-	149,995	3,400	-	9,795	178,950
Investment income	56	290	4,180	(4,588)	4,685	5,422	(111)	9,934
Other revenues:								
Memberships	-	-	23,705	18,525	-	3,015	10,525	55,770
Donations	1,500	-	2,611	4,790	9,227	1,713	500	20,341
Grants and bequest	-	-	10,265	108,168	2,491	-	7,388	128,312
Total revenues	1,556	16,050	90,829	419,682	168,895	98,128	64,542	859,682
Expenditures:								
Cost of sales	-	-	5,489	69,240	69,920	41,857	10,954	197,460
General operating expense	17,086	6,441	16,539	18,773	12,613	12,528	8,083	92,063
BLM Cooperative agreement	-	-	-	71,409	-	-	-	71,409
Coin press	-	-	-	42,734	-	-	-	42,734
Collections and exhibits	-	-	-	16,497	-	3,504	-	20,001
Education\Anthropology	-	-	-	11,464	-	-	-	11,464
East Ely/Boulder City railroad museums	-	-	-	-	19,065	-	-	19,065
Special projects	-	-	21,762	28,766	35,375	3,585	11,155	100,643
History/natural history	-	-	-	26,835	-	-	1,281	28,116
Publications/Photographs	-	16,340	17,323	-	-	-	-	33,663
Docent	-	-	-	2,238	2,851	521	-	5,610
Gift shop expenses	-	-	2,972	5,368	4,548	2,008	2,924	17,820
Total expenditures	17,086	22,781	64,085	293,324	144,372	64,003	34,397	640,048
Excess of revenues over expenditures	(15,530)	(6,731)	26,744	126,358	24,523	34,125	30,145	219,634

See accompanying notes

STATE OF NEVADA
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND
COMBINING STATEMENT OF REVENUES AND EXPENDITURES & CHANGES IN FUND BALANCES (continued)
For the Year Ended June 30, 2015

(From preceding page)

Other financing sources (uses)								
Intra fund transfers (net)	21,065	9,154	(6,726)	(737)	(6,780)	(14,521)	(1,455)	-
Operating transfers -out	-	-	(765)	(52,871)	(47,438)	(22,756)	(24,130)	(147,960)
Total other financing sources (uses)	21,065	9,154	(7,491)	(53,608)	(54,218)	(37,277)	(25,585)	(147,960)
Excess (deficiency) of revenues over (under)								
expenditures and other financing sources (uses)	5,535	2,423	19,253	72,750	(29,695)	(3,152)	4,560	71,674
Fund balances, beginning of year	646	13,879	444,794	554,874	466,704	558,541	127,840	2,167,278
Fund balances, end of year	\$ 6,181	\$ 16,302	\$ 464,047	\$ 627,624	\$ 437,009	\$ 555,389	\$ 132,400	\$ 2,238,952

See accompanying notes

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

In 1979, the Nevada State Legislature created the Department of Museums and History that at the time consisted of the Office of the Administrator, the Nevada Historical Society and the Nevada State Museum, including the Lost City Museum. In 1980, the Department received the Virginia and Truckee rolling stock from State Parks and the Nevada State Railroad Museum opened. In October of 1982, the Nevada State Museum and Historical Society opened in Las Vegas.

In 1989, the Nevada Revised Statute (NRS) 381.0031 was added to the law governing the Department which authorized the board of trustees to establish a Division of Museums and History, Dedicated Trust Fund to account for all private money. NRS 381.0031 states in part that “the board shall account separately for those portions of the private money received by each institution or division of the Department but may combine all or any portion of the private money for the purposes of investment and reinvestment.”

In 1999, the State of Nevada created the Department of Cultural Affairs, which includes the Division of Museums and History (Division). The Division now consists of the Board, Administrator, the Nevada State Museum, the Nevada State Museum and Historical Society (Las Vegas), the Lost City Museum, Nevada State Railroad Museum (including the activity of the East Ely Railroad Depot Museum and the Boulder City Railroad) and the Nevada Historical Society.

In 2011, the Nevada Legislature eliminated the Department of Cultural Affairs and created a new department, The Department of Tourism and Cultural Affairs. The Division of Museums and History is a part of this new Department and receives partial funding from transfers from Tourism.

Each institution within the Division receives State appropriations for general operations and for salaries. In addition, each institution head may receive money from private sources including gift shop revenue, institution publications, memberships, donations, memorial funds, endowments and private grants. A budget is prepared by each institution on an annual basis for the expenditure of private funds. These budgets are approved by the board of trustees.

The financial statements of the Division of Museums and History, Dedicated Trust Fund (Trust Fund) have been prepared in accordance with generally accepted accounting principles as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of the more significant policies:

Reporting Entity

The Trust Fund reports its financial condition on an annual basis to the Department of Administration. The Trust Fund’s financial statements are included in the general purpose financial statements of the State of Nevada as a special revenue fund.

Fund Accounting

Each institution within the Trust Fund maintains a separate set of self balancing accounts which include its assets, liabilities, fund balances, revenues and expenditures. The combining statement includes a non-operating account to show the net transfers among the institutions.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Basis of Accounting

The Trust Fund maintains its accounting records on the modified accrual basis of accounting. This method provides for revenue to be recognized when susceptible to accrual, that is, when it is measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period. The Trust Fund considers revenue as available if it is collected within sixty days after year end. Expenditures are recorded when the related fund liability is incurred.

Cash and Investments

Cash includes amounts deposited with the State Treasurer as well as short term investments with a maturity date within three months of the date acquired by the Trust Fund.

Cash deposited with the State Treasurer is part of an investment pool which is fully collateralized. The balance in the Trust Fund is held by the State Treasurer and subject to the same custodial credit risk as all other pooled funds with the State Treasurer.

Investments consist of equity securities and U.S. Treasury notes which are stated at fair value. Fair value is defined as the price at which an asset passes from a willing seller to a willing buyer. It is assumed that both buyer and seller are rational and have a reasonable knowledge of relevant facts. Short term investments are generally reported at cost, which approximates fair value. Securities, traded on a national or international exchange, are valued at the last reported sale price of the day. The net change in the fair value of investments is recognized as revenue in the operating statement of the Fund

The NRS 381.0031 authorized the board to adopt an investment policy for the private funds. A policy was adopted in June 2011, which specified that the Division could invest in common stock, bonds rated BBB or better and US Treasury instruments. The policy also specifies that the portfolio should be diversified, maintain a minimum of three investment managers and that no more than five percent of the portfolio of any fund may be invested in one security. The policy is reviewed annually during the last board meeting of the calendar year.

All investments are held in one brokerage account at Morgan Stanley Smith Barney and are not held in the name of the Division. The securities and cash held in this account are protected by a combination of coverage provided by the Securities Investor Protection Act (SIPC) and additional protection purchased from a private insurer by Morgan Stanley Smith Barney. SIPC protects up to \$500,000 of each clients' securities, of which up to \$250,000 may be in uninvested cash. Additionally, certain cash balances in the investment account are deposited in a bank deposit program at Morgan Stanley Bank N.A. These accounts are eligible for deposit insurance by the Federal Deposit Insurance Corporation (FDIC). The deposit insurance limit is \$250,000. The investments in the brokerage account subject the Division to credit risk, interest rate risk and foreign currency risk as investments are held in a money market fund, and common stock of foreign corporations that are traded on the New York Stock Exchange, international securities exchanges or NASDAQ. The investment policy does not limit the amount of such risk to which the Division may be exposed.

STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Note to Financial Statements
June 30, 2015

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fixed Assets

Equipment, furniture and fixtures which exceed \$5,000 that are purchased by the Trust Fund are reported as capital assets of the State of Nevada and are not reflected in the balance sheet. Acquisitions are considered expenditures in the year purchased.

Inventories

Inventories on the balance sheet consist of museum store merchandise and are valued at cost. Cost is determined using the first in, first out (FIFO) method.

Restricted Fund Balance

The restricted fund balance consists of special purpose funds received from and restricted by donors for acquisitions of equipment or accomplishments of specific purposes.

Non spendable Fund Balance

Non spendable fund balance includes amounts that cannot be spent because they are not in spendable form or are legally or contractually required to be maintained intact.

The non spendable fund balance consists of the value of inventories which is not available for appropriations and expenditures as of June 30, 2015 and for the principal balance of an endowment, which must be preserved.

Use of Restricted and Unrestricted Amounts

The Division's policy is to spend restricted amounts first when expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, the assumed order of spending is first committed, assigned and then unassigned.

Receivables

Receivables represent amounts due to the Division at June 30, which will be collected sometime in the future. The portions considered "available" (i.e., received by the Division within approximately 60 days after year end) are recorded as revenue; the remainder is recorded as deferred revenue.

The Division has not established an allowance for uncollectible accounts as all amounts are considered collectible as of June 30.

STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Note to Financial Statements
June 30, 2015

NOTE 2 – CASH AND CASH EQUIVALENTS

At June 30, cash and cash equivalents were held in various institutions as follows:

Balances classified by depository:

Nevada State Treasurer	\$ 687,907
Cash funds/ cash on hand	1,900
Morgan Stanley	94,979
Total cash	<u>\$ 784,786</u>

Following is a listing of deposits indicating insurance on those deposits:

	<u>Carrying Value</u>	<u>Bank/Treasurer Balance</u>
Deposited with State Treasurer	\$ 687,907	\$ 687,907
Uninsured	1,900	1,900
Cash deposits and money market funds - FDIC	94,979	94,829
Totals	<u>\$ 784,786</u>	<u>\$ 784,636</u>

NOTE 3 – INVESTMENTS

The Division utilizes three asset managers that invest funds in equities. As of June 30, the Division had \$166,033 invested in foreign securities and \$1,153,121 invested in domestic securities for a total fair value of \$1,319,154. All investments were in equity securities as of June 30, 2015.

NOTE 4 – INTER FUND TRANSACTIONS

The Trust Fund reimburses the State of Nevada for certain salaries, related payroll benefits and various other operating expenses incurred. Such reimbursements are reflected in the program expense to which they belong.

At June 30, the following amounts were due to other funds of the State of Nevada:

Due to general fund	\$15,808
Due to internal service fund	\$83

The Trust Fund had made expenditures on a BLM grant in excess of amounts reimbursed. At June 30, the following amounts were receivable from the federal government:

Receivable from federal government	\$5,106
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STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Note to Financial Statements
June 30, 2015

NOTE 5 – BUDGETARY PROCESS AND CONTROL

NRS 381.0033 requires that Trust Fund money must be budgeted and expended, within any limitations which may have been specified by particular donors, at the discretion of the board. The board is required to submit a report to the interim finance committee semiannually concerning the investment and expenditure of the Trust Fund money. A separate statement concerning the anticipated amount and proposed expenditures of Trust Fund money must be submitted to the chief of the budget division of the department of administration at the same time and for the same fiscal years as the proposed budget of the department submitted by other State agencies.

The budgets submitted follow procedures utilized by all state agencies. The basis on which the State budget is prepared is principally a modified accrual basis, with the following exceptions:

Cash placed in cash funds or outside accounts is considered expended for budgetary purposes; cash transferred in from outside accounts is considered a budgetary resource.

Inventory is considered expenditure for budgetary purposes. Deferred outflows of resources are considered revenue for budgetary purposes.

Expenditures are only recognized if the liability is liquidated within 60 days after the fiscal year end.

Encumbrances for goods or services not received by fiscal year end are considered an expenditure of the current period, if received and paid within 60 days.

NOTE 6 – BUDGET RECONCILIATION

A reconciliation of the budgetary fund balance vs. GAAP is provided below:

Fund balances (budgetary basis) June 30, 2015	\$ 570,622
Adjustments (basis difference):	
Cash funds	1,900
Investment accounts	1,414,133
GASB 31 cash adjustment	(1,280)
Accrual of interest	720
Inventory	190,762
Post 6/30 cash transfer to investments	62,471
Expenditures not posted to budgets	(159)
Deferred revenues	(217)
Fund balances (GAAP basis) June 30, 2015	<u>\$2,238,952</u>

STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Note to Financial Statements
June 30, 2015

NOTE 7 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through October 23, 2015, the date which the financial statements were available to be issued.

STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Schedule of Budget and Actual
Non-GAAP Budgetary Basis
For year ended June 30, 2015

	Original Budget	Final Budget	Actual	(Unfavorable) Variance
MUSEUMS & HISTORY BOARD				
Fund balances, July 1	\$ 400	\$ 232	\$ 232	\$ -
Revenues:				
Donations	-	1,500	1,500	-
Treasurer's interest distributions	35	48	45	(3)
Other financing sources:				
Transfer from investments	21,327	21,495	21,495	-
Total sources:	<u>\$ 21,762</u>	<u>\$ 23,275</u>	<u>\$ 23,272</u>	<u>\$ (3)</u>

MUSEUM ADMINISTRATOR				
Fund balances, July 1	\$ 14,000	\$ 13,837	\$ 13,837	\$ -
Revenues:				
Treasurer's interest distributions	28	79	79	-
NHS Quarterly	15,500	15,760	15,760	-
Other financing sources:				
Transfer from investments	9,321	9,321	9,321	-
Total sources:	<u>\$ 38,849</u>	<u>\$ 38,997</u>	<u>\$ 38,997</u>	<u>\$ -</u>

NEVADA HISTORICAL SOCIETY				
Fund balances, July 1	\$ 161,077	\$ 165,070	\$ 165,070	\$ -
Revenues:				
Gift shop sales	22,718	22,718	16,693	(6,025)
Memberships	18,413	14,420	23,705	9,285
Photographs sales	20,373	20,373	13,947	(6,426)
Printing sales	2,311	2,311	1,854	(457)
Publications	33,310	33,310	16,704	(16,606)
Book and pamphlet sales	314	314	745	431
Prior year refunds	-	-	125	125
Donations	5,804	5,804	2,611	(3,193)
Private grants	32,176	32,176	10,265	(21,911)
Treasurer's interest distribution	627	627	684	57
Other financing sources:				
Transfer from investments	-	-	-	-
Transfer from museums	-	-	-	-
Total sources:	<u>\$ 297,123</u>	<u>\$ 297,123</u>	<u>\$ 252,403</u>	<u>\$ (44,720)</u>

This information is required by the Governmental Accounting Standards Board

STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Schedule of Budget and Actual
Non-GAAP Budgetary Basis
For year ended June 30, 2015

	Original Budget	Final Budget	Actual	Favorable (Unfavorable) Variance
NEVADA STATE MUSEUM				
Fund balances, July 1	\$ 169,424	\$ 172,434	\$ 172,434	\$ -
Revenues:				
BLM cooperative agreement	79,077	178,526	71,409	(107,117)
Facilities charge	600	600	2,653	2,053
Special services	-	-	-	-
Charges for services	24,079	24,079	30,705	6,626
Charges for services-designated	72,395	72,395	116,636	44,241
Gift shop sales	142,882	142,882	142,184	(698)
Memberships	18,888	18,888	18,525	(363)
Photograph sales	1,279	1,279	570	(709)
Book and pamphlet sales	248	248	38	(210)
Prior year refunds	-	-	34	34
Donations	3,211	3,211	4,756	1,545
Private grants	34,248	31,238	36,758	5,520
Treasurer's interest distribution	517	517	856	339
Other financing sources:				
Transfer from investments	10,000	10,000	10,000	-
Total sources:	\$ 556,848	\$ 656,297	\$ 607,558	\$ (48,739)

NEVADA RAILROAD MUSEUM				
Fund balances, July 1	\$ 128,821	\$ 128,821	\$ 128,821	\$ -
Revenues:				
Charges for facilities	3,500	3,500	3,400	(100)
Volunteer service fees	100	100	-	(100)
Gift shop sales	131,011	131,011	149,092	18,081
Donations	5,053	5,053	9,227	4,174
Private grant	32,000	32,000	300	(31,700)
Private grant-Friends of RR	13,000	13,000	2,191	(10,809)
Treasurer's interest distribution	646	646	450	(196)
Other financing sources:				
Transfer from investments	-	-	-	-
Total sources:	\$ 314,131	\$ 314,131	\$ 293,481	\$ (20,650)

This information is required by the Governmental Accounting Standards Board

STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Schedule of Budget and Actual
Non-GAAP Budgetary Basis
For year ended June 30, 2015

	Original Budget	Final Budget	Actual	Favorable (Unfavorable) Variance
LOST CITY MUSEUM				
Fund balances, July 1	\$ 27,495	\$ 27,495	\$ 27,495	\$ -
Revenues:				
Gift shop sales	94,509	94,509	87,978	(6,531)
Memberships	3,330	3,330	3,015	(315)
Donations	1,490	1,490	1,713	223
Private grant	500	500	-	(500)
Treasurer's interest distribution	66	66	93	27
Other financing sources:				
Transfer from investments	-	-	-	-
Total sources:	\$ 127,390	\$ 127,390	\$ 120,294	\$ (7,096)

LAS VEGAS MUSEUM & HISTORICAL SOCIETY				
Fund balances, July 1	\$ 22,553	\$ 25,758	\$ 25,758	\$ -
Revenues:				
Facilities charge	20,748	20,748	9,795	(10,953)
Gift shop sales	57,845	57,845	35,765	(22,080)
Memberships	12,834	12,834	10,525	(2,309)
Photographs sales	1,350	1,350	680	(670)
Donations	5,590	5,590	500	(5,090)
Private grant	10,000	9,966	7,388	(2,578)
Treasurer's interest distribution	259	259	118	(141)
Other financing sources:				
Transfer from investments	-	-	-	-
Total sources:	\$ 131,179	\$ 134,350	\$ 90,529	\$ (43,821)

This information is required by the Governmental Accounting Standards Board

STATE OF NEVADA
Division of Museums & History Dedicated Trust Fund
Schedule of Budget and Actual
Non-GAAP Budgetary Basis
For year ended June 30, 2015

Fund balances, July 1	\$ 523,770	\$ 533,647	\$ 533,647	\$ -
Revenues:				
Sales & charges for services	777,614	873,330	772,378	(100,952)
Other revenue	143,072	141,528	77,368	(64,160)
Treasurer's interest distribution	2,178	2,242	2,325	83
Other financing sources:				
Transfer from investments	40,648	40,816	40,816	-
Transfer from museums	-	-	-	-
Total sources:	<u>\$ 1,487,282</u>	<u>\$1,591,563</u>	<u>\$ 1,426,534</u>	<u>\$ (165,029)</u>

MUSEUMS & HISTORY DEDICATED TRUST FUND BUDGETARY USES				
Museum & History Board	\$ 21,762	\$ 23,275	\$ 17,272	\$ 6,003
Museum Administrator	38,849	38,997	23,284	15,713
Nevada Historical Society	297,123	297,123	72,065	225,058
Nevada State Museum	556,848	656,297	368,743	287,554
Nevada Railroad Museum	314,131	314,131	212,212	101,919
Lost City Museum	127,390	127,390	97,296	30,094
Las Vegas Museum & Historical Society	131,179	134,350	65,038	69,312
Total uses:	<u>\$ 1,487,282</u>	<u>\$1,591,563</u>	<u>\$ 855,910</u>	<u>\$ 735,653</u>

This information is required by the Governmental Accounting Standards Board

Refers to agenda item #
10-4a

Nevada State Museum
Museum Store Sales and Per Cap

11/19/2015

	SFY 2011				SFY 2010				SFY 2009				SFY 2008				SFY 2007			
	Attendance	Sales	Store Per Cap	Expenses	Attendance	Sales	Store Per Cap		Attendance	Sales	Store Per Cap		Attendance	Sales	Store Per Cap		Attendance	Sales	Store Per Cap	
NV Historical Society	19,733	\$17,855.00	\$0.90	\$10,492.02	24,241	\$19,238.00	\$0.79		25,893	\$28,288.00	\$1.09		28,399	\$36,918.00	\$1.30		30,009	\$27,194.00	\$0.91	
NV State Museum - CC	28,232	\$117,900.00	\$4.18	\$131,517.61	33,097	\$158,641.00	\$4.79		45,582	\$192,300.00	\$4.22		52,010	\$188,793.00	\$3.63		54,619	\$211,639.00	\$3.87	
NV State RR Museum - CC	16,638	\$84,411.00	\$5.07	\$83,581.54	17,529	\$97,093.00	\$5.54		27,973	\$136,660.00	\$4.89		33,160	\$138,709.00	\$4.18		39,942	\$191,379.00	\$4.79	
NV State RR Museum - BC	31,849	\$48,584.00	\$1.53	\$47,557.87	27,587	\$43,886.00	\$1.58		26,244	\$34,701.00	\$1.32		21,721	\$35,182.00	\$1.62		14,233	\$24,783.00	\$1.74	
Lost City Museum	10,557	\$59,409.00	\$5.63	\$49,589.64	11,139	\$64,657.00	\$5.80		19,144	\$100,640.00	\$5.26		20,933	\$108,266.00	\$5.17		21,542	\$115,818.00	\$5.38	
NV State Museum - LV	13,269	\$13,366.00	\$1.01	\$3,721.14	20,583	\$19,824.00	\$0.96		18,575	\$24,868.00	\$1.34		19,572	\$25,714.00	\$1.31		16,972	\$23,564.00	\$1.39	
Total All Stores	120,278	\$341,525.00	\$2.84	\$326,459.82	134,176	\$403,339.00	\$3.01		163,411	\$517,457.00	\$3.17		175,795	\$533,582.00	\$3.04		177,317	\$594,377.00	\$3.35	
NET Profit/(Loss)				\$15,065.18																

Museum	FY 2015				FY 2014				FY 2013				FY 2012			
	Attendance	Sales	Store Per Cap	Expenses	Attendance	Sales	Store Per Cap	Expenses	Attendance	Sales	Store Per Cap	Expenses	Attendance	Sales	Store Per Cap	Expenses
NV Historical Society	22,534	\$16,693.00	\$0.74	\$14,312.00	22,239	\$22,091.98	\$0.99	\$14,312.00	24,325	\$22,718.24	\$0.93	\$13,185.64	18,712	\$20,647.30	\$1.10	\$12,090.00
NV State Museum - CC	38,983	\$142,184.00	\$3.65	\$129,175.00	38,967	\$132,988.18	\$3.41	\$120,770.40	28,017	\$108,768.25	\$3.88	\$135,450.02	30,624	\$85,419.26	\$2.79	\$99,509.86
NV State RR Museum - CC	21,033	\$103,645.00	\$4.93	\$99,302.00	17,067	\$91,472.07	\$5.36	\$84,486.16	16,168	\$88,490.93	\$5.47	\$87,420.04	15,961	\$76,877.83	\$4.82	\$84,348.40
NV State RR Museum - BC	36,170	\$45,448.00	\$1.26	\$36,694.00	32,391	\$42,748.54	\$1.32	\$34,491.22	43,430	\$45,170.11	\$1.04	\$46,726.29	41,423	\$45,975.05	\$1.11	\$48,526.37
Lost City Museum	13,305	\$87,978.00	\$6.61	\$84,337.00	14,460	\$85,803.49	\$5.93	\$82,591.82	9,447	\$61,271.16	\$6.49	\$57,866.60	9,624	\$47,916.26	\$4.98	\$48,291.91
NV State Museum - LV	46,242	\$35,765.00	\$0.77	\$13,222.00	44,334	\$40,214.89	\$0.91	\$40,693.46	39,898	\$45,188.42	\$1.13	\$122,442.31	39,734	\$48,365.81	\$1.22	\$81,838.85
Total All Stores	178,267	\$431,713.00	\$2.42	\$377,042.00	169,458	\$415,319.15	\$2.45	\$377,345.06	161,285	\$371,607.11	\$2.30	\$463,090.90	156,078	\$325,201.51	\$2.08	\$374,605.39
NET Profit/(Loss)				\$54,671.00				\$37,974.09				(\$91,483.79)				(\$49,403.88)

NOTES:

1. SFY 2015 attendance grew 5% from previous year
2. SFY 2015 gross sales are up 4% from previous year
3. SFY 2015 expenses are flat when compared to previous year
4. SFY 2015 net profit is up 46% from previous year
5. SFY 2015 per capita sales are flat (down less than 1%) compared to previous year

Meeting Summary

Nevada State Prison AB377 Implementation Committee

October 27, 2015

Nevada State Prison Courtroom

3301 E 5th Street

Carson City, NV 89701

9:00am–11:00am

Attendees:

Ana Andrews	Risk Management	amandrews@admin.nv.gov
Felicia Archer	Dept. Tourism/Cultural Affairs	farcher@travelnevada.com
Alicia Barber	Board of Museums and History	aliciambarber@gmail.com
Peter Barton	Division of Museums and History	PBarton@nevadaculture.org
Jim Benedetti	NSPPS	jpbnv@aol.com
Jim Bertolini	SHPO	jbortolini@shpo.nv.gov
Skip Canfield	Division of State Lands	scanfield@lands.nv.gov
Charlie Donohue	Division of State Lands	cdonohue@lands.nv.gov
Mike Drews	Carson City	mdrews@greatbasingroup.com
Carrie Edlefsen	Division of Museums and History	cedlefsen@nevadaculture.org
Brian Hutchins	NSPPS	BHConsultingllc@sbcglobal.net
Maureen Martinez	Risk Management	memartinez@admin.nv.gov
E.K. McDaniel	Corrections	ekmcdaniel@doc.nv.gov
Rebecca Palmer	SHPO	rlpalmer@shpo.nv.gov
Mandy Payette	Risk Management	mpayette@admin.nv.gov
Elyse Randles	Division of State Lands	erandles@lands.nv.gov
Robert Stoldal	Board of Museums and History	stoldal@cox.net
Maurice White	NSPPS	fishingrampa@gmail.com

INTRODUCTIONS

STATUS/UPDATES

Special Use Permit/Agreement Between Department of Corrections and the Nevada State Prison Preservation Society (NSPPS) (AB 377 Section 7)

Consensus of the attendees was that it was important to finalize the MOU (agreement) as soon as possible after review by the group. **Skip Canfield** offered to email the Draft to the attendees after the meeting so that they could provide comments back by November 10. After November 10, **Skip Canfield** would compile the comments and provide them to **E.K. McDaniel and Brian Hutchins** for review and forwarding to the Department of Corrections Deputy Attorney General for final review. **E.K. McDaniel** said the review so far by Corrections resulted in some suggested edits. He expressed his concerns about the limited

budget that Corrections has for maintenance of the facility. **Rebecca Palmer** was interested in seeing the Draft and providing comments. **Skip Canfield** mentioned that the Draft had not been provided before the meeting because it wasn't clear what the status of the Draft was and whether or not Corrections had even seen it yet, and it would be more beneficial to wait until the meeting to provide copies for discussion. **Brian Hutchins** said that NSPPS would have some risk management suggestions. A discussion ensued on liability of the general public and volunteers. **E.K. McDaniel** said that once the Deputy Attorney General reviewed the second Draft, he thought it could be provided back to **Skip Canfield** for distribution by mid-December.

NSP Listed on the National Historic Register

Rebecca Palmer and Jim Bertolini gave an update on the recent successful listing by the National Park Service of NSP as an historic district on the National Register. This listing was a long and arduous process by SHPO and others and will result in an elevated recognition of NSP and an expanded ability to benefit from grants. The listing focused on the historical period of significance for the years 1862-1967 emphasizing the theme of rehabilitating prisoners. The listing represents a broad historic spectrum for the yards, buildings and landscape although some areas of NSP covered in the overall Nevada State Prison Steering Committee Report <http://clearinghouse.nv.gov/public/Notice/2015/E2015-056.pdf> are not included because they do not meet the criteria, such as the hilltop addition. The Historic Structure Report can now move forward by Carson City and NSPPS, benefiting from a National Park Service Historic Preservation Fund grant. **Mike Drews** said that the NSP Historic Preservation Fund grant suggestions is on the next Carson City Historic Commission agenda, November 12, 2015. He said there would be interest in hearing from NSPPS and others on suggestions for grants associated with NSP.

Future NSPPS Activities at NSP and Coordination with the State Historic Preservation Office (SHPO)

Discussion ensued on the coordination of maintenance and repair of NSP, particularly as winter approaches, to make sure that broken and open windows/doors/holes are properly sealed. **Rebecca Palmer** emphasized the need for NSPPS to notify SHPO by email when anything is proposed, so that as time goes by, this information is in the record, and most importantly, so that coordination with SHPO continues. She said that SHPO does not advise any repair at this time to the windows until such time that the integrity of the windows can be evaluated. She said an approved remedy using plywood would be sufficient for the time being. Regarding sealing the Culinary door from pigeons, SHPO supports the use of a mitigation such as magnets holding a screen in place, an example of a remedy that does not impact the integrity of the door frame. Again, she asked that NSPPS put this in writing to SHPO, for the record. She said that in call cases at NSP, the NSPPS should follow the established "mothball" criteria for sealing for the winter.

A question was asked about the status of the sprinkler system. **E.K. McDaniel** said the sprinkler system was shut off, mitigated and approved by the State Fire Marshall when the facility closed, and there are ongoing requirements that Corrections must follow. He said

that the Fire Marshall is aware of the fact that NSPPS is in the buildings conducting activities and having the public on tours.

Comprehensive Feasibility Analysis

Peter Barton gave an update on the status of the Comprehensive Feasibility Analysis (CFA). He has engaged with a reputable museum management consulting firm called MMC and received a scope of work to do the program analysis portion of the museum component to explore marketing, phasing and costs. The analysis would focus on interpretive concepts, focus group testing, market study, projection of visitation five years out, a staffing plan and a business/operating plan. A ballpark figure for this phase is \$150,000. A second phase for resource evaluation could amount to an additional \$50,000. He said in his experience, 70% of the visitors to our area for these types of attractions are from northern California. Question as to how to pay for this? **Peter Barton** said that funds could come from a number of sources including Travel Nevada, a special appropriation at the Legislature, the NSPPS, and other sources, but at this time, funding is a big question mark. **Charlie Donohue** asked if NSPPS has the funding capacity to fund the CFA. **Brian Hutchins** replied that at this time funding is well short of that amount, but NSPPS was committed to participating.

A discussion ensued on future commercial activities at NSP. **E.K. McDaniel** said that Silver State Industries has already been active on site with commercial activities during NSPPS events and his goal is to have Silver State Industries have a permanent presence at NSPPS in a gift shop.

The discussion continued with comments that other commercial/industrial activities could occur at NSP, leased by the State.

Silver State Industries Endowment Fund (AB 377 Section 4)

E.K. McDaniel said that the Silver State Industries Board, appointed by the Governor, met and will administer the endowment account. No permanent activities will occur until Dept. of Corrections has completely vacated NSP and Silver State Industries gets their assignment of the appropriate portion of NSP. The new execution chamber in Ely is on schedule for completion in 18 months. At that time, Corrections would seek reassignment of pertinent portions of NSP to other State agencies, pursuant to AB377.

Historic Preservation Endowment Fund (AB 377 Section 6)

NSPPS will administer this fund through coordination with the State Treasurer. NSPPS funds will be transferred into the endowment fund through a State budget account. Corrections will manage the fund, coordinated with NSPPS until such time that Corrections completely vacates NSP and another appropriate agency is assigned the historic portion of NSP.

Board of Museums and History Dedicated Trust Fund (AB 377 Section 8)

Peter Barton said this will be a fluid fund that can accept grants and donations. A work program will be done with NSPPS. The Board of Museums and History created the fund at their June meeting but there is no official authority yet, the budget account and justification process must be completed.

Tasks for Moving Forward to Implement AB 377

Next meeting will be January 26, 2016, 9am-11am at the NSP Courtroom. Suggestions for next meeting included a discussion on possible bill draft requests (BDRs) for the next Legislative session, to include a possible NSP specialty license plate and a status on grants for NSP.

Division of Museums & History: Policy Governing Preparation, Dissemination and Recording Minutes of the Board of Museums & History

Overview	NRS 381.0002 establishes the Board of Museums and History and sets forth duties and regulations for the Board. The Board meets regularly, typically once per quarter in an open, public meeting. Sub-Committees of the Board meet as needed. Minutes, documenting the proceedings of all such meetings are recorded by the staff of the Division of Museums and History. This policy describes how meeting minutes are compiled, reviewed, distributed and recorded.
Documenting Meeting Proceedings	Staff of the Division of Museums and History shall be responsible for keeping the record of attendance and actions for all meetings of the Board and its sub-committees. First and foremost, all proceedings shall be recorded in digital format. The electronic files shall be archived for a minimum of 5 years per NRS 241.035(2)) and thenceforth following state records retention schedules at the office of the Division of Museums and History.
Preparation of Meeting Minutes	<i>Within 30 days of a meeting, the Division shall prepare a meeting summary derived from a full transcript of the meeting. The summary shall be posted as "Draft" on the Board webpage under http://museums.nevadaculture.org.</i>
Dissemination & Recording of Meeting Minutes	<i>Once the meeting summary and transcript has been reviewed at the Division level, they shall be published for Board review and action at the next scheduled quarterly meeting of the Board. The Board shall officially review, modify and take action to approve the meeting record. Once approved by the full Board, the final summary and transcript will be placed in the records of the Division for public review. Additionally, Board-approved meeting summary and transcript will be published at http://museums.nevadaculture.org.</i>
Annual Review	The Board of Museums and History shall review this policy annually.

Private Funds Budgeting, Expenditure, & General Control Policy & Procedure

Statutory Authority

With respect to the functions of the Museum Dedicated Trust Funds, the Board of Museums and History shall develop, review and make policy for budgeting, expenditures, and general control of the Division's private and endowed dedicated trust funds pursuant to NRS 381.003 to 381.0037, inclusive.

Definition

For the purposes of this policy the terms Museum Dedicated Trust Funds, MDTF, private funds, and/or trust funds, are interchangeable and are defined below.

Policy

All money and the proceeds from property received by the Division or any museum of the Division through any grant, (other than a grant of federal money), bequest or devise, and the proceeds from memberships, sales, donations, interest and dividends from any sources other than appropriation by the Legislature, admission charges and sales of tickets for train rides, are private money and not state money. (NRS 381.0031(1))

It is the policy of the Board that the expenditure of Dedicated Trust Funds be used primarily to support the public programming and education dimension of the museums and for personnel whose major duties are engaged in the development of Trust Funds (i.e. retail storekeeper, etc.). Development and production of public programs enhances the collection of General Funds as exhibits and programs draw in audiences who pay admission and train ride fees. Only in rare instances, and with the approval of the Board, are Trust Funds to be used to support facility costs such as maintenance and utilities or personnel costs for employees not primarily engaged in Trust Fund activities.

Treasurer's Office Funds:

It is the policy of the Board of Museums and History to create individual investment trust fund accounts for each museum *and for the historic preservation of the Nevada State Prison pursuant to A.B. 377 of the 78th General Session of the Nevada Legislature*, within the State of Nevada Treasurer's Office to allow for the investment and accounting of private dedicated money per NRS 381.0031 Sec. 3.

Private Investment Funds:

The Board shall establish a Division of Museums and History Trust Fund for the investment of funds not held in the Treasurer's Office Fund. All private money must be accounted for in this fund. No other money may be accounted for in that fund.

All money in the Trust Fund must be deposited in a financial institution to draw interest or be expended, invested and reinvested pursuant to the specific instructions of the donor, or, where no such specific instructions exist, in the sound discretion of the Board.

The money deposited in the Trust Fund is to be accounted for separately for each museum. Funds will be budgeted, expended, and controlled within the framework of the procedures approved by the Board of Museums and History. Funds may be combined for the purposes of investment and reinvestment.

The Board shall adopt an investment policy for the private money.

The purpose of these funds and all monies derived from them is the proper execution of the missions defined in NRS 381, inclusive, and all other approved programs of the Division and museums. These funds are utilized for education, outreach, collections acquisition, improving exhibits and public relations.

Procedures

- Implement annual budgets for trust funds within the State of Nevada System.
- Expenditure for trust funds within the State of Nevada System.
- General Control for trust funds within the State of Nevada System.
- Review of this policy and procedures.

**Budget
Procedures**

- The chair for the Board Finance Committee will determine and propose to the Board the amount of investment income available for the next fiscal year to be utilized by the museums at the last Board meeting of the calendar year for Board approval.
- The Division shall present annually, at the June meeting, a combined annual budget covering the state fiscal year (July 1 thru June 30) for all museums, including the Division and the Board for the private and endowed dedicated trust funds.
- The budgets will be prepared in the format of base, maintenance, and enhancements on the templates created by the Division's ASO II. All budgets will be completed on or about April 15th each year. Upon review by the Division's ASO II and the Division Administrator, copies will be sent to all members of the Finance Committee.
- The Finance Committee will meet prior to the June *quarterly* Board meeting to review, discuss, and recommend budgets for submission to the Board for approval at the June meeting.
- The Board of Museum and History will vote on each of the trust fund budgets held within the State of Nevada System at their June meeting, which must be prior to the beginning of the state fiscal year (July 1).
- The Division's ASO II will prepare the work programs to create the private trust fund budget after Board approval.
- Any budget change requested by the museums will be prepared by the Division's ASO II for submission to the Division's Administrator or/and Board of Museums and History.

- The Division's Administrator has authority to approve budget changes up to \$5,000 per change per budget, with a maximum of \$10,000 total *per budget* per fiscal year *under authority granted* by the Board of Museums and History. All budget changes approved by the Division Administrator will be presented at the next Board meeting as an informational item.
- All budget changes over \$5,000 must be submitted to the Board through the Division for the next Board meeting for approval.
- All requests to utilize Investment funds made by the museums must be submitted through the Division to be agendaized for the next Board meeting for approval.
- The museums must prepare a request to the Board to accept all restricted funds received of \$500 and greater at the next Board for approval.
- The Division's Administrator has authority to approve loans to the museums up to a total of \$10,000, the loan must include repayment plan. All loans approved by the Division's Administrator will be presented at the next Board meeting as an informational item. The Division's ASO II will provide updates to the Board semi-annually of the status of repayment of the loans.
- The Board authorizes each museum and the Division's Administrators office a petty cash fund of a maximum of \$500 upon written request.
- The Board authorizes each museum to establish donation boxes within the museums. No restriction will be put on proceeds from these boxes without prior approval from the Board.

**Expenditure
Procedure**

- The Division, Board, and all museums will comply with the Internal Control Policies and Procedures that were created for the Division of Museums and History for all dedicated trust fund budgets within the State of Nevada System for revenue and expenditures.
- All exceptions must be approved by the Division's ASO II.

Any private money which the Board authorizes for use in funding all or part of a classified or unclassified position or an independent contractor must be included in the budget prepared for the Division pursuant to chapter 353 of NRS. The museums shall transfer to the appropriate general fund budget account of the Division any money necessary to pay the position related costs for the positions that it has agreed to partially or fully fund from private money. The money must be transferred at a minimum of quarterly throughout the state fiscal year.

**General
Control
Procedure**

- The Division, Board, and all museums will comply with the Internal Control Policies and Procedures that were created for the Division of Museums and History for the seven trust fund budgets within the State of Nevada System for revenue and expenditures.
- All exceptions must be approved by the Division's ASO II.

- The Division's Administrator as the Board's designee shall submit a report to the Interim Finance Committee semiannually concerning the investment and expenditure of the private money in such form and detail as the Interim Finance Committee determines necessary.
 - The Division's Administrator as the Board's designee shall submit a separate statement concerning the anticipated amount and proposed expenditures of the private money to the Chief of the Budget Division of the Department of Administration for his information at the same time and for the same fiscal years as the proposed budget of the Division submitted pursuant to NRS 353.210. The statement must be attached to the proposed budget of the Division when it is submitted to the Legislature.
 - The private money must be budgeted and expended, within any and all limitations which may have been specified by particular donors, at the discretion of the Board.
 - Private funds will be audited annually by an independent auditor *under contract to the Board of Museums and History.*
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Review Procedure

- An annual review of the policy and procedures contained in this document will be held at the last board meeting of the calendar year.

Board of Museums and History

Adopted: 9-07-2007

Reviewed and Revised: 12-04-2009, 12-10-2010, 12-02-2011, 9-14-2012, 4-11-2013, 12-12-2014

Reviewed: 12-7-2012, 12-6-2013, 12-4-2015

Board of Museums & History Membership Policy

Overview	Authority is granted in NRS 381.0045 for the Board of Museums and History to establish categories of and fees for membership in museums in the State of Nevada Division of Museums and History.
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Categories of Membership	<p>The following categories of and fees for membership exist in museums of the Division of Museums and History:</p> <ul style="list-style-type: none">- Individual \$35.00- Senior \$20.00- Student \$20.00- Family \$60.00 per household- Sustaining \$100.00- Contributing \$250.00- Patron \$500.00- Benefactor \$1,000.00- Honorary Life (Bestowed at the discretion of and by action of the Board of Museums & History to past Department Directors and others who have provided service of distinction to Nevada State museums) <p>Additionally, all active full and part-time employees of the Department of Tourism and Cultural Affairs shall be deemed as individual members (without the benefit of receiving the NHS <i>Quarterly</i> publication) of the Division and its member museums with all benefits as due that class of membership.</p>
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Membership Benefits	<ul style="list-style-type: none">• Free admission to all museums within the Division of Museums and History, exclusive of train rides which are offered at 50% discount to members.• 15% discount on purchases at all museum stores within the Division of Museums and History.• Nevada Historical Society <i>Quarterly</i>• Access to the Las Vegas Springs Preserve <p>Note: Senior, student and Honorary Life membership categories do not include a subscription to the Nevada Historical Society <i>Quarterly</i> or similar interest specific publications as a benefit of membership.</p>
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Board of Museums and History

Adopted: 9-07-2007

Reviewed and Revised: 12-04-2009, 12-10-2010, 12-02-2011, 9-14-2012, 4-11-2013, 12-12-2014

Reviewed: 12-7-2012, 12-6-2013, 12-4-2015

Nevada State Railroad Museum- Carson City & Boulder City

The Nevada State Railroad Museum, Carson City, has a membership program through the museum's support organization the *Friends of the Nevada State Railroad Museum* (FNSRM). The Friends of the Nevada State Railroad Museum are incorporated as a 501(c)3 non-profit organization established for the specific and primary purpose to establish a perpetual trust fund to assist in the support of the Nevada State Railroad Museum. Categories of membership and fees for membership are consistent with those of other museums in the Division of Museums and History.

The Nevada State Railroad Museum, Boulder City, also has a membership program through a support organization, *Friends of the Nevada Southern Railway*. This organization is organized and chartered as a 501(c)3 non-profit along the same lines as the Carson City *Friends* group. Categories and cost of membership are consistent with those of other museums in the Division of Museums and History.

Both *Friends* organizations have opted-out of providing the Nevada Historical Society *Quarterly* as a membership benefit and thus these two *Friends* organizations do not pay an assessment for the journal. In lieu of the *Quarterly*, both of these organizations provide a subject-matter specific journal as a membership benefit.

Review

Membership categories, benefits and fees shall be reviewed by the Board annually, at the Board meeting prior to the close of the State Fiscal Year.

Division of Museums & History: Policy Governing Open Meeting Law Compliance

Overview	NRS 381.0002 establishes the Board of Museums and History and sets forth duties and responsibilities for the Board. Accordingly, meetings of the full Board shall occur quarterly; sub-committee meetings shall be held as deemed necessary by the sub-committee chair with the concurrence of the Division Administrator.
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Museum Board Meetings	The Board shall meet not less than quarterly based upon a schedule developed by the Board and discussed during a formal public meeting of the Board.
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Museum Board sub-Committee Meetings	<p>The Board has established sub-committees of the Board. These sub-committees shall meet as deemed necessary by the sub-committee chair with the concurrence of the Administrator, Division of Museums and History. <i>Proper public notice shall be given for all sub-committee meetings. Meetings will be recorded and minutes prepared and posted. The following sub-committees are authorized:</i></p> <ol style="list-style-type: none">1) <i>Collection/Space</i>2) <i>Facility Use</i>3) <i>Finance</i>4) <i>Membership</i>5) <i>Museum Store</i>6) <i>Nevada State Prison</i>7) <i>Strategic/Long-Range Planning</i>
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Development and Posting of Meeting Notice & Agenda	The Division Administrator, in consultation with the Board Chair or appropriate sub-committee Chair shall initiate the development of the meeting notice/agenda. Once drafted, the agenda/notice shall be circulated to the Board or sub-committee chair, the Director of the Department of Tourism and Cultural Affairs and the Division Administrator, State Historic Preservation Office. Once approved, the agenda/notice shall be posted not less than 3 business days prior to the meeting, pursuant to NRS 241.020 at the following locations:
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1. *Division of Museums & History, 412 E. Musser St., Suite # 2, Carson City, NV*
2. State Historic Preservation Office, 901 S. Stewart St, Carson City
3. East Ely RR Depot Museum, 1100 Avenue A, Ely, NV
4. Nevada Historical Society, 1650 N. Virginia Street, Reno, NV
5. Nevada State Museum, 309 S. Valley View Blvd., Las Vegas, NV
6. Lost City Museum, 721 S. Highway 169, Overton, NV
7. Nevada State Museum, 600 N. Carson St., Carson City, NV
8. Nevada State Railroad Museum, 2180 S. Carson St., Carson City, NV
9. Nevada Department of Tourism & Cultural Affairs, 401 N. Carson Street, Carson City, NV
10. <http://museums.nevadaculture.org>

Additionally, supporting documents for all meetings of the Board and Sub-committees shall be made available to the public at the *Division's Office, 412 E. Musser Street, Suite # 2, Carson City, NV* and on the Division website at <http://museums.nevadaculture.org>. Documents will be available when made available to the Board, and not less than 3 days prior to the meeting, except for documents presented at the actual meeting. In the case of documents presented at a meeting, members of the public will have access to copies at the place of the meeting.

**Open Meeting
Law**

All provisions of the Nevada Open Meeting Law (NRS Chapter 241) apply to meetings and actions of the Board of Museums and History and all sub-committees of the Board. All Board members shall be provided a copy of the Open Meeting Law and the Nevada Open Meeting Law Manual in the Board manual issued at appointment.

Annual Review

The Board of Museums and History shall review this policy annually.

Investment Policy

Policy

It is the policy of the Board of Trustees to maintain a conservative stance when making investment decisions. Readily available investment instruments and reputable firms shall be used. In recognition of the fiduciary responsibility vested in the Board of Trustees by NRS 381, a maximum return consistent with safe and prudent investment shall be sought for all available funds.

Long Term Performance Objectives

- Portfolio to exceed the S&P 500 index, net of fees.
- Investments shall exceed the median return in a representative investment universe.

Investment Guidelines

Allowable securities are:

- Common stock
- Bonds rated BBB or better
- U. S. Treasury instruments

Diversification

- No more than 30% of the portfolio shall be invested in any one economic sector
- Portfolio shall maintain a minimum of 3 investment managers
- No more than 5% of the portfolio of any fund may be invested in one security

Quality and marketability

- All securities shall be of a class listed on an national or international securities exchange or NASDAQ
- No position may comprise more than 5% of a company's total market cap

Volatility

- Portfolio volatility will be reasonably close to the volatility of the S&P 500

Trading and Execution

- Trading should utilize best efforts to obtain execution of orders through reasonable brokerage firms at the most competitive commission rates

Prohibited Transactions

- Stock portfolio primary purpose shall not be to sell short use margins.
- Primary purpose is to allow these investments on a secondary purchase but that is not the primary goal of these funds.

Continued on next page

Investment Policy, Continued

Conflict of Interest

The selected broker or asset manager shall not:

- Invest any part of the trust in its own entity
 - Invest with any person or entity with which they have an economic interest
 - Act or receive compensation as an underwriter or principal
-

Review

An annual review of the policy, guidelines, and investment portfolio performance against guidelines in policy will be held at the last board meeting of the calendar year, market conditions may dictate more frequent review.

Board of Museums & History Admissions and Train Ride Fee Policy

Overview	NRS 381.0045 establishes that the Board of Museums and History shall establish fees for admission and train rides.
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Museum Admission Fees	<ul style="list-style-type: none">• The Board will establish fees for admission to the museums.• Children under the age of 18 years must be admitted free of charge.
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“Free Admission Days”	<p>The Board has deemed that admission fees may be waived for visitors on the following days:</p> <ul style="list-style-type: none">• International Museum Day (May)• Smithsonian Museum Day (September) (with coupon)• Nevada Day (last Friday in October)• Selected holiday events (varies by institution)• Select days for marketing
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Admission/ Train Ride Fee Discounts	<p>It is sometimes beneficial for the museums within the Division to participate in special programs offering discounted admission or train ride tickets. The Board grants the Division Administrator the authority to approve one-time and short-term discounts for admission and train ride fees. No more than one such program shall be approved, per museum, per quarter.</p>
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Train Ride Fees	<p>The Board shall review and approve fees for train rides, including scheduled and special operations such as Holiday Trains, “Engineer for An Hour,” and rental of trains and operating railroad equipment for other special events. The Board empowers the Museum Director, with the approval of the Division Administrator to negotiate fees for rental of operating railroad equipment for commercial uses (filming, advertising, etc).</p>
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Annual Review	<p>The Board of Museums and History shall at minimum review all admission and train ride fees annually, at the meeting immediately prior to the close of the State Fiscal Year (SFY).</p>
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Ethics Policy will be distributed at the Board meeting.



**Nevada Department of Tourism and Cultural Affairs
DIVISION OF MUSEUMS & HISTORY**

401 North Carson Street
Carson City, Nevada 89701
(775) 687-0630 Fax (775) 687-6159

Brian Sandoval
Governor

Peter Barton
Administrator

Claudia Vecchio
Director

Date: December 3, 2015

To: Board of Museums and History

Through: Peter Barton, Administrator
Division of Museums and History

From: Carrie Edlefsen, Administrative Services Officer II
Division of Museums and History

Subject: Private Funds Budget Adjustments – NSM – BA 5036

Approval for the below stated budget adjustment is being requested for SFY 2016:

**BA 5036 – Nevada State Museum Dedicated Trust Fund
Revenue Authority Changes**

<u>RGL</u>	<u>Description</u>	<u>Approved Authority</u>	<u>Change</u>	<u>Adjusted Authority</u>
3578	Fed BLM Coop Agrmt	\$130,340	\$ 25,000	\$155,340

Expenditure Authority Changes –

<u>Category</u>	<u>Description</u>	<u>Approved Authority</u>	<u>Change</u>	<u>Adjusted Authority</u>
20	Federal BLM Grant	\$130,340	\$ 25,000	\$155,340

Justification: Through an existing funding support agreement, the Nevada State Museum receives, curates, and manages collections for the Bureau of Land Management as well as other federal agencies. BLM has provided funding additional support totaling \$ 25,000. These funds will support BLM curation and interpretation.

Please sign below to signify your approval of this additional change to the budget.

Robert Stoldal, Chairman of the Board of Museums and History

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

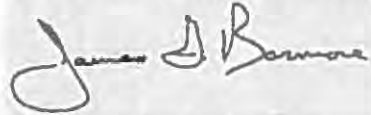
Jim Barmore
Museum Director

Memo

Date: November 16, 2015

To: Robert Stoldal, Chairman
Board of Museums & History

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



Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$2,700.00 from the Nevada 150 Foundation, Inc. for the museum's Capital Enhancement Fund. 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

NEVADA 150 FOUNDATION, INC.
100 W. LIBERTY ST., 10TH FLOOR
RENO, NV 89501

1045

94-77/1224
54

DATE 9-2-15

PAY
TO THE
ORDER OF Nevada State Museum \$ **2,700.00**

**Two Thousand Seven Hundred and no/100-----DOLLARS



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Depend on
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P.O. BOX 2281, RENO, NEVADA 89505
www.nsb.com



TWO SIGNATURES REQUIRED

FOR Capitol Exhibits

[Signature]
[Signature]