

DRAFT

**Meeting Minutes  
BOARD OF MUSEUMS AND HISTORY  
September 27, 2018**

**Location**  
East Ely Railroad Museum  
1100 Avenue A  
Ely, NV 89301

**BOARD MEMBERS PRESENT**

Robert Stoldal, Chairman  
Bryan Allison  
Dr. Alicia Barber  
Dr. Sarah Cowie  
Dr. Doris Dwyer  
Daniel Markoff  
Anthony Timmons

**BOARD MEMBERS EXCUSED**

Mercedes de la Garza  
Robert Ostrovsky  
Seth Schorr

**DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS, DEPARTMENT OF  
CONSERVATION AND NATURAL RESOURCES STAFF PRESENT**

Peter Barton, Division of Museums and History, Administrator  
Guy Clifton, Department of Tourism and Cultural Affairs, Public Information Officer  
Carrie Edlefsen, Division of Museums and History, Administrative Services Officer  
Lauri Brown, Division of Museums and History, Administrative Assistant  
Sarah Bradley, Attorney General's Office, Deputy Attorney General  
Jim Bertolini, DCNR, State Historic Preservation Office, National and State Register Coordinator  
Sean Pitts, East Ely Railroad Museum, Museum Director

**PUBLIC IN ATTENDANCE**

Sarah Hulme, Nevada State Museum, Las Vegas, volunteer  
Sandy McGowan, Lund Grade School  
Carol McKenzie, Lund Grade School  
Marion Francis, Lund Grade School  
Sheila Allred, Lund Grade School  
Marla McDade Williams, Reno-Sparks Indian Colony  
Michon R. Eben, Reno-Sparks Indian Colony

1. The Chair called the meeting to order at 9:00am and confirmed a quorum was present and the meeting was posted in accordance with NRS 241. (1,2)
2. The Chair took Item 3, Board Announcements and Meeting Logistics. The Chair took this time to discuss the new appointments and reappointments. (3)
3. The Chair took Item 4, Public Comment. There was no public comment at this time. (4)
4. The Chair took Item 5a, Acceptance of Minutes for June 14, 2018. Dr. Alicia Barber made the motion to approve the minutes for June 14, 2018. Member Markoff seconded. Motion carried without dissent. (5a)
5. The Chair took Item 5b, Acceptance of Minutes for June 15, 2018. Dr. Alicia Barber made the motion to approve the minutes for June 15, 2018. Member Markoff seconded. Motion carried without dissent. (5b)

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6. The Chair took Item 6a, Calendar for Next Meeting. Daniel Markoff made the motion to approve November 29-30, 2018 at the Nevada State Railroad Museum, Boulder City. Member Dwyer seconded. Motion carried without dissent. (6a)
7. The Chair took Item 6b, Calendar for Next Meeting. Dr. Alicia Barber made the motion to approve March 20, 2019 at the Nevada State Museum, Carson City. Member Dwyer seconded. Motion carried without dissent. (6b)
8. The Chair took Item 7a, Nomination to the State Register of Historic Places. No nomination at this time. (7a)
9. The Chair took Item 7b, Nomination to the National Register of Historic Places. Jim Bertolini introduced the Lund Grade School for nomination to the National Register of Historic Places. Daniel Markoff made the motion to accept the nomination of the Lund Grade School to the National Register of Historic Places. Member Cowie seconded. Motion carried without dissent. Members of the Lund community were invited to offer their thoughts and comments. (7b)
10. The Chair took Item 8a, Department of Tourism and Cultural Affairs. David Peterson was unable to attend as he was in India. Mr. Peterson's written report was reviewed and discussion followed. No action was taken. (8a)
11. The Chair took Item 8b, State Historic Preservation Office. Rebecca Palmer was unable to attend. Jim Bertolini answered questions from the Board. Discussion was held. No action was taken. (8b)
12. The Chair took Item 8c, Division of Museums and History. Peter Barton reported on the status of the Battle Born Hall exhibits, the school bus transportation reimbursement pilot funding program, SFY 2018 license plate revenue from SB 37, the hire of Anna Camp as curator to manage SB 244, the 2020-2021 Capital Improvement Program, the planning for the March 2019 Museum Showcase, National History Day, and a personnel status report. Discussion was held. No action was taken. (8c)
13. The Chair took Item 8d, Public Information Officer. Guy Clifton informed the board about the pardon of Jack Johnson, the July-August issue of the Nevada Magazine, the Nevada State Museum Coin Press regarding the 125<sup>th</sup> Nevada Sage Brush medallion being celebrated October 19. (8d)
14. The Chair took Item 8e1a, Nevada Historical Society. Review and possible action to accept an amended Schedule C, distribution of assets for the David C. Tacchino Trust. This item was taken out of order. Dr. Alicia Barber made the motion to accept the amended Schedule C, distribution of the David C. Tacchino Trust. Member Allison seconded. Motion carried without dissent.
15. The Chair took Item 8e2a, Nevada State Museum, Carson City. Request for Board approval to waive admission fees for "Day of the Dead" activities on Saturday, November 3, 2018. Sponsorship will offset admission fees. Dr. Doris Dwyer made the motion to approve waiving admission fees for "Day of the Dead". Member Allison seconded. Motion carried without dissent. (8e2a)
16. The Chair took Item 8e2b, Nevada State Museum, Carson City. Review and possible action to approve a Board contract with Merit Electric, Reno, NV in the amount of \$42,400 for upgrading exhibit gallery lighting in several exhibit galleries at the Nevada State Museum, using proceeds from the Bretzlaff Foundation endowment. Dr. Doris Dwyer made a motion to approve a Board contract with Merit Electric. Member Barber seconded. Motion carried without dissent. (8e2b)
17. The Chair took Item 8e3, Nevada State Railroad Museum, Carson City. The Board viewed a recently released Travel Nevada/Lt. Governor video. Discussion was held. No action was taken. (8e3)

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18. The Chair took Item 8e4, Nevada State Railroad Museum, Boulder City. Report on current activities related to proposed expansion of the museum, including phasing, and funding. Distribute, review, and discuss new marketing assets including video and brochure. Discussion was held. No action was taken. (8e4)
19. The Chair took Item 8e5, East Ely Railroad Depot Museum. Sean Pitts reported the Board the recent activities at the museum. Discussion was held. No action was taken. (8e5)
20. The Chair took Item 8e6, Lost City Museum. Mr. Barton reported on the flooding damage of the Adobe. Fortunately, a recently completed had \$120,000 of unspent money that could be accessed for the repairs. Discussion was held. No action was taken. (8e6)
21. The Chair took Item 8e7, Nevada State Museum, Las Vegas. Mr. Barton reported on the World War I exhibit that opens October 11, at 6:00pm. Discussion was held. No action was taken. (8e7)
22. The Chair took Item 9a, Collections. Nothing to report. (9a)
23. The Chair took Item 9b, Strategic Planning. Nothing to report. (9b)
24. The Chair took Item 9c, Major Gifts. Nothing to report. (9c)
25. The Chair took Item 9d, Facility Use. Daniel Markoff reported that the Friends want to enter an agreement with contractor/caterer for certain special events. This could be in conflict with the current Interlocal Agreement and prior to any action, the Las Vegas Valley Water District must be consulted concerning use of an outside entity to act as sales and booking agent for special events at the museum. Discussion was held. No action was taken. (9d)
26. The Chair took Item 9e1, Finance. Presentation of Morgan Stanley investment reports and account balances for April-June 2018. Anthony Timmons reported to the board the status of the Morgan Stanley investments. Discussion was held. No action was taken. (9e1)
27. The Chair took Item 9f, Membership. Nothing to report.
28. The Chair took Item 9g, Museum Store. Nothing to report.
29. The Chair took Item 9h, Major Donor. Nothing to report.
30. The Chair took Item 9i, Technology. Nothing to report.
31. The Chair took Item 9j, Marketing. Anthony Timmons reported that he had reached out to the CMO people for marketing ideas. Discussion was held. No action was taken. (9j)
32. The Chair took Item 9k, East Ely Railroad Depot Museum. Dr. Doris Dwyer stated she had nothing more to report after Mr. Barton shared the current status with the White Pine Railroad Foundation. A second meeting of the parties, including the museum, Division, foundation, legal counsel and State Lands is tentatively planned. Discussion was held. No action was taken. (9k)
33. The Chair took Item 9l, Nevada Historical Society. This item was taken out of order. Dr. Barber went over a spreadsheet that she prepared for the board to review comparing other state's historical journals and how they are produced and by whom. Discussion was held and further progress is anticipated for reporting in November. No action was taken. (9l)
34. The Chair took Item 9m, Nevada State Prison. Dr. Alicia Barber reported that a feasibility study has not yet been conducted but that recent meetings with various State officials suggests the non-profit Prison Preservation Society may be moving toward a request for funding to complete such a study from the 2019 Legislative session. No funds have been deposited in the prison account. Discussion was held. No action was taken. (9m)
35. The Chair took Item 9n, Nevada Historical Society Relocation. This item was taken out of order. Dr. Alicia Barber and Peter Barton both reported to the board the status of the possible relocation to the Warren Nelson building. Presently it appears quite positive that the proposed swap of the current Historical Society building for the Warren Nelson building may be successful. There is an issue with cash equalization of values but the Division of

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- State Lands is working toward resolving the issue. Discussion was held. No action was taken. (9n)
36. The Chair took Item 10a-b, Private Fund Budget Adjustments. There were no budget adjustments. (10a-b)
  37. The Chair took Item 11, Consent Agenda. Daniel Markoff made a motion to accept 1, 2, 4, and 5 of the consent agenda. Member Cowie seconded. Motion carried without dissent. (11,1-2, 4-5) Bryan Allison made a motion to accept 3 of the consent agenda. Member Barber seconded. Chairman Stoldal recused himself. Motion passed with the Chair abstaining. (11, 1-5)
  38. The Chair took Item 12, Board Member Comment on Non-agendized Items. None. (12)
  39. The Chair took Item 13, Future Museum Board Agenda Items. None. (13)
  40. The Chair took Item 14, Public Comment. No public comment. (14)
  41. The meeting was adjourned at 2:22pm. (15)



NEVADA  
**STATE HISTORIC  
PRESERVATION OFFICE**

Refers to Agenda  
item 8b

Department of Conservation and Natural Resources

Brian Sandoval, Governor  
Bradley Crowell, Director  
Rebecca L. Palmer, Administrator, SHPO

November 13, 2018

**MEMORANDUM**

**TO: BOARD OF MUSEUMS AND HISTORY**

**FROM: REBECCA PALMER, State Historic Preservation Officer**

**SUBJECT: STAFF REPORT**

Tonight is our last preservation plan public meeting in Las Vegas. Pending any additional meeting requested by Tribal Governments or members of the public, the Office has completed the public meeting portion for the development of the 2020-2028 Nevada Historic Preservation Plan. The SHPO held public meetings in six locations around the state to gather comment on the draft goals and recommendations on tangible objectives that will further these goals in the next eight years.

While there was limited attendance at each meeting (between 7 and 28 individuals participated at each location), the public meetings did provide valuable feedback for prioritizing objectives and tasks as well as suggesting new task and directions to pursue in the preservation plan.

The Office plans to submit a draft 2020-2028 Preservation Plan to the Board at its second quarter meeting of 2019 for the Board's review and comment. If that meeting is scheduled in early June, the Office is anticipating that the public review period would start after the Board meeting and would close on August 16, 2019.

There have been no changes to the list of pending and listed National Register and State Register resources reviewed by the Board from 2000 to present since the last Board Report. This document only includes nominations reviewed by the Board.

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
Fire Stations in Nevada MPDF	State-wide	State- wide	11/30/2017	Approved for use, 2/5/2018	
Pioche Fire House	Pioche	Lincoln	11/30/2017	Listed, 2/5/2018	
Ely City Hall and Fire Station	Ely	White Pine	11/30/2017	Listed 2/5/2018	
Sandstone Ranch - Additional Doc. & Boundary Increase	Blue Diamond	Clark	11/30/2017	Returned by Keeper 6/13/2018	Staff reviewing comments / revising for resubmittal
Church of Jesus Christ of Latter Day Saints Administration & Cultural Center (Reed Whipple Center)	Las Vegas	Clark	11/30/2017	Returned by Keeper	Comments received from NPS; forwarded to CLG (Las Vegas) for decision on future action
Agriculture on the Carson River in Nevada's Douglas and Ormsby Counties	Multiple	Carson; Douglas	6/15/2017	Approved for use, 3/12/2018	
Lampe, Wilhelm & William, Ranch	Gardnerville	Douglas	6/15/2017	Listed, 4/12/2018	
Newlands Heights Historic District	Reno	Washoe	9/14/2016	Listed, 12/27/2016	
Douglass-Frey Ranch	near Fallon	Churchill	9/11/2015	Listed, 11/17/2015	

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
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	Listed 5/3/2016	
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
<i>de-ek wadapush</i> (Cave Rock)	Lincoln Park	Douglas	4/11/2013	Listed 1/31/2017	
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. <i>Note on NRHP boundaries: boundaries should be based on historical extent of nominated area and integrity, not on owner objection. District nominations that exclude contributing elements due to owner objection may be rejected by the Keeper.</i>
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	



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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	

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
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.
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	
St. Thomas Memorial Cemetery	Overton	Clark	12/1/2004	Listed 1/20/2005	
Pioneer Theater-- Auditorium	Reno	Washoe	12/1/2004	Listed 1/19/2005	
Virginia and Truckee Railway Locomotive #27	Carson City	Carson City	9/8/2004	Listed 10/27/2004	
Fallon City Hall	Fallon	Churchill	9/8/2004	Listed 10/27/2004	
Burke--Berryman House	Reno	Washoe	6/8/2004	Listed 9/15/2004	
Reese--Johnson--Virgin House	Genoa	Douglas	6/8/2004	Listed 7/21/2004	
Midas Schoolhouse	Midas	Elko	6/8/2004	Listed 7/21/2004	

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
Central Pacific Railroad Depot	Lovelock	Pershing	3/3/2004	Listed 4/15/2004	
Wadsworth Union Church	Wadsworth	Washoe	3/3/2004	Listed 4/15/2004	
TAHOE (Shipwreck)	Glenbrook	Douglas	12/12/2003	Listed 2/11/2004	
Garvey, Luella, House	Reno	Washoe	12/12/2003	Listed 1/28/2004	
Clark Avenue Railroad Underpass	Las Vegas	Clark	12/12/2003	Listed 1/28/2004	
Alpha Tau Omega Fraternity House	Reno	Washoe	12/12/2003	Listed 1/28/2004	
Martin Hotel	Winnemucca	Humboldt	9/9/2003	Listed 10/24/2003	
Nevada Central Turntable	Austin	Lander	6/25/2003	Listed 8/14/2003	
St. Augustine's Catholic Church	Austin	Lander	6/25/2003	Listed 8/14/2003	
Stokes Castle	Austin	Lander	6/25/2003	Listed 8/14/2003	
Austin Masonic and Odd Fellows Hall	Austin	Lander	6/25/2003	Listed 8/14/2003	
St. George's Episcopal Church	Austin	Lander	6/25/2003	Listed 8/14/2003	
Austin City Hall	Austin	Lander	6/25/2003	Listed 8/14/2003	
Austin Cemetery	Austin	Lander	6/25/2003	Listed 8/14/2003	
Gridley Store	Austin	Lander	6/25/2003	Listed 8/14/2003	
Austin Methodist Church	Austin	Lander	6/25/2003	Listed 8/14/2003	
Lander County Courthouse	Austin	Lander	6/25/2003	Listed 8/14/2003	
Upson, Pearl, House	Reno	Washoe	6/25/2003	Listed 8/14/2003	
Patrick Ranch House	Reno	Washoe	3/12/2003	Listed 5/16/2003	
Field Matron's Cottage	Reno	Washoe	3/12/2003	Listed 5/16/2003	
Gardnerville Branch Jail	Gardnerville	Douglas	3/12/2003	Listed 5/16/2003	

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 Community Church	Fernley	Lyon	3/12/2003	Listed 5/16/2003	
Holy Trinity Episcopal Church	Fallon	Churchill	3/12/2003	Listed 5/16/2003	
John S. Park Historic District	Las Vegas	Clark	3/12/2003	Listed 5/16/2003	
Nichols, Mary Lee, School	Sparks	Washoe	9/13/2002	Listed 10/31/2002	
Greystone Castle	Reno	Washoe	6/11/2002	Listed 8/22/2002	
Barnard, W.E., House	Reno	Washoe	6/11/2002	Listed 8/22/2002	
1938 Lincoln County Courthouse	Pioche	Lincoln	3/12/2002, returned w/ comment; 6/11/2002 approved	Listed 7/25/2002	
LDS Moapa Stake Office Building	Overton	Clark	6/11/2002	Listed 7/25/2002	
Hawthorne USO Building	Hawthorne	Mineral	3/12/2002	Listed 2/18/2005	
Hazen Store	Hazen	Churchill	12/11/2001	Listed 1/28/2002	
Churchill County Jail	Fallon	Churchill	12/11/2001	Listed 4/9/2002	
Douglass, Robert L., House	Fallon	Churchill	6/12/2001	Listed 8/13/2001	
Royal Rooming House	Reno	Washoe	6/12/2001	Not filed w/ Keeper due to owner objection	No SHPO action pending
Bethel AME Church	Reno	Washoe	3/21/2001	Listed 6/12/2001	
Gale, Lena N., Cabin	Zephyr Cove	Douglas	3/21/2001	Listed 6/12/2001	
Jobs Peak Ranch	Genoa	Douglas	9/18/2001	Listed 1/11/2001	

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
Boulder Dam - Los Angeles 287.5 kV Transmission Line	Boulder City (vicinity)	Clark	12/12/2000	Federal nomination by CA BLM submitted to Keeper without NV comment; BMH comments forwarded to Keeper; nomination still pending	No SHPO action pending
Whittell Estate	Incline Village	Washoe	6/5/2000	Listed 10/27/2000	
Lander County High School	Austin	Lander	6/5/2000	Listed 7/20/2000	
Withers Log House	Crystal Bay	Washoe	3/25/2000	Listed 4/6/2000	
Twaddle--Pedroli Ranch	Washoe Valley	Washoe	3/25/2000	Listed 4/6/2000	
Nystrom Guest House	Reno	Washoe	3/25/2000	Listed 4/6/2000	
Farmers' Bank of Carson Valley	Minden	Douglas	3/25/2000	Listed 4/6/2000	
Peavine Ranch	Reno	Washoe	3/25/2000	Listed 4/6/2000	

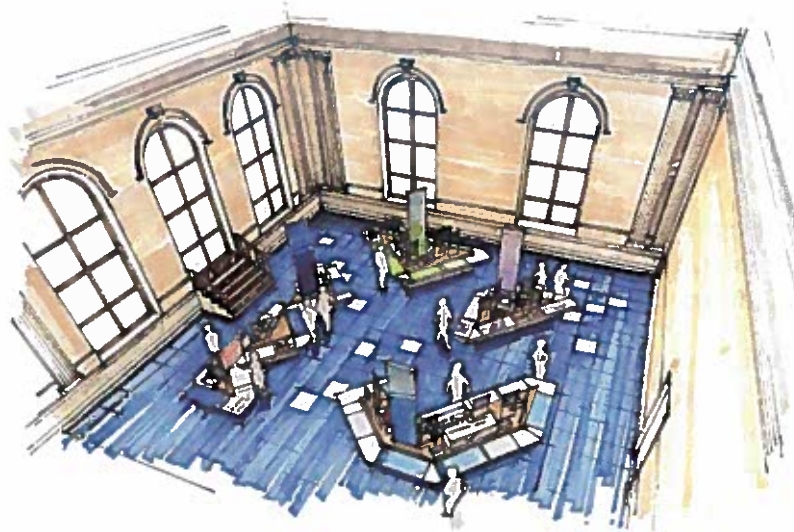
## SFY 2019 School Bus Transportation Reimbursement

11/16/2018

Refers to Agenda item 8c1

MUSEUM	Number of Busses	Number of Students	Total Bus Reimbursement	Average Bus Cost	Average per Student Cost
Lost City, Overton	23	1,105	\$ 19,029.10	\$ 827.35	\$ 17.22
NV Historical Society, Reno	8	350	\$ 1,247.50	\$ 155.94	\$ 3.56
NV State Museum, CC	22	840	\$ 4,963.23	\$ 225.60	\$ 5.91
NV State Museum, Las Vegas	102	5,232	\$ 18,198.21	\$ 178.41	\$ 3.48
NV State RR Museum, CC	0	-	\$ -	#DIV/0!	#DIV/0!
NV State RR Museum, BC	4	136	\$ 600.00	\$ 150.00	\$ 4.41
East Ely Depot Museum	0	-	\$ -		
<b>TOTALS:</b>	<b>159</b>	<b>7,663</b>	<b>\$ 44,038.04</b>	<b>\$ 276.97</b>	<b>\$ 5.75</b>

Note:



## TRAILBLAZING NEVADA

BATTLE BORN HALL  
NEVADA STATE CAPITOL

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### Battle Born Hall

#### *Trailblazing Nevada at Battle Born Hall Exhibit Opening*

October 10, 2018 – 10 a.m.

### PROGRAM

- I. **Welcome and Introductions**  
*Brian Krolicki, former Lt. Governor and Chair Nevada Sesquicentennial Commission*
- II. **Pledge of Allegiance**  
*4<sup>th</sup> & 5<sup>th</sup> Grade Students, Bordewich-Bray Elementary School, Carson City*
- III. **Remarks**  
*A. J. "Bud" Hicks, Chair, NV 150 Foundation, exclusive funder of exhibit*
- IV. **Remarks**  
*Peter Barton, Administrator, Nevada Division of Museums & History*
- V. **Principal Address**  
*Brian Sandoval, Governor*
- VI. **Exhibit Opening**  
*Assembled will be led to Battle Born Hall in the company of 4<sup>th</sup> & 5<sup>th</sup> Grade Students*

Following the formal opening guests are invited to the Guinn Room, Capitol Annex for light refreshments

## Welcome to *TRAILBLAZING NEVADA*

Bold, rugged, and wide-open, Nevada has a spirit of its own – a spirit only matched by the people who live here. *TRAILBLAZING NEVADA* honors the remarkable characters who blazed new paths and found ways to help our state and nation grow.

*TRAILBLAZING NEVADA* "unfolds" the map of Nevada to encourage visitors to blaze their own trail through the state; its past, its present, and its future. It is an interactive interpretive experience that focuses on the visitor's point of view. Exhibits invite visitors to explore and discover the state along historical paths taken by remarkable characters. From the area's First Peoples to early Euro-American explorers to today's hi-tech innovators, Nevada's trail blazers have shaped the state it is today. There is much to be learned from their innovations and resourcefulness.

The design of the exhibit structures, such as plinths and exhibit surfaces, take inspiration from Nevada's natural landscapes. Together they create a subtly immersive exhibit environment and provide germane backdrops to the many human stories told.

A focal point for the experience is Carson City and the Capitol. This centerpiece includes background on the Capitol and its form and function through time and explains why it's important and the true center of Nevada.

*TRAILBLAZING NEVADA* was made possible through a generous grant from the Nevada Sesquicentennial Foundation. The Foundation, with monies raised during the Sesquicentennial year, was able to support a number of legacy projects across the Silver State and were the exclusive funding entity bringing this exhibit to our citizens and visitors for their enjoyment for years to come.

*TRAILBLAZING NEVADA* will be open to the public for self-guided tours, Monday through Friday from 8 a.m. to 5 p.m. On Saturday the exhibit is available from 9 a.m. to 3 p.m. with Nevada State Museum docent-led tours scheduled for 10:30 a.m. and 1:30 p.m.

*TRAILBLAZING NEVADA* is a place of pride for our citizens and a place for experience and learning for all who visit.





BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

Refers to Agenda item 8c4

**NEVADA** MUSEUMS & HISTORY



### **Notice of Workshop to Solicit Comments on Proposed Regulations**

The Director of the Nevada State Museum is proposing new regulations pertaining to chapter 381 of the Nevada Administrative Code. **A workshop has been set for 9 a.m., on Thursday, December 13, 2018, at the Nevada State Museum, 600 N. Carson St., Carson City, NV 89701, with video-conferencing to the Nevada State Museum, Las Vegas, 309 South Valley View Blvd., Las Vegas, Nevada 89107.** The purpose of the workshop is to solicit comments from interested persons on the following general topics that may be addressed in the proposed regulations:

The Director, Nevada State Museum intends to amend NAC 381 to comply with recent changes to NRS Chapter 381.

A copy of all materials relating to the proposal may be obtained at the workshop or by contacting Anna Camp at the Nevada State Museum, 600 N. Carson Street, Carson City, NV 89701 or by phone at 775-687-4810 x261, [acamp@nevadaculture.org](mailto:acamp@nevadaculture.org).

Because this regulation prescribes the format for the form of notice of adoption, amendment or repeal of regulation to be used by state agencies, the Director of the Nevada State Museum has determined that this regulation will have no small business impact.

This notice of Workshop to Solicit Comments on Proposed Regulation had been sent to all persons on the agency's mailing list for administrative regulations and posted at the following locations:

<https://notice.nv.gov>

<http://museums.nevadaculture.org>

NEVADA DIVISION OF MUSEUMS & HISTORY, 412 E. Musser St., Suite 2. Carson Street, Carson City  
NEVADA DEPARTMENT OF TOURISM & CULTURAL AFFAIRS, 401 N. Carson St., Carson City, NV  
LEGISLATIVE COUNSEL BUREAU, Legislative Building, 401 S. Carson St, Carson City, NV  
LEGISLATIVE COUNSEL BUEARU, Grant Sawyer Office Bldg., 555 E. Washington Ave., Las Vegas, NV  
STATE HISTORIC PRESERVATION OFFICE, 901 South Stewart St., Carson City, NV  
EAST ELY RAILROAD DEPOT MUSEUM, 1100 Avenue A, Ely, NV  
NEVADA HISTORICAL SOCIETY, 1650 North Virginia St., Reno, NV  
NEVADA STATE MUSEUM LAS VEGAS, 309 S. Valley View Blvd., Las Vegas, NV  
LOST CITY MUSEUM, 721 South Highway 169, Overton, NV  
NEVADA STATE MUSEUM, 600 North Carson St., Carson City, NV  
NEVADA STATE RAILROAD MUSEUM, 2180 S. Carson St., Carson City, NV  
NEVADA STATE RAILROAD MUSEUM, 600 Yucca St., Boulder City, NV  
NEVADA INDIAN COMMISION, 5366 Snyder Av., Carson City, NV 89701

Division of Museums and History

rev. 11.16.2018

Personnel Vacancy Log

MUSEUM	POSITION	PCN #	FTE	VACANT	STATUS
Nevada State Museum, Carson City	Exhibit Preparator II	00035	1.00	1/4/2019	Pending retirement
Nevada State Museum, Carson City	Sales & Promotion Rep II	00032	0.51	11/16/2018	Initiating recruitment
Nevada State Museum - LV	Administrative Assistant III	00012	1.0	11/17/2018	
Nevada State Museum - LV	Museum Attendant II	00056	1.0	5/22/2017	Agency placed hold
Nevada State RR Museum, BC	Maintenance Repair Spec II	00025	1.0	11/1/2018	Initiating recruitment
Lost City Museum	Curator II/Archaeology	00002	1.0	8/6/2018	Interviews held, candidate selected, negotiating starting terms
Lost City Museum	Exhibit Preparator	00003	1.0	1/11/2018	Reclass to curator II underway

AGENCY	FTE Authorized
LCM - 1350	7.05
NHS - 2870	7.00
NSM-CC - 2940	20.53
DMH - 2941	4.00
NSM-LV - 2943	19.51
NSRM - 4216 (combined)	15.51
<b>Total FTE Count:</b>	<b>73.60</b>

# NEVADA MUSEUMS & HISTORY



## PIO Report

**November 2018**

**By Guy Clifton**

The rebirth of Battle Born Hall and remembrances of the 100<sup>th</sup> anniversary of the end of World War I brought statewide media coverage to our state museums in the final quarter of the calendar year.

Three of the four Reno TV stations (CBS, NBC and Fox) along with Nevada Appeal and other print media were present when Gov. Sandoval unveiled the new Battle Born Hall, complete with a surprise welcome from Mark Twain (McAvoy Layne). The Governor and Peter Barton were both featured in the coverage.

You know I like to joke that I'm an honorary staff writer for the Nevada Appeal, but I think Nevada State Museum Director Myron Freedman might be able to add "permanent guest" on KOLO Channel 8 to his title. Myron appeared with anchor Denise Wong to talk about "Day of the Dead" festivities and appeared a few days later to promote the WWI ceremonies taking place at the museum.

NSM Las Vegas was featured for its programming and exhibit on the influenza epidemic and Nevada in World War I.

Our friends at Nevada Magazine continue to support museums in any way they can. I was able to write an extensive feature on Coach 17 and give readers a hint of the new exhibit coming to the Nevada State Railroad Museum Carson City for the 150<sup>th</sup> anniversary of the completion of the Transcontinental Railroad.

Following are screen shots of some of the coverage of the past three months:

## BATTLE BORN HALL



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OPEN

## Revamped Battle Born Hall museum exhibit unveiled in Carson City

by News 4 & Fox 11 Digital Team | Wednesday, October 10th 2018



Friday, November 16, 2018



Home News Weather Donate About Contact Us

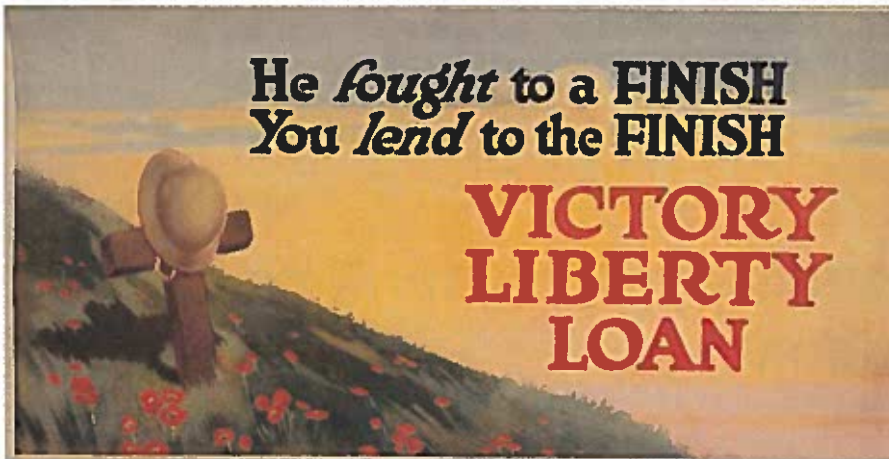
Home » Carson City » Nevada State Museum to commemorate 100th anniversary of Armistice Day

## Nevada State Museum to commemorate 100th anniversary of Armistice Day

by Brian Bohouth

November 1, 2018

101



A "Liberty Loan" was a war bond sold in the United States to support the allied cause in World War I. Subscribing to the bonds became a symbol of patriotic duty in the United States and introduced the idea of financial securities to many citizens for the first time. The Act of Congress which authorized the Liberty Bonds is still used today as the authority under which all U.S. Treasury bonds are issued - image - Library of Congress.



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## Capital museums prepare for Nevada Day celebration

by Guy Clifton  
TravelNevada  
October 23, 2018

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Guy Clifton/TravelNevada

Nevada Gov. Brian Sandoval shows a freshly minted medalion for Battle Born Hall, during a first-strike ceremony at the Nevada State Museum. The coin press will be in operation on Friday and Saturday and admission is free in recognition of Nevada Day.

The Nevada State Museum and the Nevada State Railroad Museum in Carson City are offering free admission both Friday and Saturday in recognition of Nevada Day.

"As Nevada comes together to celebrate the 154th year of statehood, the public can take their personal journey through time to learn about Nevada, its first inhabitants, its natural and geologic wonders and rich cultural history," said Peter Barton, administrator for the Division of Museums and History. "We invite everyone to come, hear the voices of our past, learn, and celebrate Nevada."

Friday is the observed holiday for Nevada Day and Saturday is the annual Nevada Day Parade through the heart of Carson City. The parade starts at 10 a.m.



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## Nevada State Museum in Carson City to commemorate 100th anniversary of end of World War I

Submitted by editor on Sun, 11/04/2018 - 8:57am

Tweet



**EVENT DATE:**

November 10, 2018 - 10:00am



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## When the flu pandemic of 1918 hit, Las Vegas wasn't spared





## Nevada Appeal staff report      World

The stories of these war heroes and war dogs are inspiring and

Lecturer Bob Nylan, the museum's curator of history, has been actively involved in researching, writing and lecturing about Nevada's rich history for more than 30 years.



NEVADA STATE MUSEUM

A war dog is used to pull a wounded soldier during World War I.



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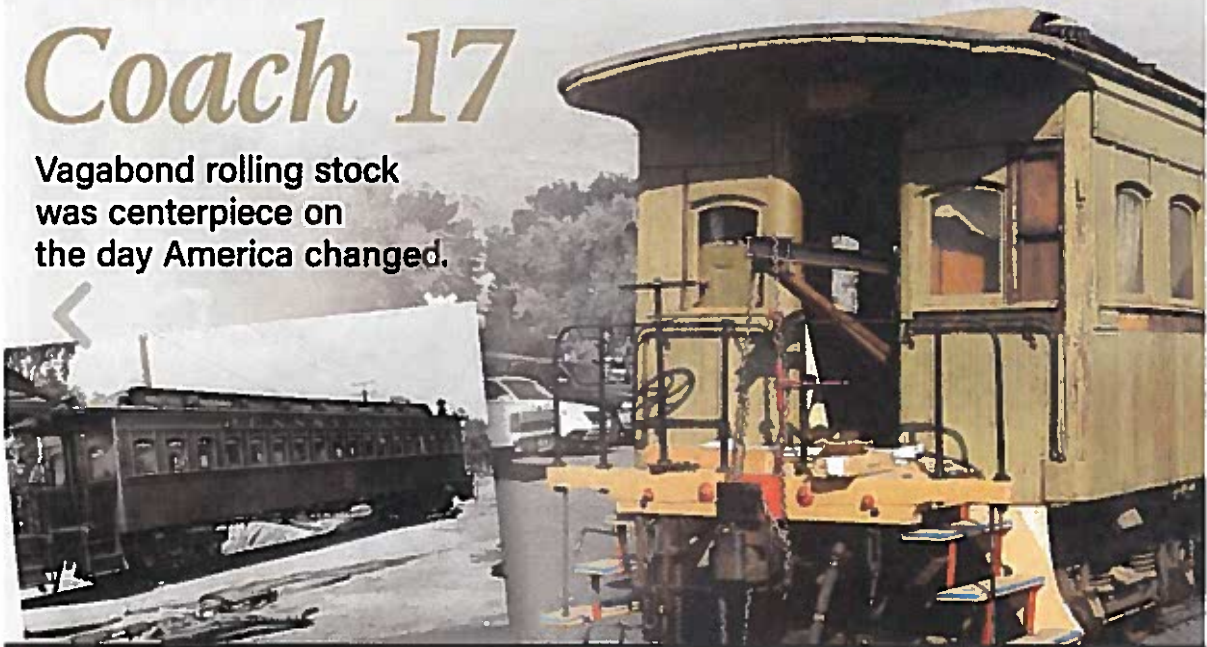
## VIDEO VAULT | The Las Vegas homefront during World War I

by Tom Hawley | Wednesday, November 7th 2018



## Coach 17

Vagabond rolling stock was centerpiece on the day America changed.



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287 Old Tales Nevada State Museum



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## Nevada railroad museum hosts 'Lost Carson City' lecture Friday

Submitted by editor on Mon, 10/29/2018 - 10:53am

Tweet

EVENT DATE:

November 2, 2018 - 5:30pm

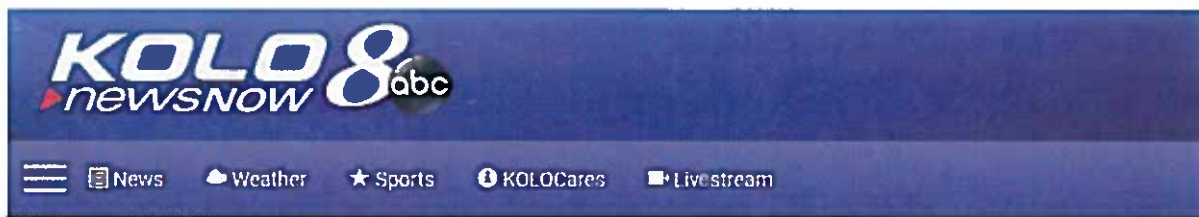


Michael Hohl Honda

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## Day of the Dead Celebration on Saturday

10-29-18

BRIAN SANDOVAL Governor  
 PETER BARTON Administrator  
 CATHERINE MAGEE PH.D. Director, Nevada Historical Society

# NEVADA MUSEUMS & HISTORY



## REPORT TO THE BOARD OF MUSEUMS AND HISTORY NOVEMBER 29-30, 2018

### I. Private Funds Budget Summary

#### Private Funds Budget Summary B/A #5035

State Fiscal Year 2019		Total	Year to Date	Percentage
	GL/Cat#	Budget	Actuals	Year to Date
Cash From Prev Fiscal Year Unrestricted	2511	176,008	176,008	100.00%
Cash From Prev Fiscal Year Restricted	2511	720,054	720,054	100.00%
Cash Bal Fwd New Fiscal Year Unrestricted	2512	0	0	0.00%
Cash Bal Fwd New Fiscal Year Restricted	2512	0	0	0.00%
<b><u>Comparison of Revenues Budgeted/ Received:</u></b>				
Memberships*	4008	133,508	4,510	3.38%
Photograph Sales	4010	18,804	715	3.80%
Printing Sales	4011	13,619	152	1.11%
Merchandise Sales*	4025	40,070	2,077	5.18%
Gifts & Donations	4251	5,000	18	0.36%
Private Grants	4265	1,793,347	1,092,158	60.90%
Treasurer's Interest	4326	14,000	0	0.00%
Trans From Museums (Quarterly Fees)	4665	40,330	0	0.00%
<b>Total Revenues Received:</b>		<b>\$2,058,678</b>	<b>\$1,099,630</b>	<b>53.41%</b>
<b><u>Comparison of Expenditures Budgeted/Expended:</u></b>				
Administration	35	33,650	2,109	6.27%
NHS Quarterly	37	14,243	0	0.00%
Museum Store*	41	13,044	687	5.27%
Collection Storage Project	45	0	0	0.00%
Board Appr Special Projects	48	213,347	0	0.00%
Photo	49	1,047	28	2.63%
Special Projects (Restricted)	55	1,793,347	20,592	1.15%
<b>Total Expenditures:</b>		<b>\$2,068,678</b>	<b>\$23,416</b>	<b>1.13%</b>
<b><u>Available Unrestricted Cash</u></b>			<b>\$180,656.35</b>	

Nevada Historical Society  
Report to the Board  
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A large donation from the Tacchino Trust, anticipated in SFY 2018 was received in SFY 2019, on September 26, 2018. The final distribution was \$1,075,000. The above figures reflect the first quarter of fiscal year 2019 revenues and expenditures as of September 30, 2018.

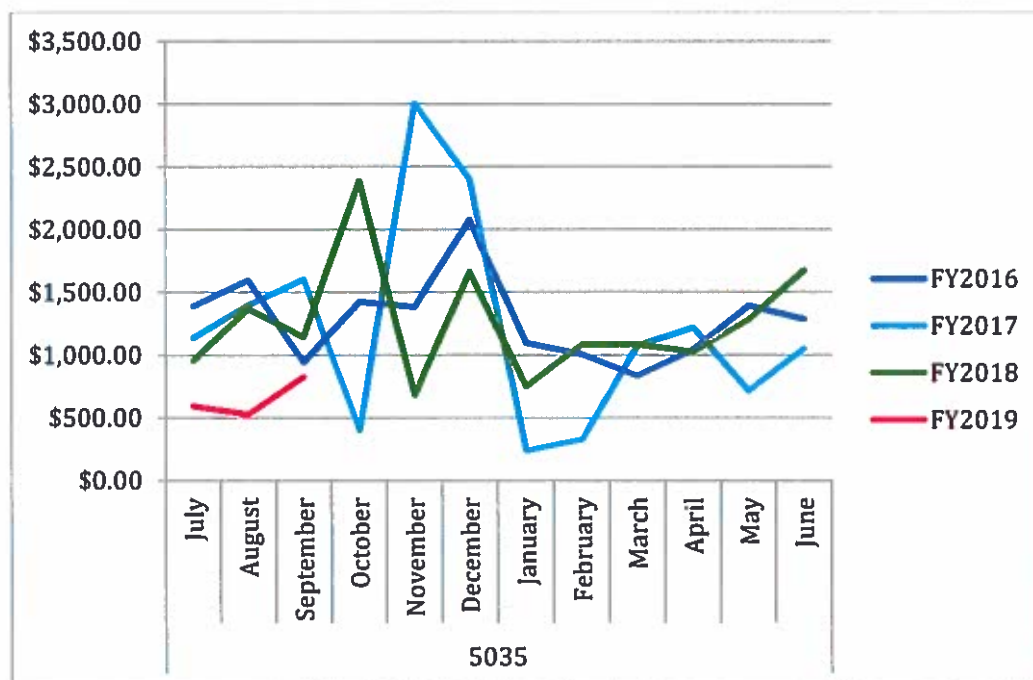
\* Further detail available in the below identified sections.

## 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 19	593	528	826	0	0	0	0	0	0	0	0	0	1,947
FY 18	956	1,368	1,143	2,382	682	1,661	752	1,085	1,087	1,026	1,283	1,671	15,096
FY 17	1,138	1,398	1,602	401	3,004	2,398	239	330	1,074	1,220	717	1,050	14,570
FY 16	1,388	1,596	944	1,425	1,383	2,074	1,099	1,007	835	1,044	1,394	1,287	15,476
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
YTD	593	1,121	1,947	0	0	0	0	0	0	0	0	0	1,947
YTD Comp	62.1%	48.3%	56.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comp	62.1%	38.6%	72.2%	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 Narrative:

Sales in the museum store reflect five days of operation, Tuesday through Saturday. Our store is primarily staffed by docents with Dorothy Nell Barry's duties split between the store, admissions,

Nevada Historical Society  
Report to the Board  
November 29-30, 2018

memberships, and administrative duties. Our store foot traffic is augmented during our special exhibits and programs.

The store's focus is primarily books, as we are known for our outstanding Nevada related book selection. Another top seller is jewelry made from Nevada stones. The gaming materials for sale are donated by our supporters and benefit the NHS operations. Report reflects activity through September 30, 2018.

### III. Museum Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total Expenditure	Net Profit (Loss)	% Net Profit (Loss)
		Merchandise	Personnel	Oper/Other			
July	593	495	-	-	495	98	16.6%
August	528	-	-	31	31	497	94.1%
September	826	123	-	38	161	664	80.5%
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%
FY19 Total	1,947	618	-	70	687	1,260	64.7%
FY18 Total	15,096	9,635	-	3,326	12,961	2,135	14.1%
FY17 Total	14,570	5,271	-	2,584	7,856	6,715	46.1%
FY16 Total	15,476	10,389	-	2,367	12,756	2,720	17.6%
FY15 Total	16,693	4,439	765	2,650	7,854	8,839	53.0%

#### Museum Store Revenue and Expenditure Narrative:

This section accounts for revenues and expenditures through September 30, 2018, with a comfortable profit margin of 64%, due largely to limited inventory purchases in the quarter. We continue to evaluate store sales and will only purchase top sellers, primarily books.

Dorothy Barry began an Author Meet and Greet evening event to promote the NHS Museum Store book selections. She is now scheduling the Writers' Wednesday Series authors to better coordinate new book sales with the authors.



Nevada Historical Society

Report to the Board

November 29-30, 2018

**IV. Membership Program**

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

Membership	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>		<u>TOTAL</u>	
Categories	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual	3	45	0	0	0	0	0	0	3	45
Family	2	16	0	0	0	0	0	0	2	16
Sustaining	3	11	0	0	0	0	0	0	3	11
Contributing	0	0	0	0	0	0	0	0	0	0
Patron	0	0	0	0	0	0	0	0	0	0
Benefactor	0	0	0	0	0	0	0	0	0	0
Senior	17	12	0	0	0	0	0	0	17	12
<b>FY 19</b>	25	84	0	0	0	0	0	0	25	84
<b>FY 18</b>	95	0	14	132	12	105	30	79	151	316
<b>FY 17</b>	147	0	178	0	128	0	128	0	581	0
<b>FY 16</b>	99	0	188	0	159	0	52	0	498	0
<b>FY 15</b>	86	0	175	0	97	0	133	0	491	0
<b>YTD</b>	25	84	0	0	0	0	0	0	25	84
<b>YTD Comparison</b>	26.32%	0.00%	0.00%	63.64%	0.00%	0.00%	0.00%	0.00%		
<b>Quarterly Comparison</b>	26.32%	#DIV/0!	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.

Quarterly Comparison compares the current quarter of the current year against the same quarter in the previous year.

Nevada Historical Society  
Report to the Board  
November 29-30, 2018

**Membership Sales**

Membership sales 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 19	1,295	580	2,635	0	0	0	0	0	0	0	0	0	4,510
FY 18	640	2,595	910	2,100	1,885	3,940	1,610	3,215	2,395	1,215	2,550	1,955	25,010
FY 17	750	2,520	1,081	2,535	1,345	3,925	2,225	2,420	2,955	2,360	770	1,700	24,586
FY 16	950	1,315	910	1,155	3,925	3,775	2,110	3,410	1,725	2,260	940	1,625	24,100
FY 15	1,020	1,505	1,410	2,180	765	5,535	1,660	1,245	1,235	2,715	2,780	1,655	23,705
YTD	1,295	1,875	4,510	0	0	0	0	0	0	0	0	0	4,510
YTD Comparison	202.34%	57.96%	108.81%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	202.34%	22.35%	289.56%	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 Program Narrative:**

In addition to the above categories we also have Institutional members (0 renewals 1 new). This reflects memberships through September 30, 2018.

**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 19	539	261	437	0	0	0	0	0	0	0	0	0	1,237
FY 18	640	2,765	740	440	331	462	382	743	666	520	764	298	8,751
FY 17	2,244	1,459	1,240	1,555	1,992	1,660	257	220	587	578	693	718	13,203
FY 16	1,994	1,507	1,620	1,791	1,659	1,531	1,492	1,637	1,337	1,785	2,091	1,551	19,995
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
YTD	539	800	1,237	0	0	0	0	0	0	0	0	0	1,237
YTD Comparison	84.2%	23%	30%	0%	0%	0%	0%	0%	0%	0%	0%	0%	
Monthly Comparison	84.2%	9.4%	59.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

**Museum Attendance Narrative:**

The NHS continues to evaluate attendance figures more accurately using the POS system instead of the door counter, including 2 fields to better track our school tour numbers. Dorothy Barry created barcodes that are scanned with a \$0 charge to ensure we are capturing data only. Visitor signifies the person is not a member of any of the DMH museums. The barcodes are: visitor adult, visitor child, member adult, member child, library member, library visitor, store member, store

## Nevada Historical Society

### Report to the Board

November 29-30, 2018

visitor, tour chaperon, tour children, student (college). We capture data for school tour visits as tour child and tour chaperone- these are separate from adult and children visitors outside of school tours.

The breakdown of visitors to NHS in July is: 371 visitor adult, 49 visitor child, 12 member adult, 1 member child, 37 library member, 69 library visitor, 0 store member, 0 store visitor, 0 tour chaperone, 0 tour children, and 0 college students.

The breakdown of visitors to NHS in August is: 141 visitor adult, 6 visitor child, 3 member adult, 2 member child, 34 library member, 66 library visitor, 0 store member, 0 store visitor, 0 tour chaperone, 0 tour children, and 9 college students.

The breakdown of visitors to NHS in September is: 172 visitor adult, 83 visitor child, 34 member adult, 0 member child, 27 library member, 51 library visitor, 0 store member, 0 store visitor, 5 tour chaperone, 13 tour children, and 61 college students.

This reflects attendance through September 30, 2018. The increase in July visitation is due to Art Town tours.

## 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 18	510	745	430	0	0	0	0	0	0	0	0	0	1,685
FY 17	810	710	655	400	357	375	400	285	735	495	710	625	6,557
FY 16	467	509	469	470	811	330	905	640	655	610	415	695	6,976
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
YTD	510	1,255	1,685	0	0	0	0	0	0	0	0	0	1,685
YTD Comparison	62.96%	82.6%	77.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	62.96%	104.93%	65.65%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

## Museum Receipts Figures Narrative:

During this quarter we installed and opened our special exhibit *50 Years of the Reno Philharmonic* on August 4, 2018. We deinstalled the Hans Meyer-Kassel. This reflects attendance receipts through September 30, 2018.

## VII. Fundraising Activities

- We held a Reno Philharmonic member only gala opening for the *50 Years of the Reno Philharmonic* exhibit.
- We held an NHS member only gala event on October 20, 2018 catered by Whole Foods. We had a spin the history wheel game, door prizes, a wine pull, a Reno history video, a photo op with Tonni Tennille, and member thank you gifts.

Nevada Historical Society  
Report to the Board  
November 29-30, 2018

- Catherine continues to work with Team Photo to catalog, scan, and organize the photo collections. This quarter 323 photos and photography collections have been cataloged and entered into PastPerfect.
- Collections
  - Our rare Levi's Freedom-Alls have been the focus of research, lectures and an exhibit at the Levi Strauss Museum. They will be featured at the museum's reopening on November 19<sup>th</sup>. Tracey Panek, Historian for Levi Strauss & Co. discussed our Freedom-Alls at Levi Strauss & Co. first ever Women's Conference for employees, spoke about the Freedom-Alls in Amsterdam in October and will be speaking about them again in New York later in late November, and at the *Costume Society of America* in Seattle.



- Karalea continues to troubleshoot and clean up the PastPerfect database.
- We have 9 new accessioned collections this quarter.
- Howard Herz continues as our AGA contract curator, and Deborah Brastoff as a temporary employee as the AGA collections cataloger, along with 4 docents. This quarter 849 artifacts have been cataloged and entered into PastPerfect.

## **VIII. General Activities**

### **Events and tours**

- Art Town tours occurred July with the docents led tours.
- We installed our special exhibit *50 Years of the Reno Philharmonic* exhibit which opened on August 4, 2018.
- We had our first of three Reno Phil lecture series about George Gershwin.
- Dr. Karen Gedney and her book—*30 Years Behind Bars: Trials of a Prison Doctor* were featured at our Writers' Wednesday lecture for September.
- Stan Paher and his book—*Las Vegas: As It Began As It Grew* were featured during October's Writers' Wednesday.
- High Noon with Neal Cobb featured the classic movie—*The Merry Wives of Reno*, 1934 in October.
- We had our third American Gaming Archives (AGA) "fireside" chat with James Edwards, retired Nevada Gaming Control Board Agent, hosted by Dr. Michael Fischer.

### **Daily Operations**

- We interviewed an additional candidate for the Education Curator position (Curator 2) because the chosen candidate in the first round of interviews declined the position. We hired Dr. Michelle Roberts who will start on November 13, 2018.
- Tianna Evans worked part-time August-October as part of NHS's participation in Nevada Department of Employment Training and Rehabilitation through Truckee Meadows Community College's, Rehabilitation Division.
- Shery continues to oversee docents work schedules for daily work, events and tours until Dr. Roberts starts.
- Shery schedules school tours including working with DMH staff for funded school bussing until Dr. Roberts starts.
- The docents continue with their excellent support of NHS daily operations in particular manning the store, providing tours to the public, special groups, and school groups.
- Research questions
  - Library Staff responded to 3 mail requests, 49 email requests and 84 phone requests. Each request averages between 15 minutes to 2 hours. There were a total of 284 in person researchers.
  - Catherine responded directly to 14 email research requests and 1 telephone requests.
  - Shery responded to 4 manuscript research requests.
- Photo requests and cataloging
  - Catherine, Shery, Michael, Karalea and docents process the photo requests, research, and orders.
  - During this quarter we processed 14 photo orders.
  - Karalea and Shery primarily respond to email and phone inquiries for photos.

**NHS Quarterly**

The 2018 *NHSQ* publication is in production and will be a single publication coming out in Spring 2019.

The newly hired Curator of Education, Dr. Michelle Roberts, has extensive experience with academic publications and will be taking over as the Managing Editor for the *NHSQ*. We have several interested parties for the vacant Associate and Assistant Editors who will be interviewed by Dr. Roberts.

**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 NHS 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.

**Current Operations**

The NHS is open to the public Tuesday- Saturday from 10:00 AM to 4:30 PM. The Research Library is open to the public Tuesday- Saturday from 12:00 PM to 4:00 PM. The staff hours are from 7:30 AM to 5:15 PM.

Catherine Magee, Director  
09 November 2018

BRIAN SANDOVAL  
PETER BARTON  
CATHERINE MAGEE PH.D.

Governor  
Administrator  
Director, *Nevada Historical Society*

Refers to Agenda item 8e1b

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 19, 2018

To: Robert Stoldal, Chair  
Board of Museums and History

From: Catherine E. Magee, Director  
Nevada Historical Society

Re: Deaccession and transfer 81 glass plate negatives to NDOT

Background –  
Accession number 379, January 25, 1979

James Smith donated 81 glass plate negatives that NDOT was discarding.

Today NDOT would like those collections returned, as they assert the collections were mistakenly or illegally taken from their collections.

NHS recommends returning the 81 glass plate negatives to NDOT.

Approval: \_\_\_\_\_  
Chairman, Board of Museums & History                      Date

## **COOPERATIVE AGREEMENT AMONG PUBLIC AGENCIES**

An Agreement Among State of Nevada Public Agencies,

### **NEVADA DEPARTMENT OF TRANSPORTATION**

1263 South Stewart Street  
Carson City, Nevada 89712  
Telephone: 775-888-7000

and

### **NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS**

100 North Stewart Street  
Carson City, Nevada 89701  
Telephone: 775-684-3313

and

### **NEVADA DIVISION OF MUSEUMS AND HISTORY**

412 E. Musser Street Suite 2  
Carson City, Nevada 89701  
Telephone: 775-687-7340

WHEREAS, NRS 277.110 authorizes any two or more public agencies to enter into agreements for joint or cooperative action; and

WHEREAS, the Nevada Department of Transportation (NDOT) (formerly known as the Department of Highways) employed a photographer named George Henry Cress (and possibly others) in the early twentieth century to take photographs on glass plate negatives; and

WHEREAS, all glass plate negatives taken from photographers employed by NDOT are records of NDOT, and NDOT holds the copyright to the original glass plate negatives and images; and

WHEREAS, all glass plate negatives were stored at the NDOT headquarters; and

WHEREAS, former NDOT photographer James E. Smith, obtained 81 glass plate negatives from NDOT storage in or around the early 1960s and donated them to the Nevada Historical Society (NHS) (hereinafter referred to as "the 81 glass plate negatives"), an institution of the Division of Museums and History, in 1978; and



WHEREAS, all remaining glass plate negatives in NDOT's possession were transferred to the Nevada State Library, Archives and Public Records (NSLAPR) in 1985; and

WHEREAS, the NSLAPR is the official repository of state records pursuant to NRS 378.250; and

WHEREAS, pursuant to NRS 378.280(1), NSLAPR established a program for the maintenance and preservation of the records of the Executive Branch of the Government of the State of Nevada; and

WHEREAS, NRS 378.280(2) allows NDOT to establish a program for the management of its records in consultation with the Administrator for the NSLAPR; and

WHEREAS, NHS and NSLAPR have carefully preserved the glass plate negatives; and

WHEREAS, it is the desire of NSLAPR, NDOT, and NHS to have all of the glass plate negatives restored as one complete collection within the NSLAPR; and

WHEREAS, it is deemed that the cooperative action as hereinafter set forth among the parties is in the best interests of the State of Nevada; and

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

1. REQUIRED APPROVAL. This Agreement shall not become effective until and unless approved by appropriate official action of each party.
2. AGREEMENT TERM. This Agreement shall be effective upon approval until terminated by any party as set forth in this Agreement.
3. TERMINATION. This Agreement may be terminated by any party prior to the date set forth in paragraph (5)(C)(1), provided that a termination shall not be effective until 30 days after a party has served written notice upon the other parties. This Agreement may be terminated by mutual consent of all parties or unilaterally by any party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason federal and/or State Legislature funding ability to satisfy this Agreement is withdrawn, limited, or impaired.

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4. NOTICE. All notices or other communications required or permitted to be given under this Agreement 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 set forth above.

5. SCOPE OF COOPERATIVE ACTION

A. NDOT RESPONSIBILITIES

1. The NDOT agrees to scan the 81 glass plate negatives and provide high resolution images to NSH for sale or distribution at a price determined by the NSH and in accordance with any applicable law.

B. NSLAPR RESPONSIBILITIES

1. The NSLAPR agrees that it will preserve the 81 glass plate negatives with the NDOT archival collection upon receipt of the glass plate negatives from the NHS.

2. The NSLAPR further agrees that should it wish to dispose of the glass plate negatives, it will return the glass plate negatives to the NDOT in accordance with NRS 378.250(2).

C. NHS RESPONSIBILITIES

1. The NHS agrees that on or before January 7, 2019, the 81 glass plate negatives, including the associated photo catalog, will be permanently transferred out of NHS's possession and to the possession of the NSLAPR, (regardless of any subsequent termination of the Agreement), at no cost to the NSLAPR, to be preserved as part of the NDOT archival collection.

2. The NHS further agrees that should this Agreement be terminated, it will cease the sale and distribution of the 81 glass plate negative images and return the high resolution images to the NDOT.

No party to this Agreement will charge any other party to this Agreement for the use of any image generated from the glass plate negatives.

6. INDEMNIFICATION. No party to this agreement waives any right or defense to indemnification that may exist under law or equity.

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7. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Agreement, and in respect to performance of services pursuant to this Agreement, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Agreement, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this Agreement. Nothing contained in this Agreement 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 one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

9. ASSIGNMENT OR DELEGATION. No party shall assign or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other parties.

10. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to engage in the cooperative action set forth herein.

11. GOVERNING LAW; JURISDICTION. This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada.

12. ENTIRE AGREEMENT AND MODIFICATION. This Agreement constitutes the entire agreement of the parties and is intended as a 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. No modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto, approved by the Office of the Attorney General.

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

\_\_\_\_\_  
Administrator, Nevada Department of  
Transportation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Nevada State Library,  
Archives and Public Records

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator, Nevada Division of  
Museums and History

\_\_\_\_\_  
Date

Counsel for the Nevada Department of Transportation  
Approved as to form by:

\_\_\_\_\_  
Deputy Attorney General for Attorney General

\_\_\_\_\_  
Date

Counsel for the Nevada State Library, Archives and Public Records  
Approved as to form by:

\_\_\_\_\_  
Deputy Attorney General for Attorney General

\_\_\_\_\_  
Date

Counsel for the Nevada Division of Museums and History  
Approved as to form by:

\_\_\_\_\_  
Deputy Attorney General for Attorney General

\_\_\_\_\_  
Date

BRIAN SANDOVAL

Governor

Refers to Agenda item 8e1c

PETER BARTON

Administrator

CATHERINE MAGEE PH.D.

Director, Nevada Historical Society

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 09, 2018

To: Robert Stoldal, Chair  
Board of Museums and History

Through: Peter Barton, Administrator, DM&H

From: Catherine E. Magee, Director  
Nevada Historical Society

Via: Christine Johnson, Collections Manager, Curator of Artifacts, and Secretary of NV Board of Geographic Names

Re: Conference Request for Christine Johnson, from Category 48 funds

#### Council of Geographic Names Authorities 2019 Conference Request

##### Background – Detailed justification:

**The State museum system (via NHS) holds a position on the Nevada State Board on Geographic Names per NRS 327.110. The state of Nevada (as every other state does) therefore become a member of the larger organization of COGNA. Prior to 2015, Nevada was not represented at the COGNA conference, which is useful for knowledge of other state challenges, networking, and receiving training on new federal policy with regard to place names at the state level, tribal policy updates, etc. I attended on my own (self-funded) from 2015-17, and received travel funds for 2018. This request is for 2019, and not all fees have been fully established, but estimates on current knowledge have been applied. This is to request travel and conference registration/attendance for the Council of Geographic Names Authorities (COGNA) Annual Conference and training for 2019, to be held in Baton Rouge, Louisiana.**

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
CATHERINE MAGEE PH.D. Director, Nevada Historical Society

## NEVADA MUSEUMS & HISTORY



### Detailed Description:

This request provides \$250 for registration fees in Cat 48 Administration for one staff member to participate in training, networking, and resource development at the Council of Geographic Names Authorities (COGNA) Annual Conference and training for 2019, to be held in Baton Rouge, Louisiana.

### Detailed Description:

This request provides \$1494.50 travel funds in Cat 48 for one staff members to participate in training, networking, and resource development at the Council of Geographic Names Authorities (COGNA) Annual Conference and training for 2019, to be held in Baton Rouge, Louisiana.

\$100 per night lodging X 5 nights + tax =	\$565
\$61 per day M/IE X 3 days =	\$183
\$45.75 per day on first/last travel days M/IE x 2 days:	\$91.50
\$655 estimated round trip flight from Reno to Baton Rouge =	\$655
Conference Registration =	<u>\$250</u>
Total	\$1744.50

Approval: \_\_\_\_\_  
Chairman, Board of Museums & History \_\_\_\_\_ Date



BRIAN SANDOVAL  
PETER BARTON  
CATHERINE MAGEE PH.D.

Governor  
Administrator  
Director, Nevada Historical Society

Refers to Agenda item 8e1d

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 09, 2018

To: Robert Stoldal, Chair  
Board of Museums and History

From: Catherine E. Magee, Director  
Nevada Historical Society

Via: Sheryl Hayes-Zorn, Curator of Manuscripts

Re: Conference Request for Curator of Manuscripts, Sheryl Hayes-Zorn, from Category 48 funds

**Conference of Inter-Mountain Archivists Registration  
Crossing Borders, Blazing Trails  
May 15-18, 2019**

Background – Detailed justification:

**The museum and library profession involves legal and ethical standards, evolving practices and techniques, and specialized knowledge over multiple disciplines. Like other professions, museum and library work is constantly changing. New communication technology is driving many changes. Attendance at professional conferences remains the most effective way for developing staff proficiencies. Conferences offer state-of-the-art training, networking, and access to new resources. They offer perspectives and methods for addressing current challenges in Museums and Archives. They re-invigorate commitment and creativity vital for success. The museum and library will not advance professionally or further its mission without participation in professional conferences.**

To a large extent, high-level archival training is not available in-state. Nevada lacks a graduate archive studies program. The Nevada Museum Association provides limited training, especially in this field. Staff must go outside Nevada.

Archivists promote the use and understanding of the historical record. They serve as advocates for their own archival programs and institutional needs. Archivists collectively seek to document and preserve the record of the broadest possible range of individuals, socio-economic groups, governance, and corporate entities in society.

As my other responsibilities have lessen, I am gearing up to have more time to developing standardized procedures for data-entry into PP5, cataloging and processing collections, redefining finding aids and creating online catalogs. I am looking at this conference request as an opportunity to being learning new processes. My goal is find out what areas of study I will need to concentrate upon to further my knowledge.



This will be Ms. Hayes-Zorn's first professional conference focused exclusively upon Archival subject matter.

Conference of Inter-Mountain Archivists (CIMA) is an organization of approximately 150 archivists and records managers from all states in the Inter-mountain West: Utah, Nevada, Arizona, New Mexico, and Idaho. The advantage of belonging to this group provides an avenue to find out what is happening in archives across the Inter-mountain West.

Ms. Hayes-Zorn has joined this group to network with other professional archivists and records managers within the Inter-Mountain region. CIMA partners with other archivist organizations such as SAA to provide an annual conference, including a wide array of informative education sessions, pre-conference workshops dealing with basic preservation, latest software and technology, networking opportunities, special events, exhibits, and tours of local repositories.

**Detailed Description:**

This decision unit provides \$300 for registration fees in Cat 48 Administration for one staff member to participate in training, networking, and resource development at the Conference of Inter-Mountain Archivists (CIMA) conference in Tucson, Arizona in May 2019.

**Fiscal Impact**

Fee breakdown - \$300

\$150 Conference Registration Fee

\$150 Training Workshops and Collection Site visits

**Detailed Description:**

This decision unit provides \$1,125 travel funds in Cat 48 for one staff members to participate in training, networking, and resource development at the Conference of Inter-Mountain Archivists (CIMA) conference in Tucson, Arizona in May 2019.

**Fiscal Impact**

\$139 per night lodging x 4 nights + 69 hotel fees \$625

\$56 per day meals x 5 days \$266

\$5 per day of incidentals x 5 days \$20

\$500 estimated round trip flight from Reno to Tucson \$500

Total \$1391.00

Approval: \_\_\_\_\_  
Chairman, Board of Museums & History Date

BRIAN SANDOVAL Governor  
 PETER BARTON Administrator  
 MYRON FREEDMAN Director, Nevada State Museum, Carson City

Refers to Agenda item 8e2

# NEVADA MUSEUMS & HISTORY



## REPORT TO THE BOARD OF MUSEUMS AND HISTORY NOVEMBER 29-30, 2018

### I. Private Funds Budget Summary

#### State Fiscal Year 2019

	<u>GL /Cat#</u>	<u>Total Budget</u>	<u>Year to Date Actuals</u>	<u>Percentage Year to Date</u>
Cash From Prev Fiscal Year Unrestricted	2511	147,867	147,867	100.00%
Cash From Prev Fiscal Year Restricted	2511	620,008	620,008	100.00%
Cash Bal Fwd New Fiscal Year Unrestricted	2512	0	0	0.00%
Cash Bal Fwd New Fiscal Year Restricted	2512	0	0	0.00%
			<u>767,875</u>	

#### Comparison of Revenues Budgeted/ Received:

BLM Cooperative Agreement	3578	102,124	4,765	4.67%
Facility Rentals	3801	5,000	245	4.90%
Charges for Services - Anthro	3871	60,000	6,252	10.42%
Coin Press Sales	3872	45,000	17,355	38.57%
Memberships*	4008	30,000	7,665	25.55%
Photograph Sales	4010	877	95	10.83%
Merchandise Sales*	4025	138,370	51,189	36.99%
Book & Pamphlet Sales	4052	220	71	32.27%
Gifts & Donations	4251	6,000	931	15.52%
Private Grants	4265	19,007	940	4.95%
Treasurer's Interest	4326	12,000	0	0.00%
Outside Bank Account	4454	57,100	57,100	100.00%
<b>Total Revenues Received:</b>		<b>\$475,698</b>	<b>\$146,608</b>	<b>30.82%</b>

#### Comparison of Expenditures Budgeted/Expended:

BLM Cooperative Agreement	20	102,124	6,913	6.77%
Anthropology	37	7,500	492	6.56%
Natural History	39	8,500	0	0.00%
Administration	41	54,094	7,865	14.54%
Education	42	12,367	1,502	12.15%
Exhibits	43	15,000	600	4.00%
History	45	11,472	447	3.90%
Board Appr Special Projects	48	10,854	0	0.00%
Museum Store*	49	142,813	42,834	29.99%
Coin Press	50	40,115	6,909	17.22%
Special Projects (Restricted)	55	696,115	281,033	40.37%
Restricted Collection Storage Maintenance	56	142,619	0	0.00%
<b>Total Expenditures:</b>		<b>\$1,243,573</b>	<b>\$348,595</b>	<b>28.03%</b>

#### Available Unrestricted Cash

\$164,770

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Nevada State Museum  
Report to the Board  
November 29-30, 2018

In general, the first quarter of FY2019 starts off with revenues slightly ahead of expenses, thanks to healthy revenues coming in for the Museum Store and Coin Press. Both are driven by medallion sales, with almost 500 medallions sold during the quarter. With the Coin Press running dependably along with a newly trained corps of volunteer operators, we established a summer minting schedule of every Friday to take advantage of the tourist season. Those increased minting days, and a successful day of medallion sales on Smithsonian Museum Day in September resulted in strong sales. In other line items, grant applications will be submitted to support upcoming programs in the spring. Additional donations are expected for the upcoming Day of the Dead program, and from an Annual Appeal that will be sent out in early 2019.

The BLM budget will eventually ramp up, as noted in our last report, and repeated here for your convenience: In 2017, the BLM was directed to eliminate all assistance agreements and to handle small expenditures (<\$10,000) with specific task orders on an "as needed basis." For NSM, our current assistance agreement ends in July 2019, but BLM might issue us task orders outside of the assistance agreement during this transition period. The current balance of BLM assistance agreement funds at the end of FY18 will be expended before July 2019 on a variety of needs, including opening a basketry gallery on the second level of the North building, above Under One Sky. We have not received any task orders to date, and we might receive fewer funds as the BLM's FY 2019 cultural budget has been reduced. FYI, BLM was informed that Secretary Zinke is asking BLM for a 20% budget cut for FY 2020.

Expenditures in general are lagging, though programs and projects coming in the next 3 quarters will change that. The one exception is CAT 55, which pays the bills for contractors working on the new Battle Born Hall exhibit, due to open October 10.

The above figures reflect the first quarter of fiscal year 2019 revenues and expenditures as of September 30, 2018. \* Further detail available in the below identified sections.

Nevada State Museum  
Report to the Board  
November 29-30, 2018

## II. Museum Store Sales

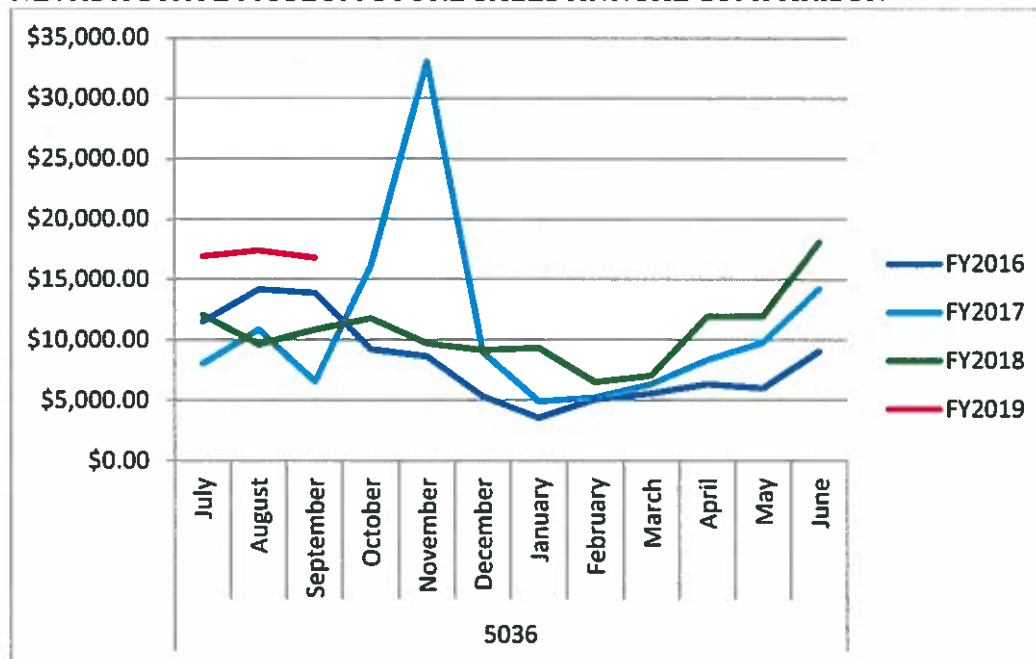
Store sales chart comparison against four previous fiscal years.

	<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 19	16,911	17,371	16,759	0	0	0	0	0	0	0	0	0	51,041
FY 18	12,046	9,604	10,825	11,769	9,704	9,147	9,333	6,544	7,032	11,900	11,962	18,084	127,949
FY 17	7,865	10,832	6,554	16,123	33,059	8,973	4,913	5,215	6,334	8,343	9,785	14,373	132,370
FY 16	11,512	14,171	13,869	9,202	8,618	5,319	3,559	5,098	5,579	6,333	6,005	9,042	98,307
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
YTD	16,911	34,282	51,041	0	0	0	0	0	0	0	0	0	51,041
YTD Comparison	140.39%	158.35%	157.17%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	140.39%	180.87%	154.82%	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 STORE SALES ANNUAL COMPARISON



Nevada State Museum  
Report to the Board  
November 29-30, 2018

**III. Museum Store Revenue and Expenditure Chart**

Museum Store Profit and Loss Chart

FY2019	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	16,911	4,128	3,233	-	7,361	9,549	56.5%
August	17,371	15,800	5,409	40	21,249	(3,877)	(22.3%)
September	16,759	12,493	5,206	451	18,149	(1,390)	(8.3%)
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%
FY19 Total	51,041	32,421	13,848	491	46,759	4,281	8.4%
FY18 Total	127,919	58,831	63,434	12,926	135,191	(7,272)	(5.7%)
FY17 Total	132,370	48,681	58,272	16,004	122,957	9,412	7.1%
FY16 Total	98,307	63,703	57,265	8,437	129,405	(31,098)	(31.6%)
FY15 Total	142,184	70,935	52,871	5,369	129,175	13,009	9.1%

**Museum Store Revenue and Expenditure Narrative:**

With the best start in four years, Museum Store sales are healthy in the first quarter, due to increased medallion sales. Merchandise expense totals were heavily impacted by purchase of silver planchets (the blanks used to press medallions.) The profit margin on a planchet sale is 60%. We will be requesting an increase in this budget to insure we have a ready inventory of planchets, and to insure the store has funds to purchase other inventory. We had a bit more volunteer help in the store over the summer, thus Personnel expense is less than 25% of last year's total. That might not hold going forward, as store volunteers are not always available. Report is through September 30, 2018.



Nevada State Museum  
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#### IV. Membership Figures

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

Membership Categories	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>		<u>TOTAL</u>	
	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual	7	15							7	15
Family	15	21							15	21
Sustaining	4	14							4	14
Contributing		2							0	2
Patron		1							0	1
Benefactor									0	0
Senior	40	74							40	74
FY 19	66	127	0	0	0	0	0	0	66	127
FY 18	56	112	23	65	59	107	53		191	284
FY 17	92		85		197		179		553	0
FY 16	75		43		170		179		467	0
FY 15	105		43		76		183		407	0
YTD	66	127	66	0	132	0	0	0	66	127
YTD Comparison*	117.86%	113.39%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Quarterly Comparison	117.86%	113.39%	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.

Quarterly Comparison compares the current quarter of the current year against the same quarter in the previous year.

\*YTD Comparison includes both New and Renewals due to lack of prior year renewal data.

#### Membership Figures Narrative:

July, August and September are typically slow months for membership. Due in part to the fact that we do not have a lot of members in July and August that would renew, and summer month memberships tend to be late to renew, often waiting until the final notice before sending in their renewal. This year, July and August were big months with a lot of new memberships making up the difference. There were many programs over the summer, which might account for the activity. September has a larger membership, but again, folks tend to renew late during the summer months. Once everyone is back in school, renewals tend to be more timely. Report reflects activity through September 30, 2018.

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## Membership Sales

Membership sales 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 19	2,280	3,390	1,995	0	0	0	0	0	0	0	0	0	7,665
FY 18	1,115	2,330	1,535	2,000	1,970	1,050	3,065	2,335	1,270	7,800	3,865	1,240	29,575
FY 17	770	1,470	1,490	1,045	1,100	1,875	3,470	3,390	2,615	3,335	4,240	1,620	26,420
FY 16	395	915	700	505	1,635	535	1,750	4,009	2,550	1,805	3,755	2,365	20,919
FY 15	1,165	995	945	395	1,760	1,050	795	870	1,065	590	5,965	2,930	18,525
YTD	2,280	5,670	7,665	0	0	0	0	0	0	0	0	0	7,665
YTD Comparison	204.48%	164.59%	153.92%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	204.48%	145.49%	129.97%	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 Program Narrative:

New memberships and renewals were robust, particularly for the summer months. The activity surrounding the increased minting days may have inspired some of those new memberships. 14 in the Sustaining category helps to keep the totals high. Report through September 30, 2018.

## 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 19	4,059	3,065	2,808	0	0	0	0	0	0	0	0	0	9,932
FY 18	3,698	3,318	2,716	5,046	3,414	2,020	2,029	1,437	1,989	3,110	4,293	3,632	36,702
FY 17	3,565	2,936	2,385	4,154	2,143	2,073	1,363	1,696	2,613	3,495	3,658	3,413	33,494
FY 16	4,292	3,927	2,946	4,666	2,292	1,217	1,475	1,935	2,438	2,425	3,617	3,073	34,303
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
YTD	4,059	7,124	9,932	0	0	0	0	0	0	0	0	0	9,932
YTD Comparison	109.8%	101.5%	102.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	109.8%	92.4%	103.4%	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 for the quarter is overall consistent with previous years, and slightly ahead compared to the same period last year. The attendance increase is tracking spot-on with predicted volume. Report through September 30, 2018.

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## **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 19	22,375	18,620	17,716	0	0	0	0	0	0	0	0	0	58,711
FY 18	20,978	19,220	16,464	15,742	9,704	5,984	13,248	8,742	8,536	12,928	16,779	20,336	168,661
FY 17	14,697	20,336	14,990	14,986	8,464	4,984	7,886	7,778	10,164	13,316	15,843	19,179	152,623
FY 16	17,227	21,480	18,023	15,064	9,384	4,551	7,287	8,692	9,211	10,336	11,351	18,737	151,342
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
YTD	22,375	40,995	58,711	0	0	0	0	0	0	0	0	0	58,711
YTD Comparison	106.7%	102.0%	103.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	106.7%	96.9%	107.6%	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 are up 4% compared to the same period last year, and last year resulted in the strongest sales since FY15 when the museum and state were either starting, or finishing, major anniversary celebrations. Report through September 30, 2018.

## **VII. Fundraising Activities**

Requests submitted for support of Day of the Dead celebration in early November.

## **VIII. General Museum Activities**

NSM experienced a busy summer and quarter. The director wants to note the extraordinary effort by the staff to offer a robust schedule of programs and activities, and the invaluable contributions by our volunteers, whose dedication to the museum is an essential ingredient of our success. We also receive critical support from Peter Barton and the Admin staff who respond quickly to questions and issues, helping things to run as smooth as possible. This is doubly important at a time when the museum staffing is still far short of its pre-recession level. The director is reminded of this lack of staffing resources on at least a weekly basis as we carry out the NSM's mission for all Nevadans. It is a big job being done by a small crew. Additionally, we are basically out of space for storing collections. This was articulated clearly by Peter Barton at the CIP Commission hearing and, while all commissioners seemed not only to understand, but show concern and commiseration, their ultimate recommendation gave us just the Band-Aid solution. A suitable future storage facility must remain a top priority.

However, advances that were made in the past year have been very effective, including hiring the Education Curator, Mina Stafford. Working with her department and volunteers, she joined right into our new programming momentum, and has been a leader in organizing and shouldering that work. Additional work we weren't looking for, but came our way anyway in the form of SB244, has been readily handled by the hiring of curator Anna Camp, who has approached these new tasks methodically, and with pitch perfect diplomacy. Dr. Gene Hattori's experience and guidance in the process also demonstrates the high level of expertise NSM brings to this latest repatriation focus. And what has been said by many before, including those of us at NSM, working with Guy Clifton in the PR Department at Tourism has been a real game changer. Thanks to Guy we have a well-oiled process for promoting our busy program schedule.

### **Personnel**

Major staff change with the retirement of long-time curator/registrar Sue Ann Monteleone at the end of June. A suitable applicant was identified, however updating old documentation for HR would take time to complete. Anticipate new hire in second quarter.

### **Facility**

The AC for the Mint building went on the blink in late July. In the midst of the high heat season, it took a while to get a company to come out and investigate, but ultimately we learned the chiller had to be replaced for an estimated cost above \$50,000. Peter Barton searched for emergency funds to carry out the necessary fix, with one promise of unobligated CIP funds looking very possible, but alas....did not pan out. Those working the Coin Press experienced historically correct working conditions in the Mint for the rest of the summer. We opted not to close the galleries. Staff positioned fans throughout the facility to train cool air through galleries and halls and into the Mint, which helped a bit, but also showed visitors we knew of the issue and were doing our best in the meantime. Security staff did a great job letting entering patrons know of the hot conditions in the Mint (often 90+ degrees) should they wish to change their minds before proceeding, offered bottled water, and monitored the areas closely for signs of anyone in distress. Life went on, and there were few complaints. We now look forward to monies becoming available at the year-end to take care of the problem before next summer's heat.

[Administrator's note: 11/14/2018: Continued work with the team at State Public Works has us positioned to request a transfer of unobligated funds from two other CIP projects: 15-M38, basement HVAC upgrade, NSM and 15-M30, adobe repair, Lost City Museum. This requested transferred seeks IFC approval at the December 11, 2018 meeting of the IFC and if approved would enable replacement of the chiller and associated controls prior to summer 2019.]

### **Education and Activities**

For the quarter: 15 schools took advantage of the Transportation Reimbursement Program, total event and outreach attendance for the quarter was 2,579, guided tour attendance at the State Capitol was 1,011, and total number of education programs and events was 17. Frances Humphrey Lecture Series attendance was sold out: the three programs were, "Monster Fish" with renowned UNR Professor Zack Hogan, the story of the Salvation Army's famous WWI donuts, and Dr. Jennifer Keene from Chapman University, author of several highly regarded books on WWI.

Minting days were increased to every Friday during the summer. Special minting day on Museum Day in September, and for the Nevada Sagebrush centennial.

A special, *Geared Up For The Great War* program in July was part of our year-long Poppy Project, and featured historical WWI militaria. The Poppy Project is many programs and outreach sessions with community members, students, Scouts, church groups, etc. asking volunteers to honor veterans, and help make thousands of paper poppies that will adorn the Concourse for a special Armistice program commemorating the end of WWI.

NSM was a venue for the Jazz and Beyond Music Festival in August. We also hosted a concert with one of the Navy bands.

Museum Day was on September 22. Admission was free. Over 1,000 visitors (including 325 children) enjoyed the museum, behind-the-scenes tours, and the Coin Press. The store did close to \$3,000 in sales.

1,329 volunteer hours for the quarter. A second round of Volunteer Training took place in September. Two rounds of training in 5 months added about a dozen active volunteers.

All curation departments provided monthly behind-the-scenes tours, and responded to dozens of information inquiries.

### **Battle Born Hall**

Production of the new exhibit, *Trailblazing Nevada*, destined for Battle Born Hall was in full swing. Peter and Myron paid a visit to Pacific Studios in Seattle to review progress and make final choices and decisions. It was a productive visit and there were no major concerns with their progress. During the entire quarter, back and forth communication took place between the company and NSM/Peter to conduct technical reviews, and to fine tune plans for the upcoming installation. Peter coordinated on our end with B&G at the Capitol, and they could not have been more cooperative. Delivery and installation commenced in mid-September, and proceeded without any major problems. NSM staff assisted with staging and moving artifacts. Kudos to Bob Nylen who insured the smooth tracking and delivery of the several dozens of artifacts to the gallery without the assistance of a registrar. Education Curator Mina Stafford coordinated with local schools to create artwork featured in one section of the exhibit, insuring it will be there for the opening. Things look very good for the 10/10 opening.

### **SB244**

Led by Dr. Gene Hattori, Anthropology staff drafted regulations for the new legislation resulting from Senate Bill 244. Our new NAGPRA Curator, Anna Camp, traveled the state to conduct meetings with individual tribes. She also accompanied Sherri Rupert on her statewide tour to hold Nevada Indian Commission meetings with tribes. Anna used this forum to inform tribes about the changes

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SB 244 made to NRS 381. Myron Freedman and Gene Hattori joined Anna for large group meetings in Elko and Las Vegas. During the Elko visit they also retrieved the NV150 saddle from the Cowboy Arts Museum for use in the upcoming Capitol exhibit.

Anna consistently communicated with all 27 tribes. Following is her list of Tribal Visits from June – September where she met with Chairman, Chairwomen, and Council Members.

1. Washoe Tribe of Nevada and California – Gardnerville
2. Reno-Sparks Indian Colony – Reno
3. Pyramid Lake Paiute Tribe – Nixon
4. Ely Shoshone Tribe – Ely
5. Winnemucca Indian Colony – Las Vegas
6. South Fork Band Council, Confederated Tribes of Goshute, Goshute Tribe, Battle Mountain – Elko
7. Lovelock Indian Colony – Lovelock
8. Fort McDermitt Paiute Shoshone – Fort McDermitt
9. Duck Valley Shoshone Paiute – Owyhee
10. Elko Band Council (Te-Moak) Shoshone – Elko
11. Wells Band Council (Te-Moak) Shoshone – Wells
12. Battle Mountain Indian Colony (Te-Moak) Shoshone – Battle Mountain
13. Fallon Paiute Shoshone Tribe – Fallon
14. Walker River Paiute Tribe – Schurz
15. Yerington Paiute Tribe – Yerington
16. Summit Lake Paiute Tribe – Sparks

**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.

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BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

Refers to Agenda item 8e2a

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 8, 2017  
To: Robert Stoldal, Chair, Board of Museums and History  
Through: Peter Barton, Administrator, Division of Museums and History  
From: Myron Freedman, Museum Director, Nevada State Museum in Carson City  
Re: **Category 48 Request - B/A 5037 Conference Travel**

The NSMCC requests funding to send our Anthropology curator, Rachel Delovio, to the Society for the Preservation of Natural History Collections (SPNHC) annual conference in May, 2019. The purpose is to meet and network with colleagues, and attend meetings, lectures and workshops to keep abreast of museum practices in this specialized field. SPNHC is an international organization devoted to the preservation, conservation and management of natural history collections. As the Anthropology Collections Manager, Ms. Delovio is constantly challenged by the management of ethnographic, archaeological, paleontological, and faunal collections. Her previous attendance at SPNHC conferences (sessions, workshops, collections tours) provided her with invaluable information, all of which directly the benefits the museum, and our capacity to collect and care for Nevada's anthropological heritage. This year's conference location at Chicago's Field Museum promises to be a particularly exceptional opportunity for experiencing the field's best and latest developments.

Estimated costs for attending the SPNHC meeting in Chicago.

Airfare to Chicago, Midway Airport - \$1200  
Miscellaneous travel expenses - \$75  
Hotel - \$215/night x 6 nights = \$1290  
Per Diem - \$74 x 7 days = \$518  
Conference Registration - \$500

**Total estimated cost of attending the SPNHC conference - \$3583**

Please sign below to signify your approval.

Approved: \_\_\_\_\_ Date \_\_\_\_\_  
Chair, Board of Museums and History

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

Refers to Agenda item 8e2b

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 14, 2017  
To: Robert Stoldal, Chair, Board of Museums and History  
Through: Peter Barton, Administrator, Division of Museums and History  
From: Myron Freedman, Museum Director, Nevada State Museum in Carson City  
Re: **Category 48 Request - B/A 5037 Conference Travel for Jan Loverin**

Jan Loverin would like to attend the Costume Society of America national symposium this April in Seattle. The organization is focused on the importance of historic clothing. NSM Costume Collection is a major aspect of the museum's mission denoted by the dedicated Marjorie Russell Center.

Justification: Jan has been a member since the 1980s and has hosted regional meetings in Carson City, but has not attended a national symposium since 2007. By attending this conference, she will expand her knowledge base, keep up with current research, network with other professionals, and promote the Marjorie Russell Clothing and Textile Center. Jan, and NSM, is also tied to one of the symposium presentations. In September of this year, Jan visited Levi Strauss and Co's archives in San Francisco and viewed their Nevada provenienced collection of Levis, jackets etc. At that time, historian Tracy Panek and Jan analyzed the construction of the *Freedom Alls*. This garment is significant because it is the first woman's garment ever produced by Levi Strauss and Co. (1917). Jan suggested that she write and submit an abstract on Nevada's *Freedom Alls* to the Costume Society's national symposium and it was accepted. Jan would like to attend, as this garment is significant to Nevada and the world of women's fashion. Jan's attendance will support the importance of our collection.

#### Estimate Cost

Conference fee: 375 .00 estimate, early bird registration (otherwise \$ 475.)  
Airfare: 350.00 estimate (to Seattle and back)

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Hotel: \$ 189.00 x 5 nights = \$ 945.00

Per Diem:

M/IE \$ 76. X 3 days 228.00

M/IE \$ 56. X 2 travel day 114.00

TOTAL 2012.00

Please sign below to signify your approval.

Approved:

\_\_\_\_\_  
Chair, Board of Museums and History

\_\_\_\_\_  
Date

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BRIAN SANDOVAL Governor  
 PETER BARTON Administrator  
 DANIEL THIELEN Director, Nevada State Railroad Museum, Carson City

Refers to Agenda item 8e3

# NEVADA MUSEUMS & HISTORY



## REPORT TO THE BOARD OF MUSEUMS AND HISTORY NOVEMBER 29-30, 2018

### I. Private Funds Budget Summary

Private Funds Budget Summary B/A #5037 - Carson City				
State Fiscal Year 2019				
	GL/Cat#	Total Budget	Year to Date Actuals	Percentage Year to Date
Cash From Prev Fiscal Year Unrestricted	2511	102,579	102,579	100.00%
Cash From Prev Fiscal Year Restricted	2511	5,311	5,311	100.00%
Cash Bal Fwd New Fiscal Year Unrestricted	2512	0	0	0.00%
Cash Bal Fwd New Fiscal Year Restricted	2512	0	0	0.00%
<b>Comparison of Revenues Budgeted/ Received:</b>				
Facilities Charge	3801	1,500	1,850	123.33%
Merchandise Sales*	4025	100,000	29,950	29.95%
Gifts & Donations	4251	3,000	2,926	97.54%
Private Grants	4265	10,000	4,765	47.65%
Friends of NSRMCC	4266	7,150	0	0.00%
Treasurers Interest	4326	1,601	0	0.00%
<b>Total Revenues:</b>		<b>\$123,251</b>	<b>\$39,491</b>	<b>32.04%</b>
<b>Comparison of Expenditures Budgeted/Expended:</b>				
Administration	35	14,257	991	6.95%
Exhibits	37	75,000	7,521	10.03%
Docents	43	500	0	0.00%
Museum Store	45	113,915	34,444	30.24%
Board Approved Special Projects	48	12,158	0	0.00%
Special Projects (Restricted)	55	15,311	0	0.00%
<b>Total Expenditures:</b>		<b>\$231,141</b>	<b>\$42,956</b>	<b>18.58%</b>
<b>Available Unrestricted Cash</b>			<b>94,349</b>	

### Revenue/Expenditure Comparison Narrative:

The above figures reflect the first quarter of fiscal year 2019 revenues and expenditures as of September 30, 2018.

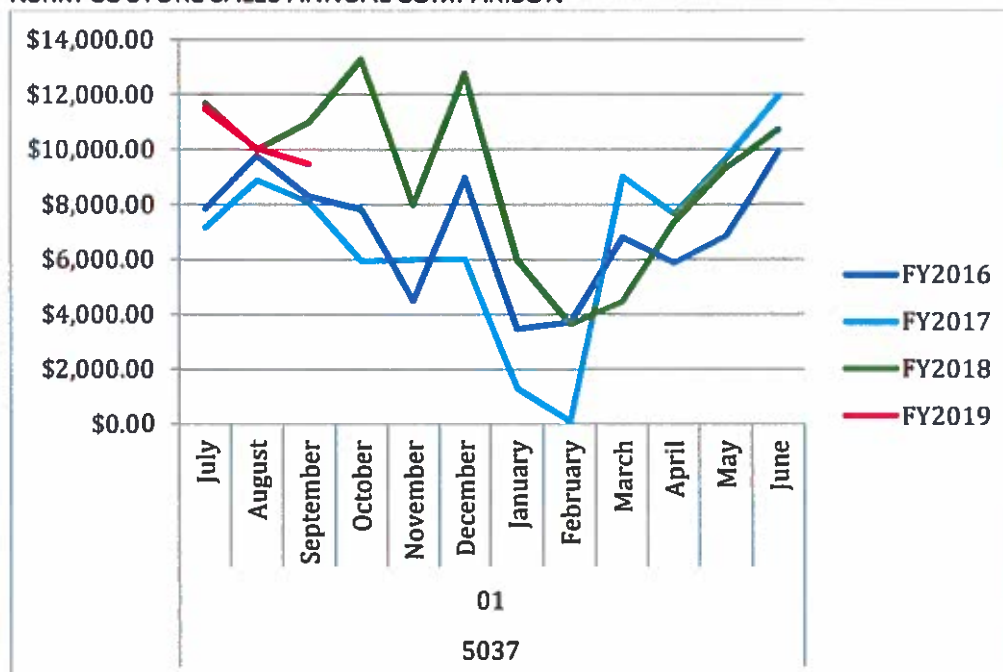
\* Further detail available in the below identified sections.

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**II. Museum Store Sales**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 19	11,482	10,042	9,475	0	0	0	0	0	0	0	0	0	30,999
FY 18	11,680	9,998	10,972	13,260	7,980	12,755	5,975	3,648	4,458	7,360	9,334	10,722	108,142
FY 17	7,160	8,882	8,085	5,938	5,988	6,006	1,293	99	9,012	7,654	9,654	11,927	81,697
FY 16	7,851	9,780	8,294	7,821	4,490	8,966	3,465	3,709	6,807	5,874	6,836	10,253	84,145
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
YTD	11,482	21,524	30,999	0	0	0	0	0	0	0	0	0	30,999
YTD Comparison	98.30%	99.29%	94.95%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	98.30%	100.45%	86.36%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

**NSRM CC STORE SALES ANNUAL COMPARISON**



**Museum Store Sales Narrative:** The Museum Store's sales trended in FY19 as expected, until September when sales dropped. The store's average sale per visitor showed a strong increase from \$5.70 to \$6.58 and the average sale per customer has stayed stable. Lara has been creating fun in-store promotions, including a "Prize Wheel", for busy holiday and special event weekends. These promos are proving to be a successful tool to lure train riders into the store and the Interpretive Center. Lara and museum staff also continue to promote the store on social media, the NSRM website, and our electronic entry sign. Report is through September 30, 2018.

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### **III. Museum Store Revenue and Expenditure Chart**

Museum Store Profit and Loss Chart

FY2019	Revenues	Expenditures			Total Expenditure	Net Profit (Loss)	% Net Profit (Loss)
		Merchandise	Personnel	Oper/Other			
July	11,482	2,566	2,636	-	5,202	6,280	54.7%
August	10,042	14,955	4,118	39	19,112	(9,070)	(90.3%)
September	9,475	8,807	4,046	306	13,159	(3,684)	(38.9%)
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%
FY19 Total	30,999	26,328	10,800	346	37,474	(6,474)	(20.9%)
FY18 Total	108,142	48,130	51,139	6,310	105,580	2,562	2.4%
FY17 Total	81,697	48,415	35,278	4,293	87,985	(6,288)	(7.7%)
FY16 Total	84,145	24,816	52,207	3,747	80,770	3,375	4.0%
FY15 Total	103,645	47,313	47,438	4,516	99,267	4,378	4.2%

**Museum Store Revenue and Expenditure Chart Narrative:** Annual profit margin (SFY 2018) is small but positive. Lara's spring purchasing, using the remaining funds for FY18, ensured that the store was well stocked through the big July Fourth weekend. First quarter SFY 2019 results show a loss of 21% as inventory purchases for the holidays are reflected. The addition of more custom NSRM merchandise, including t-shirts and novelty items, is proving to be successful. It is expected that the store numbers will continue on the upward trend through the summer and fall. Report is through September 30, 2018.

### **IV. Membership Program**

**Membership Program 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 548, a slight decrease. Report is through June 30, 2018.



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**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 19	1880	1703	1623	0	0	0	0	0	0	0	0	0	5206
FY 18	2930	1918	2038	2536	1199	1353	911	928	1193	1604	1523	1763	19896
FY 17	2812	1979	2006	2463	1350	1593	55	0	2260	1678	2185	2320	20701
FY 16	2812	2311	1689	2154	1168	1279	811	961	1453	1208	2208	2145	20199
FY 15	3441	2433	1581	1614	1254	1481	1010	897	1228	1394	2707	2232	21272
YTD	1,880	3,583	5,206	0	0	0	0	0	0	0	0	0	5,206
YTD Comparison	64.16%	73.91%	75.60%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	64.16%	88.79%	79.64%	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:**

Museum attendance is down slightly from FY 18. It is a troubling trend. In FY18, aggressive marketing offset that drive-by reduction but that marketing could not be sustained. We anticipated some reduction, but it is concerning, nonetheless. This is attributed to reduced "drive by" traffic now that the Carson City Bypass is completed. In addition, the museum is diversifying its very limited advertisement budget and reduced some of our impact by those efforts. Report is through Sept 30, 2018.

**VI. Attendance Receipts**

Current attendance receipts compared against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 19	12,720	10,030	9,292	0	0	0	0	0	0	0	0	0	32,042
FY 18	14,646	8,848	10,027	13,020	5,261	4,099	5,678	4,026	2,935	6,991	8,446	11,675	95,652
FY 17	12,785	10,124	8,616	8,347	5,174	4,810	1,230	0	4,022	6,101	7,930	11,311	45,079
FY 16	9,799	10,356	8,081	8,606	3,698	4,178	3,055	3,565	5,767	4,716	7,311	12,343	81,476
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
YTD	12,720	22,750	32,042	0	0	0	0	0	0	0	0	0	32,042
YTD Comparison	86.85%	96.83%	95.59%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	86.85%	113.36%	92.67%	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.

**Museum Attendance Receipts Narrative:**

While outpacing on a percentage basis the drop in attendance volume, admission revenue is slightly lower than previous year. Report is through September 30, 2018.

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**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>
<b>FY 19</b>	5,559	569	3,634	0	0	0	0	0	0	0	0	0	9,762
<b>FY 18</b>	8,953	2,898	5,715	14,180	5,249	18,809	0	0	0	2,232	5,141	6,006	69,183
<b>FY 17</b>	7,264	4,487	7,239	9,738	6,917	18,024	190	0	0	317	5,161	5,258	64,594
<b>FY 16</b>	7,703	4,087	5,477	4,992	3,828	16,671	1,650	0	0	2,553	5,592	8,714	61,268
<b>FY 15</b>	10,086	807	6,760	1,856	2,141	9,039	106	0	0	0	5,934	8,049	44,779
<b>YTD</b>	<b>5,559</b>	<b>6,128</b>	<b>9,762</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,762</b>
<b>YTD Comparison</b>	62.1%	51.7%	55.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
<b>Monthly Comparison</b>	62.1%	19.6%	63.6%	0.0%	0.0%	0.0%	#DIV/0!	#DIV/0!	#DIV/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.

**Train Ride Receipts Narrative:** Revenue YTD is down considerably, reflecting the downward results in overall attendance. Trains do not operate Jan-March. Our Events Committee has focused on visitor experience and boosting planned visitation. We are experiencing significant decrease in drive-by visitors. Report reflects activity through September 30, 2018.

**VIII. Fundraising Activities:**

- The museum is reaching out to the Friends membership and the public to name NSRM-CC in their estate planning. This is beginning to be successful with several individuals; however it will be some time before this effort bears fruit.
- The museum and the Friends of the NSRM are preparing an aggressive fundraising campaign for the repair of a locomotive for use in annual operations. It is critical that the Museum decreases its reliance on artifacts for use in general passenger traffic.
- The museum is offering itself as a destination location for weddings and receptions.

**IX. General Museum Activities**

- In August, NSRM held its first *Iron Horse Railcamp*. The Friends prepared a 5-day, in depth training on steam and motorcar operations. There were 10 spaces and the camp sold-out months in advance. The funds are being used to restore a steam locomotive. 70% of participants came from outside Nevada. The Railcamp will be an annual event near Father's Day.
- The NSRM's Independence Day Steam up was held on a Wednesday and as a result, had comparatively low turn-out.
- The Museum has begun installing the 150<sup>th</sup> Celebration of the completion of the Transcontinental Railroad. Coach 17 has been stabilized and is being prepared for exhibition.
- The Museum held a Railroading Merit Badge in association with Scouts USA (formerly Boy Scouts of America). This has become an annual event and we had 35 Scouters and their families.

## **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.



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**I. Private Funds Budget Summary**

**Private Funds Budget Summary B/A #5037 - Boulder City**

State Fiscal Year 2018	GL / Cat#	Total Budget	Year to Date Actuals	Percentage Year to Date
Cash From Prev Fiscal Year Unrestricted	2511	40,264	40,264	100.00%
Cash From Prev Fiscal Year Restricted	2511	0	0	0.00%
Cash Bal Fwd New Fiscal Year Unrestricted	2512	0	0	0.00%

**Comparison of Revenues Budgeted/ Received:**

Facilities Charge	3801	1,500	500	33.33%
Merchandise Sales *	4025	36,426	4,988	13.69%
Gifts & Donations	4251	713	80	11.22%
Private Grants	4265	2,000	6,200	310.00%
Friends of NSRMBC	4266	4,269	0	0.00%
<b>Total Revenues:</b>		<b>\$44,908</b>	<b>\$11,768</b>	<b>26.21%</b>

**Comparison of Expenditures Budgeted/Expended:**

Board Approved Special Projects	48	43,851	0	0.00%
Boulder City Railroad	52	39,321	5,075	12.91%
Special Projects (Restricted)	55	2,000	2,266	113.30%
<b>Total Expenditures:</b>		<b>\$85,172</b>	<b>\$7,341</b>	<b>8.62%</b>

**Available Unrestricted Cash**

40,758

**Revenue/Expenditure Comparison Narrative:**

We note that the Friends of the NSRM paid us \$927.50 on Oct 6<sup>th</sup>, just after the closing date for this report. The above figures reflect the first quarter of fiscal year 2019 revenues and expenditures as of September 30, 2018. \* Further detail available in the below identified sections.

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## II. Museum Store Sales

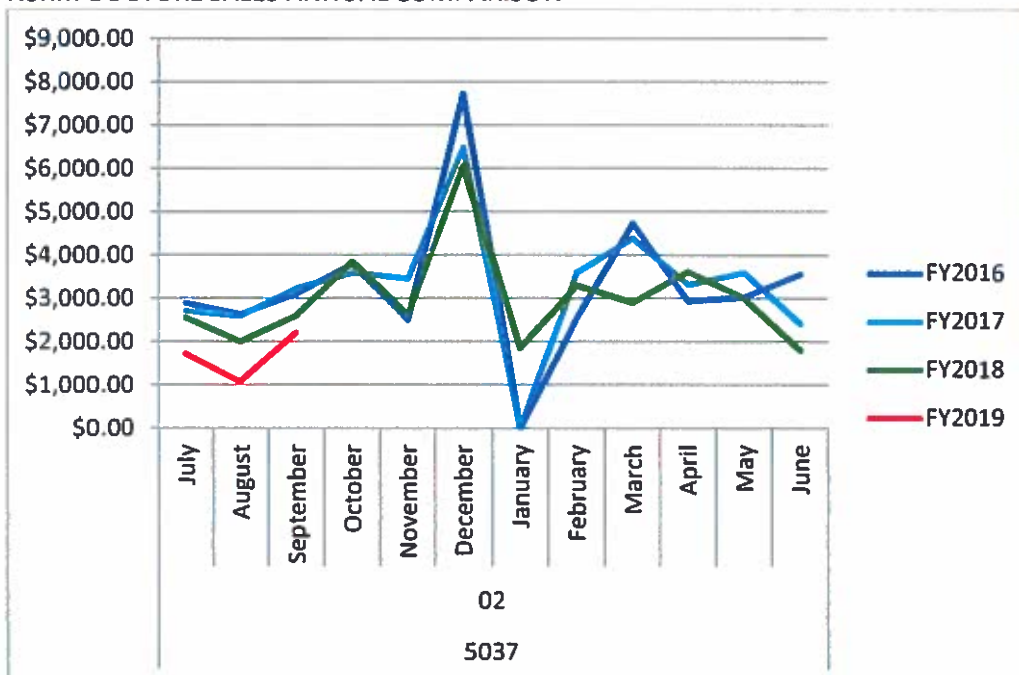
Store sales chart comparison against four previous fiscal years.

	<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 19	1,717	1,071	2,200	0	0	0	0	0	0	0	0	0	4,988
FY 18	2,552	1,997	2,590	3,843	2,603	6,042	1,843	3,289	2,887	3,605	2,988	1,796	36,035
FY 17	2,703	2,588	3,216	3,583	3,442	6,473	0	3,585	4,382	3,301	3,580	2,411	39,264
FY 16	2,881	2,621	3,099	3,785	2,495	7,720	0	2,531	4,727	2,925	3,015	3,548	39,347
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
YTD	1,717	2,788	4,988	0	0	0	0	0	0	0	0	0	4,988
YTD Comparison	67.3%	61.3%	69.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	67.3%	53.6%	85.0%	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.

### NSRM BC STORE SALES ANNUAL COMPARISON



**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. Store sales are limited by the size of the very small store (196 square feet). Starting in July 2017 we reduced our July/Aug/Sept train schedule to three trains from four, due to high temperatures, reducing ridership and store sales by approximately \$1,400. This trend continued this year. We are adding 4 new lines of merchandise to attract sales from our regular customers. The POS system continues to have occasional credit card system issues. Credit cards represent 80% of our typical

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sales so when the system fails we see a drop in sales. Store sales are reported through September 30, 2018.

### III. Museum Store Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total Expenditure	Net Profit (Loss)	% Net Profit (Loss)
		Merchandise	Personnel	Oper/Other			
July	1,717	-	421	-	421	1,296	75.5%
August	1,071	605	405	32	1,041	30	2.8%
September	2,200	2,387	414	62	2,862	(662)	(30.1%)
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%
FY19 Total	4,988	2,992	1,239	94	4,325	664	13.3%
FY18 Total	36,035	16,314	6,173	2,297	24,784	11,251	31.2%
FY17 Total	39,264	23,213	5,846	6,017	35,076	4,189	10.7%
FY16 Total	44,536	19,247	6,957	463	26,666	17,870	40.1%
FY15 Total	45,448	24,342	11,816	6,001	42,159	3,289	7.2%

**Museum Store Revenue and Expenditure Narrative:** The store continues to show a significant net profit but that profit is erratic on a monthly basis, due to uneven merchandise purchases. Minimum purchase quantities require us to purchase multiple months of stock at one time. We note that due to an increase in minimum wage, our cost of labor was increased effective June 30, 2018. The high merchandise purchases in September are for stock for Fall and Christmas sales. This report covers store/sales activity through September 30, 2018.

### IV. Membership Program

**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 June 30, 2018, the *Friends* membership stands at 393 memberships (Individual, Senior & Family level). We continue to attribute much of this to families joining to participate in our monthly "Story Time on the Train".



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## V. Museum Attendance Figures (Train Ridership Only)

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 19	1,032	806	1,421	0	0	0	0	0	0	0	0	0	3,259
FY 18	1,514	1,065	1,183	3,987	1,669	11,744	2,651	2,318	2,663	2,043	1,384	1,946	34,167
FY 17	1,705	1,199	1,968	3,980	1,553	11,420	0	1,958	2,438	3,377	1,970	1,071	32,639
FY 16	1,489	1,675	1,710	3,444	2,152	12,083	0	2,424	2,546	2,631	2,275	1,102	33,531
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
YTD	1,032	1,838	3,259	0	0	0	0	0	0	0	0	0	3,259
YTD Comparison	68.2%	71.3%	86.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	68.2%	75.7%	120.1%	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.

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

## Rail Explorer's Ridership

Starting January 10<sup>th</sup> we hosted Rail Explorers, a rail bike program under contract. The attendance numbers above do not reflect their ridership, which was:

	<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 18	0	0	0	0	0	0	315	374	400	1026	0	0	2115

Adding the Rail Explorer's rider ship to our ridership shown above would raise our YTD comparison. Rail Explorers ended their season in April. They are expected to commence operations again in January 2019.

**Museum Attendance Figures Narrative:** Interstate 11, bypassing the City of Boulder City and the museum opened the first week of August. It is not yet clear what affect this will have on museum visitorship. As we did in the summer of 2017, we annulled the 2:30 train in July, August and part of September due to high heat. Again, we will offer train rides in January, when we have historically been closed. We continue to find that special events including the ongoing monthly Story-time on the train, our Easter themed weekend, Our Halloween trains, and Christmas events, all of which are profitable and sustainable drive ridership. We note that Christmas trains operate at capacity, limiting future growth.

This report covers the period through September 30, 2018.

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**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 19	871	486	1,236	0	0	0	0	0	0	0	0	0	2,593
FY 18	587	822	1,250	2,441	851	4,240	589	1,399	1,136	1,250	1,216	759	16,540
FY 17	450	457	679	522	293	321	551	432	902	861	577	873	6,918
FY 16	446	427	357	337	324	263	165	450	887	1114	519	300	5,589
FY 15	150	419	230	169	316	244	272	267	342	404	451	515	3,779
YTD	871	1,357	2,593	0	0	0	0	0	0	0	0	0	2,593
YTD Comparison	148.4%	96.3%	97.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	148.4%	59.1%	98.9%	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 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 un-staffed, open-air display pavilion Monday through Friday from 9:00 to 3:30 only (hours extended as staffing allows). We continue to extend the hours that the pavilion is open, and as a result are seeing higher attendance. Summer attendance is heavily influenced by weather. July 2018 was mild and we saw significant increase in attendance. August 2018 was very hot and attendance fell. January through April, the presence of Rail Explorers brought additional activity and visitors. Report is through September 30, 2018.

**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 19	7,192	7,217	8,748	0	0	0	0	0	0	0	0	0	23,157
FY 18	6,200	6,521	7,911	23,550	30,969	37,281	27,987	15,237	28,090	17,955	13,146	28,078	242,925
FY 17	8,327	9,169	10,725	20,310	22,319	57,586	0	12,029	14,756	18,475	15,317	7,151	196,163
FY 16	9,832	9,021	11,610	20,803	25,915	59,527	0	10,617	17,918	12,721	16,108	7,213	201,285
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
YTD	7,192	14,409	23,157	0	0	0	0	0	0	0	0	0	23,157
YTD Comparison	116.0%	113.3%	112.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	116.0%	110.7%	110.6%	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 ridership is slightly down this quarter, revenue is up due Engineer for an hour programs and several chartered trains. Report is through September 30, 2018.

### **VIII. Fundraising Activities**

We have formed a "Blue Ribbon" fund raising committee to raise funds for the new museum building, including Museum's board member Robert Stoldal and Robert Ostrovsky. The Boulder City Chamber of Commerce was the recipient of a Nevada Arts Council "Circuit Rider" grant to help guide the Blue Ribbon committee.

### **IX. General Museum Activities**

- **Bridge status.** We were allowed to cross the new I-11 bridge last April for the Governor's visit. Staff continues to work with NDOT, the City of Henderson, and the Federal Railroad Administration to extend the museum train ride over the bridge.
- We have continued to utilize social media channels to promote our events as well as the regular weekend train rides. We continue to find that social media is an excellent tool in outreach for the museums events and programs. We monitor reviews on Facebook, (4.6 stars on the state site, 4.8 stars on the Friend's site) Trip Advisor (4.5 stars, 154 combined reviews for the Railroad Museum and the Nevada Southern Railway excursion) additionally Rail Explorers had a 5.0 rating, with 125 reviews, making it the 4 most popular outdoor activity) Yelp (4.5 stars, 60 reviews and 180 photos posted) and Google (4.6 stars, 347 reviews).

Notable reviews included:

This by cp1dutch of Las Vegas, Nevada

**Some stuff wasn't open for one reason or another**

A very clean place. Restrooms spotless. Refurbished Caboose and locomotives displayed nicely. I will go back again and hope to see what I missed.

This by binthere-dunit of Sheffield, United Kingdom

**Go for the ride in the engine if you can**

My partner and I took this train ride a couple of weeks ago and I booked for him to go in the engine with the driver and his assistant. Being a train enthusiast, my partner was thrilled with the ride and though it is only about 35 minutes long, it is an experience he will always cherish and never forget. I rode in one of the carriages, it wasn't too crowded and there was also an open air carriage. There are also a lot of old trains here to look at and the volunteers who run the museum are very helpful and informative. If you have trouble walking to the train they will even come and pick you up on one of those golf cart type buggies. Prices are very reasonable at \$10 in the carriages and \$35 to ride with the driver (limited numbers allowed for the engine ride so get there early for this), so this is not an activity that will break the bank and it is so much fun. Approximately a 40 minute drive from Las Vegas, I can thoroughly recommend it!

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- During this report period (July through September), the NSRM-BC accommodated no school runs (summer).
- We continue to offer Storytime on the Train once a month, a program for K/pre-K students which includes reading an age appropriate book, then doing a craft. We are finding that families return regularly for this activity, contributing to our Friends membership success. This program has been recognized by a local Rotary club who have made donation to support the program, and are supplying volunteers.
- We hosted 10 Engineer for an Hour programs (\$250 fee each) generating \$2500 in revenue.
- We continue to work with the City of Boulder City, as well as with Nevada State Public Works Division to develop plans for a new visitor center and museum expansion adjacent to downtown Boulder City. The City of Boulder City has used its single Bill Draft to submit a bill to fund the new building in the 2019 legislative session.
- We completed repairs to locomotive 1000 in September. This 79 year old diesel suffered a failed compressor drive last April. Parts for this are not available. The manufacture suggested upgrading to a new drive at an estimated cost of \$12,000. Museum volunteer Jack Corrik disassembled the drive system, and by repairing and remaking failed parts, was able to restore the locomotive to service at a cost of \$1000. Locomotive L-3 also suffered a failure last April. Jack and other volunteers have disassembled the failed engine, and have determined that it is a head gasket. Again parts are not readily available. We continue to work on repairs. We had one brake valve overhauled. This was an obsolete style used on our two coaches and the ADA car. The cost was over \$1,100 (compared to \$150 for the modern brake valves used on our cabooses and the HEP car.
- Once again, we would like to recognize the invaluable hours that our volunteers here at NSRM-BC donate to the operations here at the museum. Without their help we would not be able to run the museum. For July, August and September of 2018, 48 volunteers donated 3,144 hours to make the operation of this museum possible.

### **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. The display pavilion is open 7 days a week (as staffing permits.)

BRIAN SANDOVAL Governor  
 PETER BARTON Administrator  
 SEAN PITTS Director, Railroad Depot Museum, East Ely

Refers to Agenda item 8e5

# NEVADA MUSEUMS & HISTORY



## REPORT TO THE BOARD OF MUSEUMS AND HISTORY NOVEMBER 29-30, 2018

### I. Private Funds Budget Summary

#### Private Funds Budget Summary B/A #5037 - East Ely

State Fiscal Year 2019		Total	Year to Date	Percentage
	GL / Cat#	Budget	Actuals	Year to Date
Cash From Prev Fiscal Year Unrestricted	2511	29,968	29,968	100.00%
Cash Bal Fwd New Fiscal Year Unrestricted	2512	0	0	0.00%
<b>Comparison of Revenues Budgeted/ Received:</b>				
Facilities Charge	3801	2,000	550	27.50%
Gifts & Donations	4251	2,000	0	0.00%
<b>Total Revenues:</b>		<b>\$4,000</b>	<b>\$550</b>	<b>13.75%</b>
<b>Comparison of Expenditures Budgeted/ Expended:</b>				
Board Approved Special Projects	48	16,356	0	0.00%
East Ely Depot	51	48,012	94	0.20%
Special Projects (Restricted)	55	0	0	0.00%
<b>Total Expenditures:</b>		<b>\$64,368</b>	<b>\$94</b>	<b>0.15%</b>
<b>Available Unrestricted Cash</b>			<b>30,424</b>	

#### Revenue/Expenditure Comparison Narrative:

The above figures reflect the first quarter of fiscal year 2019 revenues and expenditures as of September 30, 2018.

### II. Museum Store Sales N/A

**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 Narrative:** N/A

Nevada State Railroad Museum-EE  
Report to the Board  
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#### IV. Membership Figures

Membership Figures Narrative: N/A

#### V. Museum Attendance Figures

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 19	1,055	732	750	0	0	0	0	0	0	0	0	0	2,537
FY 18	880	785	750	543	182	238	110	149	251	478	611	1,072	6,049
FY 17	981	698	679	497	163	324	42	64	236	419	607	824	5,534
FY 16	780	1010	805	547	105	99	63	110	247	301	543	707	5,317
FY 15	50	51	67	85	33	30	39	56	67	110	262	719	1,569
YTD	1,055	1,787	2,537	0	0	0	0	0	0	0	0	0	2,537
YTD Comparison	119.9%	107.3%	105.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	119.9%	93.2%	100.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

#### Museum Attendance Figures Narrative:

Visitation continues to increase over last year. It is record high for the Museum. This figure represents the number of tickets we have collected and the number we are being asked to prove to our neighbor. In addition there were 431 children and 227 who heard a program from the museum. It has been a busy summer and fall with a small staff. Report through September 30, 2018.

#### 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 19	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 18	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 17	0	0	0	0	0	0	4,716	0	0	0	0	2,962	7,678
FY 16	0	0	0	0	0	0	0	0	0	0	0	10,374	10,374
FY 15	0	0	0	0	0	0	0	0	0	0	0	9,002	9,002
YTD	0	0	0	0	0	0	0	0	0	0	0	0	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:

There is no movement on the relationship with the Nevada Northern Railway Foundation. They seem fine with their part which basically is using a State owned building for free. We receive no revenue from the joint ticket agreement they unilaterally cancelled. In the year or so they walked away from the agreement,



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they have kept more than \$25,000 that should have gone to the State of Nevada. We are hoping for a resolution. Report is through September 30, 2018.

**VII. Fundraising Activities**  
No action in this area

**VIII. General Museum Activities**

- It was an honor to host the Board meeting in September. We were pleased that board and staff would make the trip to Ely where they could view the work we are doing with incredibly short staff. We are pleased with our efforts and appreciative for the positive comments were received from board members. Thanks to all who made the effort. It bolstered the morale of our staff knowing we are not alone when sometimes it seems that way.
- We are moving forward on the new interpretive exhibits in the upstairs of the Depot Building. The process is moving forward and we are pleased with the direction. It will be a valued addition to our efforts of telling the story of eastern Nevada's heritage.
- It has been a busy season of hosting researchers in our collection. There have been three vetted scholars who requested access to our collection. Tom Callen, NSRM volunteer has undertaken a project to identify each shelving unit, shelf, and archival box. Working with him made the project go considerably faster. We continue to make inroads in understanding the depth of our collection with the valued help of those who access it.
- We were pleased to host Sidney Martinez, content editor for Travel Nevada website. She came to visit Hamilton and Treasure City, two of White Pine County's best ghost towns. They had long been on her bucket list of places to visit and photograph. Taking the existing historical photographs from 1869, we pieced the town together showing its original size and grandeur. We remain ready to provide the historical context when she is ready to write the story of those places.
- Usually October is a busy month for School tours. This year was an exception when school testing seemed to occupy much of the district's time. We are proposing a reschedule of Nevada history presentations for 4<sup>th</sup> and 7<sup>th</sup> grades.
- We partnered with our new Tourism Director for White Pine County in a fundraising effort. The local food bank and welfare services were the recipients of the proceeds of a Nashville based band. More than a hundred people attended the concert. The recipients of the proceeds were pleased.
- An illustration of our short staff became more evident as needed to be gone for an out of State funeral. It required the juggling of hours and shifts, but we were able to maintain our posted hours. We look forward to the potential of receiving another staff member in Ely and hope our request survives the budget process. It will make things easier.
- We continue to make progress on many fronts. As always, we welcome your visit, input, or concerns.

### **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 25<sup>th</sup>, 2013 the museum is open seven days per week. The staffing is at a bare minimum, but we are meeting our posted hours of 8-4:30 daily.

BRIAN SANDOVAL Governor  
 PETER BARTON Administrator  
 MARY BETH TIMM Director, Lost City Museum

# NEVADA MUSEUMS & HISTORY



## REPORT TO THE BOARD OF MUSEUMS AND HISTORY NOVEMBER 29-30, 2018

### I. Private Funds Budget Summary

#### Private Funds Budget Summary B/A #5038

State Fiscal Year 2019

	<u>GL/Cat#</u>	<u>Total Budget</u>	<u>Year to Date Actuals</u>	<u>Percentage Year to Date</u>
Cash From Prev Fiscal Year	2511	38,651	38,651	100.00%
Cash Bal Fwrd New Fiscal Year	2512	0	0	0.00%

#### Comparison of Revenues Budgeted/ Received:

Memberships*	4008	4,550	955	20.99%
Merchandise Sales*	4025	94,495	19,309	20.43%
Gifts & Donations	4251	1,589	228	14.33%
Private Grants	4265	500	0	0.00%
Treasurer's Interest	4326	269	0	0.00%
<b>Total Revenues:</b>		<b>\$101,403</b>	<b>\$20,492</b>	<b>20.21%</b>

#### Comparison of Expenditures Budgeted/Expended:

Administration	35	6,310	340	5.39%
Archeology Special Projects	36	3,340	0	0.00%
Buildings & Grounds	37	4,259	0	0.00%
Museum Store*	41	97,889	13,599	13.89%
Special Events	42	4,450	0	0.00%
Board Appr Special Projects	48	23,306	0	0.00%
Special Projects (Restricted)	55	500	0	0.00%
<b>Total Expenditures:</b>		<b>\$140,054</b>	<b>\$13,939</b>	<b>9.95%</b>

Available Unrestricted Cash

45,203

#### Revenue/Expenditure Comparison Narrative:

At the end of the first quarter, LCM is in a comfortable place with respect to revenues and expenditures. July through August is our slowest season of the year, which is reflected in our revenues. Report is through September 30, 2018.

#### LOCATION

721 S. Moapa Valley Blvd.  
 Overton, NV 89040

#### MAILING ADDRESS

P.O. Box 807  
 Overton, NV 89040

702.397.2193 | LostCityMuseum.org

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\* Further detail available in the below identified sections.

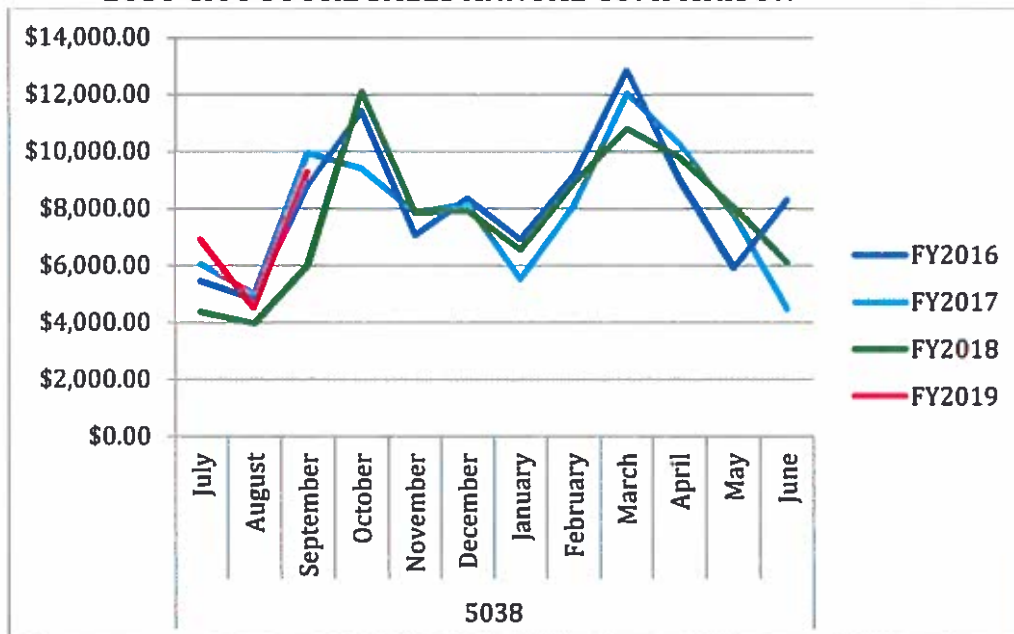
## II. Museum Store Sales

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 19	6,920	4,522	9,286	0	0	0	0	0	0	0	0	0	20,728
FY 18	4,378	3,978	5,994	12,098	7,833	7,926	6,556	8,907	10,767	9,774	8,031	6,111	92,352
FY 17	6,049	5,015	9,955	9,394	7,835	8,149	5,527	8,107	12,006	10,252	7,736	4,468	94,494
FY 16	5,460	4,841	8,803	11,401	7,060	8,343	6,908	9,146	12,838	8,997	5,913	8,297	98,008
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
YTD	6,920	11,442	20,728	0	0	0	0	0	0	0	0	0	20,728
YTD Comparison	158.08%	136.93%	144.45%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	158.08%	113.66%	154.94%	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.

### LOST CITY STORE SALES ANNUAL COMPARISON



#### Museum Store Sales Narrative:

The museum store has increased its revenue. LCM staff hope that this correlates to the increase in amount of programming that is being offered on the weekends.

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Sales in July are higher than in past years because the local artist guild was featured in our rotating artist exhibit. When the artists stopped by to check on their show, they frequented the store. We are continuing to garner a relationship with this organization as they could lead workshops at the museum.

September and cooler weather brought more revenue to the store. School tours provided small bumps in our otherwise busy fall. Report is through September 30, 2018.

### **III. Museum Revenue and Expenditure Chart**

Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other			
					Expenditure	Profit (Loss)	Profit (Loss)
July	6,920	-	2,083	-	2,083	4,838	69.9%
August	4,522	3,948	3,112	388	7,448	(2,926)	(64.7%)
September	9,286	3,427	3,112	408	6,947	2,339	25.2%
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%
FY19 Total	20,728	7,376	8,306.18	796	16,478	4,251	20.5%
FY18 Total	92,352	52,897	26,548	4,810	84,256	8,097	17.5%
FY17 Total	94,494	53,708	22,331	6,908	82,948	11,546	12.3%
FY16 Total	98,008	53,406	25,311	2,179	80,896	17,111	14.2%
FY15 Total	87,977	45,217	22,755	9,190	77,162	10,815	11.5%

#### **Museum Store Revenue and Expenditure Narrative:**

Lost City Museum staff spent modestly in the first quarter to replenish the museum store stock. The largest consistent expense continues to be the museum store personnel. Without these key positions, museum staff would not be able to continue the increased programming. A lecture, workshop or program increases the happiness of the guests and encourages them to linger in the

Lost City Museum  
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museum store. Gift Shop attendants are needed to greet visitors and run the store while other staff are ensuring the programming runs smoothly. The report is through September 30, 2018.

#### IV. Membership Program

##### **Membership Figures**

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

Membership	<u>Qtr 1</u> <u>July - Sep</u>		<u>Qtr 2</u> <u>Oct - Dec</u>		<u>Qtr 3</u> <u>Jan - Mar</u>		<u>Qtr 4</u> <u>April - June</u>		<u>TOTAL</u>	
Categories	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual		1							0	1
Family	1	1							1	1
Sustaining									0	0
Contributing									0	0
Patron		1							0	1
Benefactor									0	0
Senior	4	10							4	10
Student									0	0
<b>FY 19</b>	5	13	0	0	0	0	0	0	5	13
<b>FY 18</b>	0	14	7	19	10	9	10	15	27	57
<b>FY 17</b>	1	14		15		19		18	1	66
<b>FY 16</b>		11		20		15		16	0	62
<b>FY 15</b>		27		17		12		18	0	74
<b>YTD</b>	5	13	5	13	5	13	5	13	5	13
<b>YTD Comparison</b>	#DIV/0!	92.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Quarterly Comparison</b>	#DIV/0!	92.86%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%



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## Membership Sales

Membership sales 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>
<b>FY 19</b>	135	600	220	0	0	0	0	0	0	0	0	0	955
<b>FY 18</b>	175	95	235	260	190	910	160	120	90	436	315	335	3,321
<b>FY 17</b>	235	213	527	295	100	155	540	40	980	715	110	640	4,550
<b>FY 16</b>	75	155	75	250	750	175	260	60	340	75	210	630	3,055
<b>FY 15</b>	195	230	135	425	220	20	120	95	530	290	220	535	3,015
<b>YTD</b>	<b>135</b>	<b>735</b>	<b>955</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>955</b>
<b>YTD Comparison</b>	77.14%	272.22%	189.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Monthly Comparison</b>	77.14%	631.58%	93.62%	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 Program Narrative:** In this quarter, August gained the most membership revenue. This was mostly due to the renewal of a patron membership. This patron member recently joined the Docent Council. She is volunteering to lead upcoming painting workshop in November with Denise Sins (retired LCM staff). We hope that this Docent continues to be an active member within our museum community.

In September, the revenue gain diminished. However, it reflects the bulk of our senior membership renewals (8) and new senior memberships (2). Membership is modest, but five (5) new memberships were sold this quarter. LCM staff hope that the continued increase in fall and winter programming will draw more memberships in the upcoming months. Report reflects activity through September 30, 2018.

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**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 19	859	655	1,155	0	0	0	0	0	0	0	0	0	2,669
FY 18	818	766	1,038	1,667	1,198	924	998	1,280	1,874	1,655	1,131	768	14,033
FY 17	818	657	1,222	1,541	1,404	893	906	1,336	1,802	1,783	1,061	795	13,305
FY 16	840	827	1,043	1,443	1,214	926	1,056	1,324	1,899	1,609	1,004	848	14,460
FY 15	738	872	785	1,368	1,348	837	1,026	1,195	1,650	1,533	1,234	719	9,017
YTD	859	1,514	2,669	0	0	0	0	0	0	0	0	0	2,669
YTD Comparison	105.01%	95.58%	101.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	105.01%	85.51%	111.27%	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:**

July attendance figures were higher than usual this year. It is possible that hosting the Moapa Valley Art Guild during our consignment art show contributed to this increase. Local artists returned frequently to replenish sold artwork. Also, local residents came to see their displays. Our museum store also did well during this display.

Workshops and weekend programming continued through this quarter including two workshops (July and September), participation in Smithsonian's Museum Day (September) and Kids' Day (September). This year, we had 54 participants in Museum Day, which is a 52 person increase. Kid's Day drew 18 kids and 6 adults to our museum. Individuals who attend workshops and programming are subject to admission charges.

Attendance increased in September, the start of our busy season. We had 97 attendees from school tours and 112 from tour groups. Report is through September 30, 2018.

Lost City Museum  
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**VI. Attendance Receipts**

**Museum Receipts Figures Narrative:** See above

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>
<b>FY 18</b>	2,756	2,680	3,469	0	0	0	0	0	0	0	0	0	8,905
<b>FY 18</b>	2,605	3,180	3,510	4,911	5,165	2,670	2,965	5,481	7,435	6,705	5,355	3,020	51,771
<b>FY 17</b>	2,795	2,360	4,580	4,995	4,206	3,069	3,145	4,770	7,080	6,075	4,768	3,715	51,028
<b>FY 16</b>	2,900	2,747	3,359	5,101	3,908	3,160	3,365	5,175	8,305	5,685	3,845	4,249	55,147
<b>FY 15</b>	2,220	3,005	3,614	4,296	4,349	4,725	3,929	4,771	5,386	6,881	5,318	2,585	31,900
<b>YTD</b>	<b>2,756</b>	<b>5,436</b>	<b>8,905</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,905</b>
<b>YTD Comparison</b>	105.80%	93.97%	95.80%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Monthly Comparison</b>	105.80%	84.28%	98.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

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

**Museum Attendance Receipt Narrative:**

The slight increase in museum attendance has corresponded to an increase in admissions revenue. This is expected as school tours do not generate admissions revenue.

Program attendance provided a small portion of the increased revenue. Report is through September 30, 2018.

**VI. Fundraising Activities:**

- LCM requested and received a used desk donation via Facebook.
- The Docent Council was asked to fundraise for our annual events of Native American Day and Holiday Open House, both of which will be held on December 8, 2018.
- No new fundraising activities were pursued in the first quarter.
- 

**VII. General Museum Activities**

**Completed Events**

- July 7, 2018 workshop hosted by the southern State Historic Preservation Office. Ten (10) attendees learned how to identify archeological and historic artifacts. This workshop had limited space and was completely full.
- August 18, 2018 Lynn Rigoni hosted a meet and greet reception for her art show. The reservation was compensated through her patron membership.

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- September 8, 2018 UNR Cooperative Extension Office and the Division of Forestry partnered with Lost City Museum to host a Tree Selection workshop. Twenty-five guests were in attendance.
- September 22, 2018 LCM participated in Smithsonian Day. 54 people participated in this free admission program.
- September 29, 2018 LCM held Kids Day event. 18 kids and 6 adult participants attended this event.

### Upcoming Events

- October 7, 2018 lecture by Kish LaPierre on the petroglyphs and pictographs of the Nevada Testing and Training Range at Nellis Air Force Base.
- October 20, 2018 field trip to St. Thomas, co-hosted by Lake Mead National Recreation Area. Two archeologists will lead a tour of the historic town site that was flooded by the creation of Lake Mead.
- November 7, 2018 book signing by Jackson Ellis, author of *Lords of St. Thomas*
- November 10, 2018 a painting lesson at LCM taught by retired staff member Denise Sins.
- November 25, 2018 Museum Store Sunday- sale at our Museum Store
- December 8, 2018 Native American Day and Holiday Open House. These two events were combined because of low staff at the museum.

The Southern Nevada Agency Partnership Cultural Resources Team (SNAPCRT) has offered to sponsor upcoming programming for the calendar year 2019. The new series is still in development, but will invite experts for presentations and workshops on prehistoric subsistence patterns.

### Operations

- On July 15, 2018 Lost City Museum experienced a severe weather event, which has caused damage to multiple structures on site. As of this report (September 30), funding sources for maintenance and repair are still on-going. Public Works and Risk Management are assisting repairs.
- July 17 & 18, 2018 MBT attended a free historic preservation workshop hosted by Nellis Air Force Base.
- On July 26, 2018 Mary Beth Timm attended the Southern Nevada Agency Partnership Cultural Resources Team meeting. This group sponsored the lecture and workshop series co-hosted by Lost City Museum and Nevada State Museum, Las Vegas.
- August 3, 2018 Oscar Mora visited Mormon Fort State Park to learn more about adobe brick construction.
- August 6, 2018 Mary Beth Timm's first day in her promotion to Museum Director.
- In August and September, Jesse Davie, Museum Attendant initiated planning meetings to encourage and grow Docent participation in the Kids Day event.

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- Throughout this first quarter, Lost City Museum was short two staff positions. The Curator of Archeology position ran in September. The delay in posting was due to training the new Director needed to complete before being able to initiate the hiring process.
- The Docent Council reconvened after a summer hiatus. A focus group met to discuss by-law revisions.
- September 13, 2018 Abstract Masonry, the SHPO recommendation for LCM repairs, conducted a site visit.
- September 27, 2018 Kevin Burls, Ph.D., Integrated Pest Management Educator, University of Nevada Cooperative Extension (Reno) conducted a site visit for an upcoming installation of a pollinator garden. This pilot project, already cleared through SHPO, is attempting to produce a seed packet for the state of Nevada that will attract local butterflies and bees. Garden installation is scheduled for October. Dr. Burls has committed to lead programming in the spring.

**Mission Statement**  
*Approved 11/18/2015*

Lost City Museum, an archaeology museum belonging to the state of Nevada, is committed to the study and preservation of archaeological sites and prehistoric and historic artifacts found in the Moapa Valley and adjacent areas, and interpreting this history through exhibits and public programs, assisting researchers, and educating and inspiring visitors.

**Current Operations**

The Lost City Museum is open 7 days a week, 8:30am to 4:30pm.  
LCM is closed Thanksgiving Day, Christmas Day, and New Year's Day.

BRIAN SANDOVAL Governor  
 PETER BARTON Administrator  
 DENNIS MCBRIDE Director, Nevada State Museum, Las Vegas

Refers to Agenda item 8e7

**NEVADA** MUSEUMS & HISTORY



**REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 NOVEMBER 29-30, 2018**

**I. Private Funds Budget Summary**

**Private Funds Budget Summary B/A #5039**

**State Fiscal Year 2019**

	<u>GL /Cat#</u>	<u>Total Budget</u>	<u>Year to Date Actuals</u>	<u>Percentage Year to Date</u>
Cash From Prev Fiscal Year Unrestricted	2511	29,177	29,177	100.00%
Cash From Prev Fiscal Year Restricted	2511	20,039	20,039	100.00%
Cash Bal Fwd New Fiscal Year Unrestricted	2512	0	0	0.00%
Cash Bal Fwd New Fiscal Year Restricted	2512	0	0	0.00%
			<u>49,216</u>	

**Comparison of Revenues Budgeted/ Received:**

Facility Rentals	3801	5,175	500	9.66%
Memberships*	4008	8,395	1,165	13.88%
Photograph Sales	4010	0	0	0.00%
Merchandise Sales*	4025	66,254	6,211	9.38%
Gifts & Donations	4251	500	256	51.20%
Private Grants	4265	29,531	1,082	3.66%
Treasurer's Interest	4326	248	0	0.00%
<b>Total Revenues Received:</b>		<u>\$110,103</u>	<u>\$9,214</u>	<u>8.37%</u>

**Comparison of Expenditures Budgeted/Expended:**

Administration	35	38,159	3,313	8.68%
Collections	37	1,000	0	0.00%
Natural History	47	614	0	0.00%
Board Appr Special Projects	48	25,547	0	0.00%
Museum Store*	49	15,252	4,198	27.52%
Special Projects (Restricted)	55	29,531	896	3.03%
<b>Total Expenditures:</b>		<u>\$110,103</u>	<u>\$8,406</u>	<u>7.63%</u>

**Available Unrestricted Cash**

**\$29,799**

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The above figures reflect the first quarter of fiscal year 2019 revenues and expenditures as of September 30, 2018.

\* Further detail available in the below identified sections.

## II. Museum Store Sales

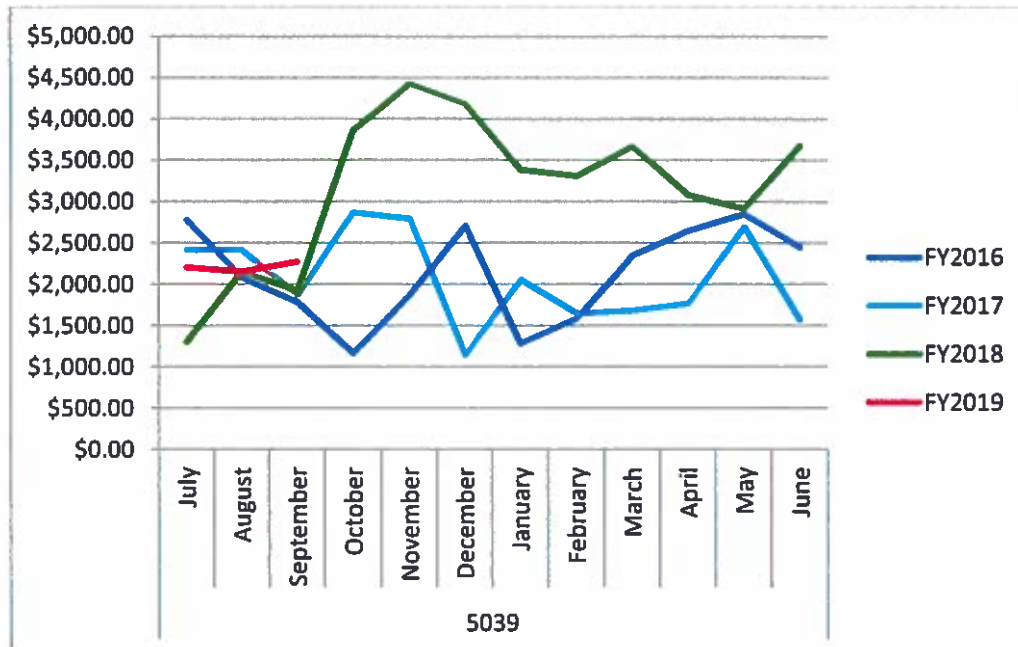
Store sales chart comparison against four previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 19	2,204	2,149	2,272	0	0	0	0	0	0	0	0	0	6,626
FY 18	1,304	2,149	1,917	3,854	4,419	4,177	3,380	3,307	3,662	3,072	2,909	3,668	37,818
FY 17	2,415	2,413	1,871	2,863	2,788	1,144	2,056	1,648	1,682	1,768	2,686	1,699	25,032
FY 16	2,776	2,083	1,784	1,168	1,869	2,705	1,284	1,586	2,344	2,643	2,846	2,447	25,534
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
YTD	2,204	4,353	6,626	0	0	0	0	0	0	0	0	0	6,626
YTD Comparison	169.0%	126.1%	123.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	169.0%	100.0%	118.5%	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.

### NSMLV STORE SALES ANNUAL COMPARISON



## Museum Store Sales

Since the beginning of FY2018 the Museum Store has operated from a recovery position after experiencing significant challenges in previous years. A large portion of our opening budget had



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to be spent early to replenish inventory and fill empty shelves to generate desperately needed sales. As a result, the store enjoyed the best holiday season sales it had seen in many years. With merchandise flying off the shelves, we quickly exhausted our budgeted spending authority only halfway through the fiscal year. Additional spending authority was granted to us in April 2018. However, by then, our inventory was once again depleted, and several weeks were required to reorder and restock. This slowdown in our momentum is especially reflected in May 2018 sales numbers, which show a downward trend. As expected, the increased spending authority was the shot of energy the store needed and the store has assumed a comfortable equilibrium.

In the last Board report issues with the store's POS system were noted and have been addressed. Refresher training will be provided NSMLV store staff on Friday, October 9, 2018 where specific issues will be examined and, hopefully, resolved. Report through September 30, 2018.

### **III. Museum Revenue and Expenditure**

Museum Store Profit and Loss Chart

FY2019	Revenues		Expenditures		Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	2,204	-	-	-	-	2,204	100.0%
August	2,150	-	-	33	33	2,117	98.5%
September	2,272	3,805	-	359	4,165	(1,892)	(83.3%)
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%
FY19 Total	6,626	3,805	-	392	4,198	2,428	36.6%
FY18 Total	37,818	20,035	-	2,461	22,497	15,321	40.5%
FY17 Total	25,032	5,719	-	2,025	7,744	17,287	69.1%
FY16 Total	25,535	8,424	227	2,191	10,842	14,692	57.5%
FY15 Total	36,368	10,590	-	2,633	13,223	23,145	63.6%

### **Museum Store Revenue and Expenditures**

This report indicates a modest profit over the first quarter of the fiscal year, largely on account of merchandise purchased in September, but a steady and encouraging improvement through the rest of the FY 2018. Sales from the store, along with membership sales, are the primary support mechanisms for the museum's dedicated trust fund budget [MDTF]. The volume of sales (and the volume of membership sales) still falls short of generating ample revenue to sustain trust fund activities such as programming and staff development. While the store has not employed a full-time Retail Storekeeper for some years, it has been staffed by both a part-time Museum Attendant II as well as workers loaned by the Springs Preserve as required by the Interlocal [Joint

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Operating] Agreement. However, effective July 18, 2017, Museum administration moved the part-time Museum Attendant out of the store into a full-time Museum Attendant II position at the front desk. Store staffing now depends upon staff from the Springs Preserve at no cost to the state, hopefully improving the MDTF bottom line which might benefit the store and Museum in the long run. Report is through September 30, 2018.

#### IV. Membership Program

##### Membership Figures

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

Membership Categories	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>		<u>TOTAL</u>	
	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual	2	5	0	0	0	0	0	0	2	5
Family	5	4	0	0	0	0	0	0	5	4
Sustaining	1	2	0	0	0	0	0	0	1	2
Contributing	0	0	0	0	0	0	0	0	0	0
Patron	0	0	0	0	0	0	0	0	0	0
Benefactor	0	0	0	0	0	0	0	0	0	0
Senior	0	6	0	0	0	0	0	0	0	6
<b>FY 19</b>	<b>8</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>17</b>
<b>FY 18</b>	<b>12</b>	<b>10</b>	<b>12</b>	<b>15</b>	<b>17</b>	<b>18</b>	<b>16</b>	<b>49</b>	<b>57</b>	<b>92</b>
<b>FY 17</b>	<b>17</b>		<b>11</b>		<b>33</b>		<b>70</b>		<b>131</b>	<b>0</b>
<b>FY 16</b>	<b>22</b>		<b>18</b>		<b>81</b>		<b>27</b>		<b>148</b>	<b>0</b>
<b>FY 15</b>	<b>27</b>		<b>100</b>		<b>33</b>		<b>29</b>		<b>189</b>	<b>0</b>
<b>YTD</b>	<b>8</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>17</b>
 YTD Comparison	 66.67%	 170.00%	 0.00%	 0.00%	 0.00%	 0.00%	 0.00%	 0.00%	 0.00%	 0.00%
 Quarterly Comparison	 0.00%	 60.00%	 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.  
Quarterly Comparison compares the current quarter of the current year against the same quarter in the previous year.

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### Membership Sales

Membership sales 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>
<b>FY 19</b>	245	785	135	0	0	0	0	0	0	0	0	0	1,165
<b>FY 18</b>	120	345	365	250	435	630	550	485	515	475	1,670	2,250	8,091
<b>FY 17</b>	110	1,475	0	160	60	80	335	500	470	1,515	1,835	1,855	8,395
<b>FY 16</b>	260	1,170	100	120	395	215	150	4,375	815	190	125	570	8,485
<b>FY 15</b>	745	240	235	440	2,830	1,170	2,285	385	790	595	255	555	10,525
<b>YTD</b>	245	1,030	1,165	0	0	0	0	0	0	0	0	0	8,091
<b>YTD Comparison</b>	204.21%	221.44%	140.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Monthly Comparison</b>	204.21%	227.44%	36.96%	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 Program Narrative:

The Museum's monthly membership numbers in July – September 2018 [25] are slightly higher than what they were during the same period in 2017 [22]. NSMLV continues competing with the Springs Preserve for patron memberships, but is disadvantaged because guests pass through Springs ticketing first. In addition, the museum traditionally does well selling memberships at large public events, but the number and frequency of these events has been curtailed. [See VII below.] However, an improved presence on social media, increased store sales—where memberships are often sold—as well as better training of staff in collecting memberships, may indicate an improving trend.

Potential for improving museum membership has recently come in three proposals from the Friends of Nevada State Museum, Las Vegas. The first proposes a combined membership between the Friends and the museum which would enhance our respective membership benefits. The second is a proposal to offer discounted annual family memberships to lower income families living in the museum's vicinity. A third proposal involves the Friends' facilitating translation of the museum's permanent gallery labels into Latin American Spanish, which would invite an underserved demographic with the potential for increased membership sales.

Report is through September 30, 2018.

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**V. Museum Attendance**

Attendance 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 19	5,890	6,257	4,727	0	0	0	0	0	0	0	0	0	16,874
FY 18	6,077	4,457	3,803	5,592	4,232	4,071	4,277	4,072	7,045	6,897	6,018	5,087	61,628
FY 17	5,449	4,978	3,715	3,846	5,210	3,479	2,764	3,983	7,755	7,847	5,678	6,440	61,144
FY 16	6,958	5,195	4,171	4,084	3,742	3,351	3,832	4,106	5,562	4,944	4,829	5,604	56,378
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
YTD	5,890	12,147	16,874	0	0	0	0	0	0	0	0	0	16,874
YTD Comparison	96.92%	115.31%	117.70%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	96.92%	140.39%	124.30%	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**

Museum attendance for July - September 2018 [16,874] reflects a sizable increase in visitation over the same period in 2017 [15,417]. The figures noted here represent total museum attendance, which includes general attendance, children's summer program attendance, school group attendance, and event attendance. Report reflects attendance through September 30, 2018.

**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 19	53,172	0	0	0	0	0	0	0	0	0	0	0	53,172
FY 18	53,172	0	0	0	0	0	0	0	0	0	0	0	53,172
FY 17	0	53,172	0	0	0	0	0	0	0	0	0	0	53,172
FY 16	53,172	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
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	53,172
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	100.0%
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 an Interlocal Agreement with the Las Vegas Valley Water District and those numbers are not available to us on a monthly basis. A \$53,172 base payment from the Las Valley Water District is received in July of the fiscal year.

## **VII. Fundraising**

While the Museum has raised modest amounts of funds by renting storage space to other museums, the Museum's only such agreement—with the Mob Museum—ended on March 31, 2018. Small amounts are also raised through renting our public rooms for events and organizational meetings. Non-mission-related paid events were curtailed long ago 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. Further, several paying events the Museum might have hosted in years past were lost due to catering costs quoted by Divine Events, which third party clients, as stipulated in its Interlocal Agreement with the Las Vegas Valley Water District, are required to hire.

In the spring of 2016 a number of volunteers established a new group, the Friends of the Nevada State Museum, which has raised funds to support the museum and its operations. Of particular note are funds the Friends raised to pay for busing Clark County school children to the museum for field visits, installation of Wifi, and various tools and equipment for curatorial work. In consequence of the Friends' efforts to bus school children to the Museum, the Legislature established and is funding such a program state-wide. Increased school visits has resulted in increased store sales. Likewise, the Board of Museums and History donated a remaining amount in funds raised by the Friends to install WiFi in the Museum [completed on May 8, 2018]. The Friends currently are providing volunteers to work the museum's front desk, to supplement staff in programming, and are working with Board member Dan Markoff in addressing possible mitigation of the catering issue described above.

Further, three proposals made by the Friends, detailed in narrative IV above, have the potential to increase museum revenues.

The Museum, through restricted donations, has established a collection development fund [3902], an exhibits fund [3903], a programming fund [3904], a costume and textiles fund [3905], a children's programming fund [3906], a natural history fund [3907], a library fund [3908], and an audiovisual collections fund [3909]. Funds remaining in restricted account 3903 from the Museum's sesquicentennial exhibit [\$150] were transferred into restricted account 3904 [programming].

## **VIII. Museum Activities**

### **statistics [July – September 2018]**

school groups: 708 children  
children's summer programs: 1,122  
trunks: 911 children's use  
volunteer hours: 2,284  
research requests: 304  
collections: 538 items added to the collections  
Past Perfect catalog: 12,866 records added/updated  
Past Perfect online records: 10,000

Facebook: 6,370 fans  
Twitter: 1,423 followers

### **events [July - September 2018]**

The Museum continues sponsoring, hosting, and collaborating on events and exhibits 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 Nevada Early Intervention Services; Western High School's Jobs for America's Graduates [JAG] Program; the Society for Creative Anachronism [SCA]; the Nevada Humanities Committee; Red Rock Audubon Society; Friends of the Nevada State Museum, Las Vegas; Ordo Templi Orientis; Southern Nevada Women's History Project; Pioneering Las Vegas History; Las Vegas Tourist Guide Guild trainings; Nevada Department of Tourism and Cultural Affairs; the Regional Transportation Commission; the Art Institute of Las Vegas; Nevada Agency HR; Nevada Department of Disability and Aging; the City of Boulder City; the Hoover Dam Institute; the Southern Nevada Agency Partnership Cultural Resources Team; the Rainbow Company children's theatre troupe; the Southern Nevada Conservancy; the SB 244 Legislation group; and the Clark County School District. In addition, the Museum hosts autograph receptions for book releases; exhibit opening receptions; educational lectures and workshops, panel discussions, performances; and events from Nevada state divisions, commissions, and institutions. In the period July - September 2018 these special events attracted 723 participants.

### **staff activities [July - September 2018]**

Staff at the Nevada State Museum, Las Vegas continue supporting the Museum and its mission by providing lectures, introductions, workshops, demonstrations, live Facebook tutorials, media interviews, 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; the Special Collections Department of the University of Nevada, Las Vegas Lied Library; the Las Vegas-Clark County Library District; the Springs Preserve; and the Las Vegas Convention and Visitors Authority. Staff have also represented the Museum at the Southern Nevada Agency Partnership Cultural Resource Team [SNAPCRT]; the Nevada Museums Association [NMA]; the Conference of Inter-Mountain Archivists [CIMA]; the American Association for State and Local History [AASLH]; and the Protectors of Tule Springs [POTS]. Finally, museum curators have hosted both national and international researchers in their respective collections.

### **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.

Nevada State Museum Las Vegas  
Report to the Board  
November 29-30, 2018

**Current Operations**

The Museum is open Tuesday through Sunday, 9:00 a.m. to 5:00 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**  
**November 6, 2018**



## CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

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

Contracting Agency Name: Division of Museums and History  
Nevada State Museum Las Vegas  
Address: 309 S. Valley View Blvd  
City, State, Zip Code: Las Vegas, NV 89107  
Contact: Peter Barton, Administrator  
Phone: (775) 687-7340  
Fax: (775) 687-4333  
Email: Pbarton@nevadaculture.org

and the Independent Contractor doing business as:

Contractor Name: Teledata Contractors Inc dba Teledata Technologies  
Address: 5160 S. Valley View Blvd #100  
City, State, Zip Code: Las Vegas, NV 89118-1778  
Contact: Tedd Brandes  
Phone: (702) 933-7600  
Email: TBrandes@teledatanv.com

WHEREAS, NRS Chapter 381 authorizes the State Board of Museums and History (Board), in whole or in part, to engage in contract services, more specifically:

**NRS 381.0035 Private money exempt from statutory requirements governing expenditure of public money; independent contractors.**

1. The statutory requirements on the expenditure of public money in chapters 333, 338 and 341 of NRS do not apply to the expenditure of private money.
2. The Board may authorize independent contractors which may be funded in whole or in part from private money.

(Added to NRS by 1989, 1519; A 2005, 1091)

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.**
  - A. "State" – means the State of Nevada and any State agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
  - B. "Contracting Agency" – means the State agency identified above.

- C. "Contractor" – means the person or entity identified above that performs services and/or provides goods for the State under the terms and conditions set forth in this Contract.
- D. "Fiscal Year" – means the period beginning July 1st and ending June 30th of the following year.
- E. "Contract" – Unless the context otherwise requires, "Contract" means this document entitled Contract for Services of Independent Contractor and all Attachments or Incorporated Documents.
- F. "Contract for Independent Contractor" – means this document entitled Contract for Services of Independent Contractor exclusive of any Attachments or Incorporated Documents.

3. **CONTRACT TERM.** This Contract shall be effective as noted below, unless sooner terminated by either party as specified in *Section 10, Contract Termination*. Contract is subject to Board of Museums and History' approval (anticipated to be May 1, 2017).

Effective from:	December 1, 2018	To:	February 28, 2019
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4. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (i) by delivery in person; (ii) by a nationally recognized next day courier service, return receipt requested; or (iii) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing.
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
ATTACHMENT BB:	SCOPE OF WORK
ATTACHMENT CC:	CONTRACTOR'S RESPONSE

Any provision, term or condition of an Attachment that contradicts the terms of this Contract for Independent Contractor, or that would change the obligations of the State under this Contract for Independent Contractor, shall be void and unenforceable.

6. **CONSIDERATION.** The parties agree that Contractor will provide the services specified in *Section 5, Incorporated Documents* at a cost as noted below:

\$ 2,909.00	upon	Satisfactory completion of phase 2 project.
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Total Contract Not to Exceed:	\$2,909.00
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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 result 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 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 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 Section.
  - 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 schedule 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. Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The State unilaterally may terminate this contract without cause by giving not less than thirty (30) days notice in the manner specified in Section 4. If this Contract is unilaterally terminated by the State, Contractor shall use its best efforts to minimize cost to the State and Contractor will not be paid for any cost that Contractor could have avoided.
  - 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 claims(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. Termination with Cause for Breach. A breach may be declared with or without termination. A notice of breach and termination shall specify the date of termination of the Contract, which shall not be sooner than the expiration of the Time to Correct, if applicable, allowed under subsection 10D. This Contract may be terminated by either party upon written notice of breach to the other party on the following grounds:
- 1) 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
  - 2) 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
  - 3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
  - 4) If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
  - 5) 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
  - 6) 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. Unless the breach is not curable, or unless circumstances do not permit an opportunity to cure, termination upon declared breach may be exercised only after service of formal written notice as specified in *Section 4, Notice*, and the subsequent failure of the breaching party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared breach has been corrected. Upon a notice of breach, the time to correct and the time for termination of the contract upon breach under subsection 10C, above, shall run concurrently, unless the notice expressly states otherwise.
- 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 Section survive termination:
- 1) 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;
  - 2) 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;
  - 3) Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Contracting Agency;
  - 4) Contractor shall preserve, protect and promptly deliver into State possession all proprietary information in accordance with *Section 21, State Ownership of Proprietary Information*.

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. For purposes of an award of attorneys' fees to either party, the parties stipulate and agree that a reasonable hourly rate of attorneys' fees shall be one hundred and fifty dollars (\$150.00) per hour. 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 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. 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. 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 AND DEFENSE.** 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 breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor's duty to defend begins when the State requests defense of any claim arising from this Contract.
15. **REPRESENTATIONS REGARDING INDEPENDENT CONTRACTOR STATUS.** Contractor represents that it is an independent contractor, as defined in NRS 333.700(2) and 616A.255, warrants that it will perform all work under this contract as an independent contractor, and warrants that the State of Nevada will not incur any employment liability by reason of this Contract or the work to be performed under this Contract. To the extent the State incurs any employment liability for the work under this Contract, Contractor will reimburse the State for that liability.
16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the State, Contractor 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.

Contractor shall not commence work before Contractor has provided the required evidence of insurance to the Contracting Agency. The State's approval of any changes to insurance coverage during the course of performance shall constitute an ongoing condition subsequent to this Contract. Any failure of the State to timely approve shall not constitute a waiver of the condition.

A. Insurance Coverage. Contractor shall, at 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 AA*, 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 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.

**B. General Requirements.**

- 1) **Additional Insured:** By endorsement to the 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.
- 2) **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 Contractor.
- 3) **Cross Liability:** All required liability policies shall provide cross-liability coverage as would be achieved under the standard ISO separation of insureds clause.
- 4) **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.
- 5) **Policy Cancellation:** Except for ten (10) days notice for non-payment of premiums, 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 Section shall be sent by certified mail to the address shown on page one (1) of this contract.
- 6) **Approved Insurer:** Each insurance policy shall be:
  - a) 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
  - b) Currently rated by A.M. Best as "A-VII" or better.

**C. 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 *Section 16A, Insurance Coverage*.

**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 *Section 16 B, General Requirements*.
  - 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.
  - 4) **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 subcontractors, 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 shall provide proof of its compliance upon request of the Contracting Agency. 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.
  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 nor duties under this Contract without the prior written consent of the State.
  21. **STATE OWNERSHIP OF PROPRIETARY INFORMATION.** Any data or information provided by the State to Contractor and any documents or materials provided by the State to Contractor in the course of this Contract ("State Materials") shall be and remain the exclusive property of the State and all such State Materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract.
  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, Contractor agrees to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
- 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 Executive Orders 12549 and 12689 and Federal Acquisition Regulation subpart 9.4, 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 subcontracts 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, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
  - C. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), 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, council or board;
  - B. Any federal, State, county or local legislator, commission member, council member, board member, or other elected official; or
  - C. Any officer or employee of any federal, State, county or local agency; legislature, commission, council or board.
26. **GENERAL WARRANTY.** Contractor warrants that all services, deliverables, and/or work products 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.
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. **DISCLOSURES REGARDING CURRENT OR FORMER STATE EMPLOYEES.** For the purpose of State compliance with NRS 333.705, Contractor represents and warrants that if Contractor, or any employee of Contractor who will be performing services under this Contract, is a current employee of the State or was employed by the State within the preceding 24 months, Contractor has disclosed the identity of such persons, and the services that each such person will perform, to the Contracting Agency.
29. **ASSIGNMENT OF ANTITRUST CLAIMS.** Contractor irrevocably assigns to the State any claim for relief or cause of action which Contractor now has or which may accrue to 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 under this Contract.
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-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract, and consent to personal jurisdiction in such court for any action or proceeding arising out 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. This Contract, and any amendments, may be executed in counterparts.

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

_____ Independent Contractor's Signature	_____ Date	_____ Independent Contractor's Title
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_____ Signature	_____ Date	_____ Title
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_____ Signature	_____ Date	_____ Title
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_____ Signature	_____ Date	_____ Title
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APPROVED BY BOARD OF MUSEUMS AND  
HISTORY

\_\_\_\_\_  
Signature – Board of Museums and History

On: \_\_\_\_\_  
Date

Approved as to form by:

On: \_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Attorney General for Attorney General

ATTACHMENT AA  
INSURANCE SCHEDULE

**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:** Contractor shall for each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided or canceled except after providing thirty (30) days prior written notice 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 Representative's Name & Address). Should contractor fail to provide State timely notice, contractor will be considered in breach and subject to cure provisions set forth within this contract.

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.

---

Independent Contractor's Signature

---

Date

---

Title

---

Signature – State of Nevada

---

Date

---

Title

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
DENNIS MCBRIDE Director, Nevada State Museum, Las Vegas

## NEVADA MUSEUMS & HISTORY



### **TeleData Technologies Bid Proposal #21037 PHASE 2 - Re-Programming of Crestron system, Nevada Room – Existing AV equipment repair and upgrade -**

**Phase 2 overview-** Add a Crestron Touch Panel TSW-760, reprogram the code that makes all the equipment signals talk to each other more efficiently, simplify user interface for simplified on/off functions, also repair several issues with wiring, replace devices and provide museum with additional user training. Final objective is to provide automated functioning AV equipment for proper functionality.

<b>SYSTEMS INCLUDED:</b>	<b>AV DIVISION – Teledata Technologies</b>
<b>Scope Of Work: Re-Programming of Crestron system – Existing equipment-Nevada State Museum Las Vegas Special Events Room</b>	

- Troubleshoot /Re-terminate Cables at front wall jack - three port RJ45- Intermittent issues
- Reprogram/Program Crestron System - Acquire source code and refresh/reprogram Crestron equipment as necessary for proper/ease of use and museum satisfaction
- Provide and Install (1) Crestron Touch Panel TSW-760 (Ethernet)
- Provide and Install (1) POW-4803RU power injector
- Provide and Install (1) replace key lock for projector
- Provide and Install (1) Install Rack Fan
- Test and label all necessary installed equipment
- Train assigned museum staff on proper equipment functionality

**EXPECTED RESULTS:** Phase 2 of this project is necessary in order to have all equipment functioning properly as a system. Reprogramming/updating the code will allow all the equipment signals to talk to each other and behave as expected. This upgrade will simplify the user interface, so all users can operate the Audio and Video system more responsibly and confidently. Currently, though the system works, Phase 2 will update the older version code, simplify the user interface, and provide a much more stable presentation system.

## **Proposal from the Friends of NSMLV**

### **Museum Family Membership Donations To Low Income Families**

#### **Overview**

Driven by our mission to promote the museum to the local community, and especially to families, the Friends of Nevada State Museum Las Vegas, would like to purchase discounted annual family museum memberships, using Friends donations, and give them to under privileged families living near the Museum.

#### **Current Challenge**

The challenge lower income families have is the cost of the entrance fees for the Nevada State Museum, Las Vegas, (NSMLV), which is linked to the Springs Preserve.

Day tickets can be purchased via the Springs Preserve, which include visiting the museum

- An NV resident adult single day ticket to enter the Springs Preserve, which includes NSMLV, is \$9.95 per person.
- Tickets for children (aged 5-17) are \$4.95 per visit

The current cost of an annual family membership to the Nevada State Museum, to give them an unlimited number of visits, including access to all the State museums and the Springs Preserve, is \$60. This price is also too expensive for many low income households.

We feel it is important that families from all backgrounds have a fair opportunity to visit the museum together as a family to share the experience and share the learning.

#### **Proposal**

The Friends are asking for the State Museum Board to discount the \$60 State Museum family membership. This currently includes a \$20 contribution to the Quarterly magazine, which this group would not need. This reduces the family membership to \$40. The Friends propose matching the State's contribution, if they would discount the membership by 50% and so allow the Friends to purchase these special family memberships for \$20.

#### **Process**

To ensure the discounted annual family memberships are distributed to the most needy families who are also the most likely to make best use of them, the Friends have done some research. We met with Cheryl Wagner, Coordinator, County Clark School District - Community Partnership Program. She was very positive about this initiative and is happy to facilitate the distribution of the donated memberships. She will focus on elementary schools close to the museum, all of which fall into the low income family category, to minimize transport issues. She will work directly with the schools to ensure that the memberships go to families who are already engaged and active with the school, and therefore will likely to use the membership.

Cheryl also noted that the majority of the memberships will likely be given to Hispanic families, linking this proposal with the one submitted by the Friends for the translation of the museum exhibit labels to Spanish. Spanish labels will make the museum more accessible to the parents whose English may be limited.

Date: Oct 2018



## **Proposal from the Friends of NSMLV**

### **Museum Family Membership Donations To Low Income Families**

#### **Timing**

The Friends are in the position to start to purchase memberships before the end of the year, and will work with CCSD to initially provide them from the end of the calendar year 2018, and then will work with CCSD to provide them throughout 2019.

#### **Measuring Success**

Working with the State Museum Board and the Springs Preserve, we hope that the Springs Preserve ticketing staff will record when a discounted Nevada State Museum membership is used, (they could be identified by using a different color ink to print them at no additional cost). Alternative options are more complex, will likely take time and may be costly.

Also, the Friends are considering sponsoring two family days per year dedicated to those families who receive these memberships. We would provide transportation to the museum from the school. The event would include special curator / gallery guide talks. This will help encourage usage and give them the opportunity to familiarize themselves with NSMLV. Follow up meetings with CCSD would help ensure the process is working, and the schools, teachers and parents are happy.

#### **Summary of Key Benefits**

This program would have many benefits, including:

- allow families to visit NSMLV and other museums together to learn and enjoy
- promote the museum and its services in the local community
- reach a demographic that the museum struggles to do because of the fees charged
- engage the teaching community and promote the museum services further within the educational system, including the Bus Buddies program, the Traveling Trunks, Teachers Meet-Up and the special educational events

Date: Oct 2018





## **Proposal from the Friends of NSMLV**

### **Combination Friends and Museum Memberships**

#### **Overview**

The Friends of the Nevada State Museum Las Vegas propose the creation of a new Museum membership that includes both membership in the museum and the Friends of NSMLV. This would be similar to the arrangement that the Friends of the Nevada Southern Railway have. The Friends of NSMLV would make this new combination membership available for purchase on their website.

#### **Current Challenge**

There can be some confusion between the Friends of NSMLV and the Museum memberships and often there is an expectation that they are one and the same. Also, the Friends of NSMLV believe they could help increase the museum sales of memberships by having a combined set of benefits.

#### **Proposal**

The Friends of NSMLV propose to sell their family memberships bundled with Museum family memberships for \$60, the current price of a Museum membership. To achieve this price, each organization would slightly lower the price of its membership. So the Friends would receive only \$20 (20 percent less than its \$25 family membership), when the 2 are combined. The museum would receive \$40 instead of \$60 for the combined family membership. The museum's \$20 reduction is created by eliminating the distribution of the Historical Quarterly (which costs \$20) from the combined membership.

The Friends of NSMLV also propose to sell their individual memberships bundled with Museum individual memberships for \$35, the current price of a Museum membership. To achieve this price, each organization would slightly lower the price of its membership. So the Friends would receive only \$18 (10 percent less than its \$20 family membership), when the 2 are combined. The museum would receive \$17 instead of \$35 for the combined family membership. The museum's \$18 reduction is created by eliminating the distribution of the Historical Quarterly (which costs \$20) from the combined membership.

The Friends will pay the credit card processing fees for all memberships they sell.

The Friends membership includes a monthly newsletter, invitations to monthly meetings with guest speakers and special access / priority to Friends workshops and events, often with discounted fees or additional benefits. These benefits will be included with the combination memberships.

#### **Process**

The Friends already have a transactional website, and would sell combined memberships online, which is not currently a service that the State offers. This makes purchasing a membership more convenient, and may increase sales.

When a purchase is complete, a confirmation email will automatically be sent to the purchaser, and an email will be sent to the Museum administrator so that a museum card can be printed and sent out.

The Friends will pay the Museum by check at the end of every month for memberships purchased in that calendar month.

The Museum store could also sell the new combination memberships at the cash register.

Date: Oct 2018



## **Proposal from the Friends of NSMLV** **Combination Friends and Museum Memberships**

### **Timing**

The Friends can start to sell these memberships as soon as approval is given. A meeting will be held with the Museum team to agree on the details of the process so sales could start by the end of 2018.

### **Measuring Success**

Working with the Museum team, the Friends would monitor the increase in membership sales year on year.

### **Summary of Key Benefits**

The benefits of this program include:

- memberships have more value, and may increase sales
- memberships can be purchased online, which may also increase sales, as well as be more convenient
- the Friends will absorb the cost of the credit card processing fees so there would not be any additional cost to the State
- the Friends will promote the sale of Museum memberships online and via social media, providing the State with an additional sales channel

Date: Oct 2018



Refers to agenda item 9e1

Division of Museums & History  
Fiscal Year 2019  
Morgan Stanley Investment Accounts  
Summary For Month Ending September 30, 2018

DATE	ACCOUNT	Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMLV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Sep-18	171-101256-040 (BRANDES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sep-18	171-044095-040 (AAA)	45,597.92	7,914.07	0.00	53,511.99	-15,379.10	1,147.84	2,426.51	16,269.85	4,568.47	0.00	23,174.90	5,616.85	307.58	53,511.99
Sep-18	171-046543-040 (AAA-WHV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.00
Sep-18	171-101259-040 (BSA-UMA)	0.00	14,296.80	1,384,270.37	1,398,567.17	-52,006.00	65,399.86	288,606.48	514,552.16	147,624.60	202,372.75	119,561.04	55,460.59	4,989.70	1,398,567.18
Total		\$45,597.92	\$22,210.87	\$1,384,270.37	\$1,452,079.16	-\$67,385.10	\$66,547.70	\$291,032.99	\$530,822.02	\$152,193.07	\$202,372.75	\$142,735.94	\$61,077.43	\$5,297.28	\$1,452,079.17
Private Funds Held in the Treasurer's Account						BMH	NSMLV	NHS	LCM	NSM	DMH	NSRM			
						56,057.00	50,023.61	1,972,275.86	58,971.84	565,888.44	30,958.00	216,631.17			
						As of 9/30/2018						Total Combined Funds			
														\$4,402,885.09	

Division of Museums & History  
 Fiscal Year 2019  
 Morgan Stanley Investment Accounts  
 Summary For Month Ending August 31, 2018

DATE	ACCOUNT	Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMLV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Aug-18	171-101256-040 (BRANDES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug-18	171-044095-040 (AAA)	45,591.33	7,914.07	0.00	53,505.40	-15,379.10	1,147.69	2,426.21	16,267.84	4,567.91	0.00	23,172.04	5,616.15	307.54	53,505.40
Aug-18	171-046543-040 (AAA-WHV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Aug-18	171-101259-040 (BSA-UMA)	0.00	14,295.04	1,388,120.82	1,402,415.86	-52,006.00	64,713.18	286,557.45	511,364.68	147,035.50	213,754.27	119,181.54	54,886.44	4,922.82	1,402,415.86
Total		\$45,591.33	\$22,209.11	\$1,388,120.82	\$1,455,921.26	-\$67,385.10	\$65,860.87	\$288,983.66	\$527,632.51	\$151,603.41	\$213,754.27	\$142,353.58	\$60,502.59	\$5,230.36	\$1,455,921.26
Private Funds Held in the Treasurer's Account						BMH	NSMLV	NHS	LCM	NSM	DMH	NSRM			
						56,057.00	38,811.33	869,441.59	46,719.31	677,376.14	31,438.20	180,899.51			
						As of 8/31/2018						Total Combined Funds			
														\$3,356,664.34	

**Division of Museums & History  
Fiscal Year 2019  
Morgan Stanley Investment Accounts  
Summary For Month Ending July 31, 2018**

DATE	ACCOUNT	Monthly Statement				Disbursement to Museums									
		CASH	MMF	STOCKS	TOTAL	Board Use	NSMLV	NHS	LCM	NSM	Bretzloff Endowment	NSRM	EERDM	BCRRM	TOTAL
Ju-18	171-101256-040 (BRANDES)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ju-18	171-044095-040 (AAA)	45,584.51	7,914.07	0.00	53,498.58	-15,379.10	1,147.55	2,425.90	16,265.77	4,567.32	0.00	23,169.09	5,615.44	307.51	53,498.58
Ju-18	171-046543-040 (AAA-WHV)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ju-18	171-101259-040 (BSA-UMA)	0.00	9,531.57	1,373,073.03	1,382,604.60	-52,006.00	63,759.91	282,336.29	503,831.97	144,869.58	211,452.68	117,425.93	54,077.93	4,850.30	1,382,604.60
	<b>Total</b>	<b>\$45,584.51</b>	<b>\$17,445.64</b>	<b>\$1,373,073.03</b>	<b>\$1,436,103.18</b>	<b>-\$67,385.10</b>	<b>\$64,907.46</b>	<b>\$284,762.19</b>	<b>\$520,097.75</b>	<b>\$149,436.91</b>	<b>\$211,452.68</b>	<b>\$140,595.02</b>	<b>\$59,693.37</b>	<b>\$5,157.81</b>	<b>\$1,436,103.18</b>
	<b>Private Funds Held in the Treasurer's Account</b>					<b>BMH</b>	<b>NSMLV</b>	<b>NHS</b>	<b>LCM</b>	<b>NSM</b>	<b>DMH</b>	<b>NSRM</b>			
						<b>\$6,057.00</b>	<b>37,122.09</b>	<b>680,787.19</b>	<b>41,616.66</b>	<b>776,060.49</b>	<b>26,938.00</b>	<b>182,005.53</b>			<b>2,000,586.96</b>
											<b>As of 7/31/2018</b>	<b>Total Combined Funds</b>			<b>\$3,438,690.14</b>

## Portfolio Summary

Prepared on October 05, 2018 for:

STATE OF NEVADA DIVISION OF MUSEUMS

STATE OF NEVADA DIVISION OF MUSEUMS  
ATTENTION: PETER BARTON  
412 E MUSSEY ST  
SUITE 2  
CARSON CITY NV 89701-4527

Cary Allison  
Financial Advisor  
Senior Vice President  
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Cary.Allison@morganstanley.com

Your Branch:  
1478 STONE POINT DR SUITE 500  
ROSEVILLE, CA 95661

## STATE OF NEVADA DIVISION OF MUSEUMS

Prepared on October 05, 2018 | Reporting Currency: USD

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Please review the disclosures and definitions throughout this Document.  
Various sub-sections of this Document may not contain information on all accounts/positions covered in this Document.



**ACCOUNT(S) INCLUDED IN THIS REPORT****STATE OF NEVADA DIVISION OF MUSEUMS****Reporting Currency: USD****MORGAN STANLEY WEALTH MANAGEMENT**

Account Name	Account Type/ Manager Name	Advisory/ Brokerage	Account Number	Date Opened	Date Closed
STATE OF NEVADA DIVISION OF MUSEUMS	Consulting Group Advisor	Advisory	171-XXX259	07/08/92	-
	AAA	Advisory	171-XXX256	07/08/92	-
	AAA	Brokerage	171-XXX095	08/18/09	-
	AAA	Advisory	171-XXX534	03/11/11	-

Investment, insurance and annuity products offered through Morgan Stanley Smith Barney LLC are: NOT FDIC INSURED | MAY LOSE VALUE | NOT BANK GUARANTEED | NOT A BANK DEPOSIT | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY.

All content within this Document applies to the accounts listed above or a subset thereof, unless otherwise indicated.

## INVESTMENT SUMMARY DOLLAR WEIGHTED RETURNS

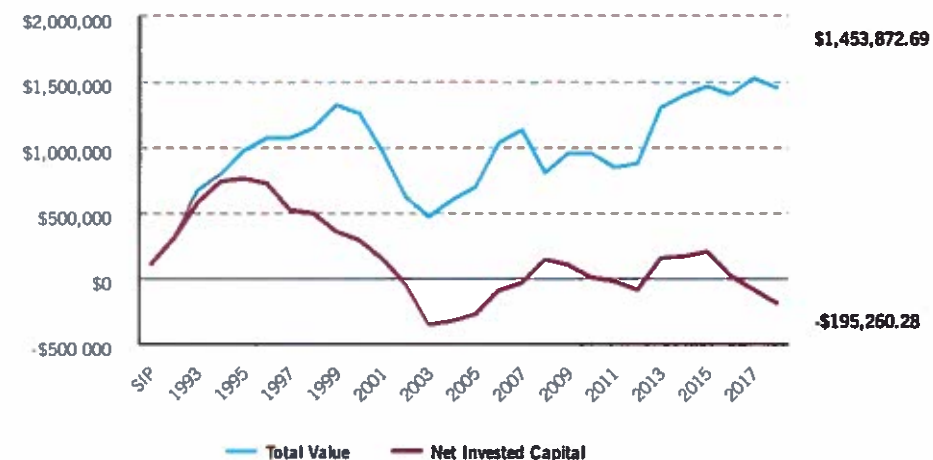
STATE OF NEVADA DIVISION OF MUSEUMS

As of September 30, 2018 | Reporting Currency: USD

## DOLLAR-WEIGHTED RETURN % (NET OF FEES)

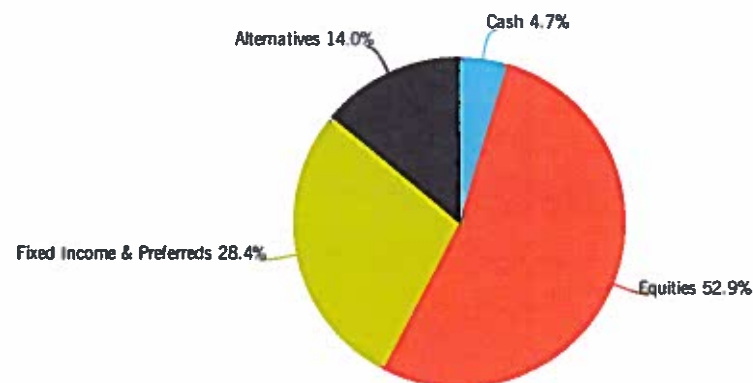
	Quarter to Date (\$) 06/30/18-09/30/18	Year to Date (\$) 12/31/17-09/30/18	Performance Inception (\$) 07/14/92-09/30/18
Beginning Total Value	1,528,449.32	1,525,694.23	102,750.00
Net Contributions/Withdrawals	-104,343.93	-104,343.93	-298,010.28
Investment Earnings	29,767.30	32,522.39	1,649,132.97
Ending Total Value	1,453,872.69	1,453,872.69	1,453,872.69
<b>DOLLAR WEIGHTED RATE OF RETURN</b> (Annualized for periods over 12 months)			
Return % (Net of Fees)	2.08	2.18	7.67

## TOTAL VALUE VS. NET INVESTED CAPITAL



Does not include Performance Ineligible Assets.

## ASSET ALLOCATION



## INCOME AND DISTRIBUTION SUMMARY

	Rolling 12 Months (\$) 1Q/01/17-09/30/18	Year To Date (\$) 01/01/18-09/30/18
<b>ASSET CLASS</b>		
Cash	53.62	47.25
Equities	35,867.71	5,276.60
Fixed Income & Preferreds	11,303.69	9,672.51
Alternatives	7,862.32	4,041.82
<b>Total Asset Class</b>	<b>55,087.34</b>	<b>19,038.18</b>
<b>TAX CATEGORY</b>		
Taxable Account(s)		
Taxable	55,087.34	19,038.18
Tax-Exempt	-	-
<b>Total</b>	<b>55,087.34</b>	<b>19,038.18</b>
Tax Qualified Account(s)		
Tax Qualified	-	-
<b>Total Tax Category</b>	<b>55,087.34</b>	<b>19,038.18</b>

Taxable and tax-exempt income classifications are based on characteristics of the underlying securities and not the taxable status of the account.

## DOLLAR WEIGHTED PERFORMANCE DETAIL

STATE OF NEVADA DIVISION OF MUSEUMS

As of September 30, 2018 | Reporting Currency: USD

## RETURN % (NET OF FEES) VS. BENCHMARKS

Account Name/ Benchmark	Account Number	Performance Inception Date	Total Value (\$) 09/30/18	% Of Portfolio 09/30/18	Month to Date (%) 08/31/18 - 09/30/18	Quarter to Date (%) 06/30/18 - 09/30/18	Year to Date (%) 12/31/17 - 09/30/18	Last 3 Years (%) 09/30/15 - 09/30/18	Last 5 Years (%) 09/30/13 - 09/30/18	Performance Inception Month End (%) to 09/30/18	Performance Inception (%) to 09/30/18
<b>ADVISORY</b>		<b>07/15/92</b>	<b>1,400,360.70</b>	<b>96.32</b>	<b>-0.23</b>	<b>2.16</b>	<b>2.18</b>	<b>9.00</b>	<b>7.98</b>	<b>7.67</b>	<b>7.70</b>
STATE OF NEVADA DIVISION OF MUSEUMS (Consulting Group Advisor)	171-XXX259	07/15/92	1,400,360.70	96.32	-0.23	2.16	2.18	9.00	7.98	7.67	7.70
<b>BROKERAGE</b>		<b>07/14/92</b>	<b>53,511.99</b>	<b>3.68</b>	<b>0.01</b>	<b>0.04</b>	<b>2.14</b>	<b>13.26</b>	<b>8.28</b>	<b>7.76</b>	<b>7.63</b>
STATE OF NEVADA DIVISION OF MUSEUMS (AAA)	171-XXX095	01/01/11	53,511.99	3.68	0.01	0.04	0.07	0.03	0.05	0.37	0.38
STATE OF NEVADA DIVISION OF MUSEUMS (AAA)	171-XXX256	07/14/92	0.00	0.00	-	-	-	-	-	-	-
STATE OF NEVADA DIVISION OF MUSEUMS (AAA)	171-XXX534	04/01/11	0.00	0.00	-	-	-	-	-	-	-

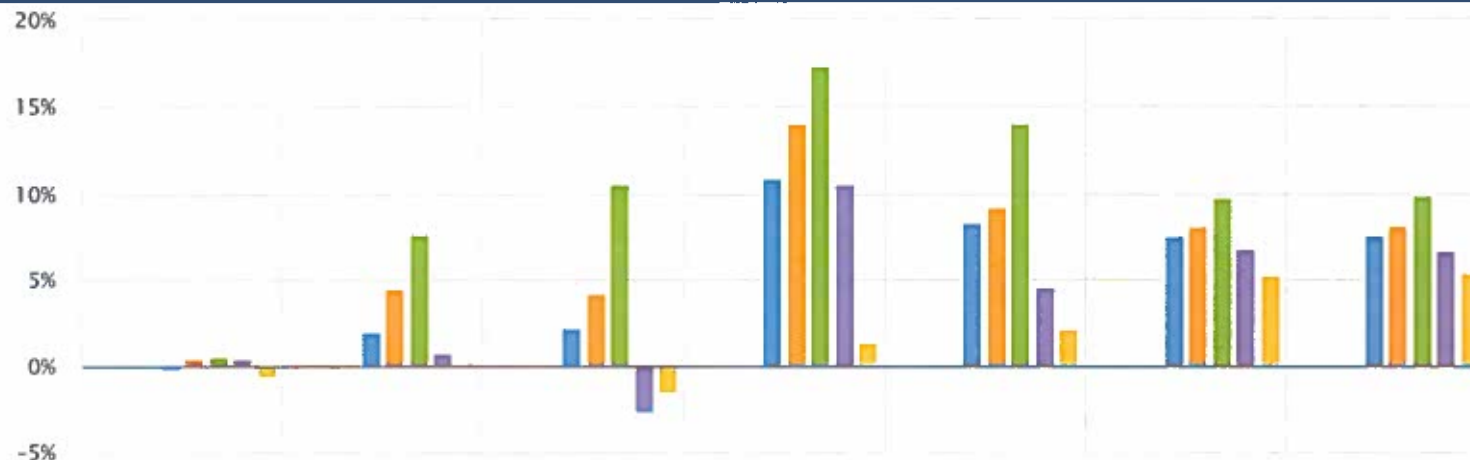
The investment returns shown on this page are dollar-weighted measurements which are affected by the timing and amount of your contributions and withdrawals.

## TIME WEIGHTED PERFORMANCE SUMMARY

STATE OF NEVADA DIVISION OF MUSEUMS

As of September 30, 2018 | Reporting Currency: USD

## RETURN % (NET OF FEES) VS. BENCHMARKS



	Month to Date 08/31/18 - 09/30/18	Quarter to Date 06/30/18 - 09/30/18	Year to Date 12/31/17 - 09/30/18	Last 3 Years 09/30/15 - 09/30/18	Last 5 Years 09/30/13 - 09/30/18	Performance Inception Month End 07/31/92 - 09/30/18	Performance Inception 07/14/92 - 09/30/18
Beginning Total Value (\$)	1,457,143.46	1,528,449.32	1,525,694.23	1,385,168.68	1,032,330.21	298,750.00	102,750.00
Net Contributions/Withdrawals (\$)	0.00	-104,343.93	-104,343.93	-381,045.82	-132,635.90	-496,647.28	-298,010.28
Investment Earnings (\$)	-3,270.78	29,767.30	32,522.39	449,749.82	554,178.38	1,651,769.97	1,649,132.97
Ending Total Value (\$)	1,453,872.69	1,453,872.69	1,453,872.69	1,453,872.69	1,453,872.69	1,453,872.69	1,453,872.69
Return % (Net of Fees)	-0.22	2.02	2.20	10.85	8.31	7.57	7.52
MSCI AC World Gross (%)	0.48	4.40	4.26	14.04	9.26	8.12	8.11
S&P 500 Total Return (%)	0.57	7.71	10.56	17.34	13.96	9.83	9.91
MSCI AC World ex US Gross (%)	0.50	0.80	-2.67	10.51	4.61	6.74	6.64
Barclays Aggregate (%)	-0.64	0.02	-1.60	1.31	2.16	5.27	5.33

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

## TIME WEIGHTED PERFORMANCE BY PERIOD

STATE OF NEVADA DIVISION OF MUSEUMS

As of September 30, 2018 | Reporting Currency: USD

## RETURN % (NET OF FEES) VS. BENCHMARKS

From 07/14/1992 - 09/30/2018

Period	Beginning Total Value (\$)	Net Contributions/ Withdrawals (\$)	Investment Earnings (\$)	Ending Total Value (\$)	Period Returns%				
					Portfolio (Net Of Fees)	MSCI AC World Gross	S&P 500 Total Return	MSCI AC World ex US Gross	Barclays Aggregate
2018 (YTD)	1,525,694.23	-104,343.93	32,522.39	1,453,872.69	2.20	4.26	10.56	-2.67	-1.60
2017	1,400,127.85	-106,020.71	231,587.09	1,525,694.23	17.36	24.62	21.83	27.77	3.54
2016	1,465,113.11	-181,323.79	116,338.53	1,400,127.85	8.10	8.48	11.96	5.01	2.65
2015	1,394,658.80	36,714.00	33,740.31	1,465,113.11	2.41	-1.84	1.38	-5.25	0.55
2014	1,302,024.72	12,304.63	80,329.45	1,394,658.80	6.23	4.71	13.69	-3.44	5.97
2013	878,852.12	241,730.60	181,442.00	1,302,024.72	20.18	23.44	32.39	15.78	-2.02
2012	846,496.68	-66,205.05	98,560.49	878,852.12	12.21	16.80	16.00	17.39	4.21
2011	954,160.53	-28,962.62	-78,701.23	846,496.68	-8.58	-6.86	2.11	-13.33	7.84
2010	956,787.49	-94,397.00	91,770.04	954,160.53	10.76	13.21	15.06	11.60	6.54
2009	805,828.39	-40,681.32	191,640.42	956,787.49	24.81	35.41	26.46	42.14	5.93
2008	1,131,720.06	175,617.04	-501,508.71	805,828.39	-37.94	-41.85	-37.00	-45.24	5.24
2007	1,033,200.44	61,535.99	36,983.63	1,131,720.06	3.55	12.18	5.49	17.12	6.97
2006	695,427.32	178,152.63	159,620.49	1,033,200.44	20.17	21.53	15.79	27.16	4.33
2005	596,426.88	49,915.28	49,085.16	695,427.32	7.52	11.37	4.91	17.11	2.43
2004	469,410.40	27,679.16	99,337.32	596,426.88	20.43	15.75	10.88	21.36	4.34
2003	616,885.48	-306,315.08	158,840.00	469,410.40	44.65	34.63	28.68	41.41	4.10
2002	965,535.46	-190,107.63	-158,542.35	616,885.48	-18.43	-18.98	-22.10	-14.67	10.25
2001	1,254,591.73	-144,646.02	-144,410.25	965,535.46	-12.23	-15.91	-11.89	-19.50	8.44
2000	1,321,352.18	-69,800.00	3,039.55	1,254,591.73	0.27	-13.94	-9.10	-15.09	11.63
1999	1,146,361.67	-139,445.30	314,435.81	1,321,352.18	30.23	26.82	21.04	30.91	-0.82
1998	1,069,395.91	-24,250.00	101,215.76	1,146,361.67	10.03	21.97	28.58	14.46	8.69
1997	1,070,074.43	-203,000.00	202,321.48	1,069,395.91	20.20	15.00	33.36	2.04	9.65
1996	973,970.74	-41,239.34	137,343.03	1,070,074.43	13.51	13.20	22.96	6.68	3.63
1995	795,718.00	25,000.00	153,252.74	973,970.74	19.17	19.46	37.58	9.94	18.47
1994	671,261.00	164,293.92	-39,836.92	795,718.00	-5.61	5.03	1.32	6.63	-2.92

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

## TIME WEIGHTED PERFORMANCE BY PERIOD

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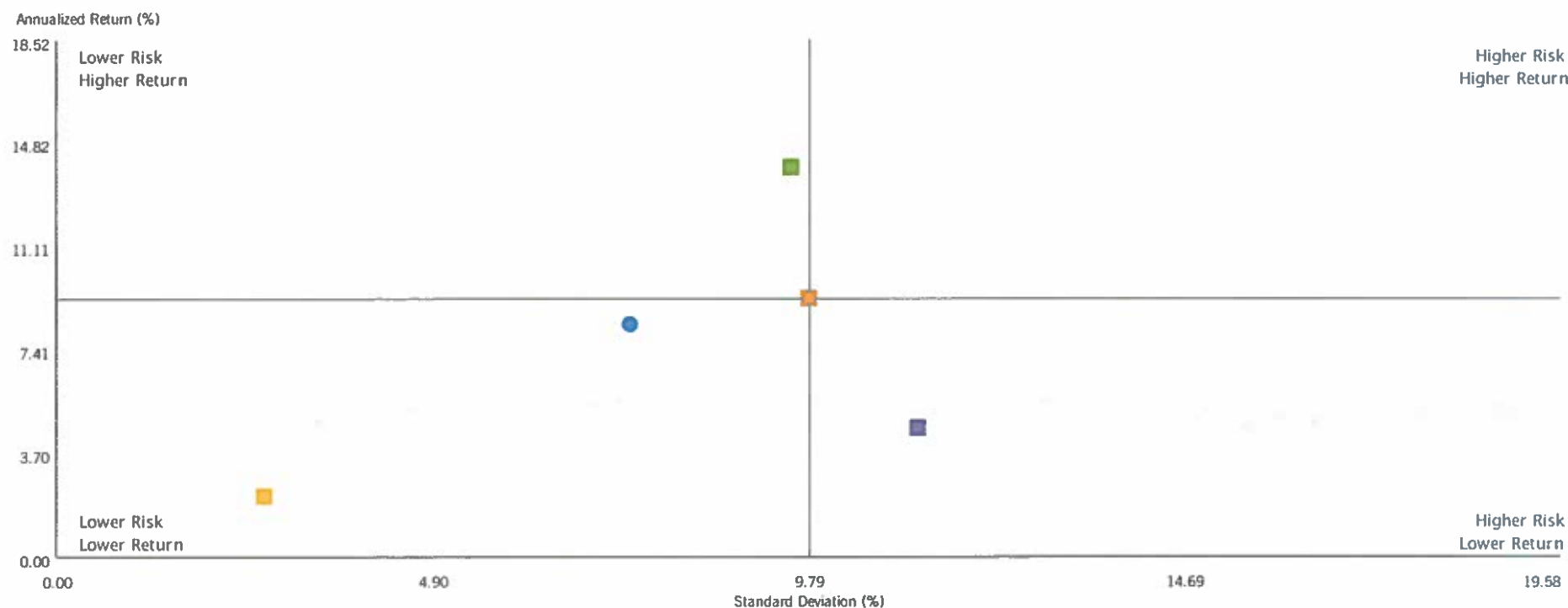
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## RETURN % (NET OF FEES) VS. BENCHMARKS (Continued)

Period	Beginning Total Value (\$)	Net Contributions/ Withdrawals (\$)	Investment Earnings (\$)	Ending Total Value (\$)	Period Returns%				
					Portfolio (Net Of Fees)	MSCI AC World Gross	S&P 500 Total Return	MSCI AC World ex US Gross	Barclays Aggregate
<b>1993</b>	<b>308,551.00</b>	<b>271,147.26</b>	<b>91,562.74</b>	<b>671,261.00</b>	<b>19.17</b>	<b>24.88</b>	<b>10.08</b>	<b>34.90</b>	<b>9.75</b>
<b>1992 Performance Inception: 07/14/1992</b>	<b>102,750.00</b>	<b>198,637.00</b>	<b>7,164.00</b>	<b>308,551.00</b>	<b>2.31</b>	<b>1.81</b>	<b>6.52</b>	<b>-2.11</b>	<b>4.57</b>

The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

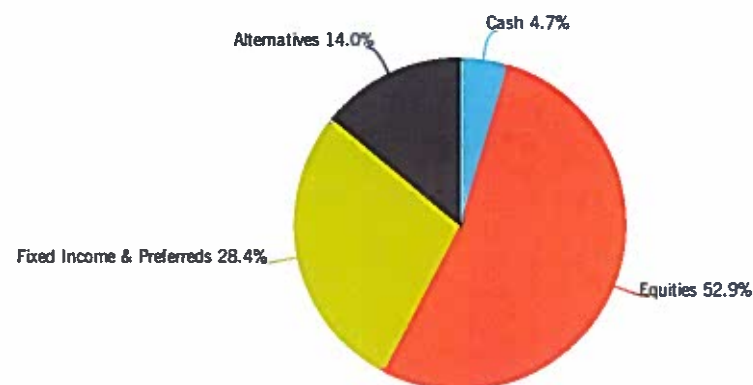
RETURN % (NET OF FEES) AND VOLATILITY VS. BENCHMARKS



The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.



ASSET ALLOCATION - ASSET CLASS



ASSET ALLOCATION

Symbol/CUSIP	Security Description	Quantity	Account Number	Total Value (\$) 09/30/2018	% of Portfolio 09/30/2018
<b>Cash</b>				<b>67,808.79</b>	<b>4.7</b>
Global Cash				67,808.79	4.7
Global Cash				67,808.79	4.7
BDPS	BANK DEPOSIT PROGRAM	67,808.790	Multiple	67,808.79	4.7
		14,296.800	171-XXX259	14,296.80	1.0
		53,511.990	171-XXX095	53,511.99	3.7
<b>Equities</b>				<b>768,497.43</b>	<b>52.9</b>
US Equities				475,171.68	32.7
US Large Cap Growth				149,820.31	10.3
ASPZX	ALGER SPECTRA Z	3,106.894	171-XXX259	77,703.42	5.4

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ASSET ALLOCATION (Continued)

Symbol/CUSIP	Security Description	Quantity	Account Number	Total Value (\$) 09/30/2018	% of Portfolio 09/30/2018
US Large Cap Growth (Continued)				149,820.31	10.3
OAYLX	OAKMARK SELECT ADVISOR(50.00%)	807.190	171-XXX259	37,050.02	2.6
SMGIX	COLUMBIA CONTRARIAN CORE(50.00%)	1,268.700	171-XXX259	35,066.87	2.4
US Large Cap Value				72,116.89	5.0
OAYLX	OAKMARK SELECT ADVISOR(50.00%)	807.190	171-XXX259	37,050.02	2.6
SMGIX	COLUMBIA CONTRARIAN CORE(50.00%)	1,268.700	171-XXX259	35,066.87	2.4
US Mid Cap Growth				60,129.04	4.1
HFMIX	HARTFORD MIDCAP I	1,736.328	171-XXX259	60,129.04	4.1
US Mid Cap Value				55,489.40	3.8
JMVSX	JPMORGAN MID CAP VALUE I	1,346.830	171-XXX259	55,489.40	3.8
US Small Cap Growth				77,790.09	5.4
AGOZX	ALGER SMALL CAP FOCUS Z	3,443.563	171-XXX259	77,790.09	5.4
US Equities Other				59,825.95	4.1
ANWFX	AMERICAN NEW PERSPECTIVE F2(50.81%)	462.994	171-XXX259	21,644.97	1.5
PRJZX	PGIM JENN GLBL OPPORTUNITIES Z(50.00%)	601.984	171-XXX259	14,893.07	1.0
TIBIX	THORNBURG INV INC BUILDER I(34.00%)	1,060.470	171-XXX259	23,287.91	1.6
International Equities				263,154.11	18.1
Intl Small Cap Equities				29,774.47	2.1

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ASSET ALLOCATION (Continued)

Symbol/CUSIP	Security Description	Quantity	Account Number	Total Value (\$) 09/30/2018	% of Portfolio 09/30/2018
<b>Intl Equities Other</b>				<b>233,379.64</b>	<b>16.1</b>
ANWFX	AMERICAN NEW PERSPECTIVE F2(49.19%)	448.232	171-XXX259	20,954.85	1.4
BIIEIX	BRANDES INTERNATIONAL EQ I	2,221.152	171-XXX259	39,447.66	2.7
GOGIX	JOHN HANCOCK INTL GROWTH I	1,644.587	171-XXX259	46,607.60	3.2
LCOIX	LEGG MASON CLRBDE INTL SMCP I	1,703.109	171-XXX259	29,617.07	2.0
OAYIX	OAKMARK INTERNATIONAL ADVISOR	1,803.462	171-XXX259	47,196.60	3.3
PRJZX	PGIM JENN GLBL OPPORTUNITIES Z(33.00%)	397.309	171-XXX259	9,829.43	0.7
TIBIX	THORNBURG INV INC BUILDER I(58.00%)	1,809.036	171-XXX259	39,726.43	2.7
<b>Emerging &amp; Frontier Mkt</b>				<b>30,171.64</b>	<b>2.1</b>
<b>Emerging Mkt Equities Oth</b>				<b>30,171.64</b>	<b>2.1</b>
NFFFX	AMERICAN NEW WORLD F2	392.988	171-XXX259	25,108.00	1.7
PRJZX	PGIM JENN GLBL OPPORTUNITIES Z(17.00%)	204.674	171-XXX259	5,063.64	0.3
<b>Fixed Income &amp; Preferreds</b>				<b>412,477.29</b>	<b>28.4</b>
<b>US Fixed Income Taxable</b>				<b>375,482.06</b>	<b>25.9</b>
<b>Intermed Term Govt/Corp</b>				<b>83,083.15</b>	<b>5.7</b>
GIUSX	GUGGENHEIM INVEST GR BOND INST	4,540.063	171-XXX259	83,083.15	5.7
<b>US Taxable Core</b>				<b>292,398.91</b>	<b>20.1</b>

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ASSET ALLOCATION (Continued)					
Symbol/CUSIP	Security Description	Quantity	Account Number	Total Value (\$) 09/30/2018	% of Portfolio 09/30/2018
<b>US Taxable Core (Continued)</b>				292,398.91	20.1
GOBIX	BRANDYWINEGLOBAL GLB OPP BD I(63.00%)	2,403.252	171-XXX259	24,344.95	1.7
HWDIX	HARTFORD WORLD BOND I(46.00%)	1,810.377	171-XXX259	19,334.83	1.3
MAHQX	BLACKROCK TOTAL RET I	7,246.790	171-XXX259	81,236.52	5.6
PDBZX	PGIM TOTAL RETURN BOND Z	5,825.969	171-XXX259	81,272.27	5.6
TIBIX	THORNBURG INV INC BUILDER I(8.00%)	249.522	171-XXX259	5,479.51	0.4
WACPX	WESTERN ASSET CORE PLUS BD I	7,195.262	171-XXX259	80,730.84	5.6
<b>Intl Fixed Income</b>				36,995.23	2.5
<b>Intl Core Fixed Income</b>				36,995.23	2.5
GOBIX	BRANDYWINEGLOBAL GLB OPP BD I(37.00%)	1,411.434	171-XXX259	14,297.83	1.0
HWDIX	HARTFORD WORLD BOND I(54.00%)	2,125.225	171-XXX259	22,697.40	1.6
<b>Alternatives</b>				203,295.65	14.0
<b>Real Assets</b>				78,393.43	5.4
<b>Real Estate/REITs</b>				78,393.43	5.4
CSDIX	COHEN & STEERS REAL EST SECS I	2,799.337	171-XXX259	43,557.68	3.0
PURZX	PGIM GLOBAL REAL ESTATE Z	1,441.877	171-XXX259	34,835.75	2.4
<b>Absolute Return Assets</b>				124,902.22	8.6
<b>TOTAL PORTFOLIO</b>				1,452,079.16	100.0

## DISCLOSURES

**Explanatory Notes and Disclosures:** This document is designed to assist you and your Financial Advisor in understanding portfolio positions, composition and subsets thereof. It is designed solely for your individual use, is for informational purposes only and is not intended as an offer or solicitation with respect to the purchase or sale of any security. Do not take action relying on this information without confirming its accuracy and completeness. Please read carefully all accompanying notes and disclosures provided in this Document.

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Investment, insurance and annuity products offered through Morgan Stanley Smith Barney LLC are: NOT FDIC INSURED | MAY LOSE VALUE | NOT BANK GUARANTEED | NOT A BANK DEPOSIT | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY

**Additional information about your Floating Rate Notes:** 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.

**Important Information About Auction Rate Securities:** For certain Auction Rate Securities there is no or limited liquidity. Therefore, the price(s) for these Auction Rate Securities are indicated as not available by a dash "-". There can be no assurance that a successful auction will occur or that a secondary market exists or will develop for a particular security.

**Important Pricing Information:** Prices of securities not actively traded may not be available, and are indicated by a dash "-".

**Asset Classification:** We classify assets based on general characteristics such as: income generation, underlying capital structure, or exposure to certain market sectors. As many assets contain characteristics of more than one asset class, allocations may be under or over inclusive. These classifications do not constitute a recommendation and may differ from the classification of instruments for regulatory or tax purposes. In addition, the Other asset class contains securities that are not included in the various asset class classifications. This can include, but is not limited to, non-traditional investments such as some Equity Unit Trusts, Index Options and Structured Investments issued outside of Morgan Stanley. Additionally, investments for which we are unable to procure market data to properly classify them will appear in the Other category.

**Performance:** Performance results are annualized for time periods greater than one year and include all cash and cash equivalents, realized and unrealized capital gains and losses, dividends, interest and income. The investment results depicted herein represent historical performance. As a result of recent market activity, current performance may vary from the figures shown. Please contact your Financial Advisor for up-to-date performance information. Past performance is not a guarantee of future results.

Market values used for performance calculation do not include Performance Ineligible Assets and thus may differ from asset allocation market values. Common examples of Performance Ineligible Assets include life insurance and annuities as well as Manually Added and External accounts, assets and liabilities.

Unless otherwise indicated, performance is a composite calculation of the entire portfolio and may include brokerage and investment advisory accounts as well as assets for different accounts included in this report. The accounts included in the composite may have (or have had) different investment objectives and strategies, been subject to different restrictions, and incurred different types of fees, markups, commissions and other charges. Accordingly, performance results may blend the performance of assets and strategies that may not have been available in all of the accounts at all times during



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the reporting period. In addition, accounts in the composite may have changed from brokerage to advisory or vice versa. Accounts may also have moved from one advisory program to another (including from a discretionary program to a non-discretionary program).

For Morgan Stanley Smith Barney LLC accounts, performance information may cover the full history of the account(s) or just the performance of an account(s) since the inception of the current program(s). Performance results on individual accounts will vary and may differ from the composite returns. Your Financial Advisor can provide you with individual account portfolio composition and performance information. For investment advisory accounts, please see the Morgan Stanley Smith Barney LLC Form ADV Part 2 or applicable disclosure brochure and any applicable brokerage commission and/or fee schedule for a full disclosure of fees and expenses. Your Financial Advisor will provide those documents to you upon request. For brokerage accounts, please speak to your Financial Advisor for more information on commissions and other account fees and expenses.

Performance inception date does not necessarily correspond to the account opening date. Where multiple accounts are included in performance calculations, the inception date is the oldest performance inception. Performance data may not be available for all periods as some accounts included in performance may have more recent performance inception dates. Consequently, the actual performance for a group of accounts may differ from reported performance. Please ask your Financial Advisor for the performance inception date for each account.

**Indices:** Benchmark indices and blends included in this material are for informational purposes only, are provided solely as a comparison tool and may not reflect the underlying composition and/or investment objective(s) associated with the account(s). In some circumstances, the benchmark index may not be an appropriate benchmark for use with the specific composite portfolio. For instance, an index may not take into consideration certain changes that may have occurred in the portfolio since the inception of the account(s), (e.g., changes from a brokerage to an advisory account or from one advisory program to another, asset class changes, or index changes for individual managers). The volatility of the index used for comparison may be materially different from that of the performance shown. Indices are unmanaged and not available for direct investment. Index returns do not take into account fees or other charges. Such fees and charges would reduce performance. Please see the Benchmark Definitions section of this material for additional information on the indices used for comparison.

**Performance Inception Month End:** Performance Inception Month End refers to performance calculated from the end of the month in which the accounts became eligible for performance. Calculating performance from the Performance Inception Month End allows for a comparison to be made to appropriate benchmarks. Performance Inception Month End does not necessarily correspond to the account opening date.

**Projected 12 Month:** Projected 12 Month Income is based upon cash income from interest, cash dividends, and partnership distributions. It is a hypothetical projection calculated using current yields. The projected income referenced is based upon certain market projections effective as at today's date only and can change at any time. Such projected income is hypothetical, do not reflect actual investment results, and is not a guarantee of future results. The projected income is referenced for illustrative purposes only. Morgan Stanley does not represent or guarantee that the projected income referenced will or can be attained. The actual income may be lower or higher than the projections based upon a variety of factors and assumptions. The projected income shown may under or over compensate for the impact of actual market conditions and other factors. We make no representation or warranty as to the reasonableness of the assumptions made, or that all assumptions used to construct this projected income information have been stated or fully considered. To the extent that the assumptions made do not reflect actual conditions, the illustrative value of the hypothetical projected income will decrease.

The projected income referenced may include income from Morgan Stanley & Co. and External Accounts, where data is available. Such information was obtained from third party sources which Morgan Stanley believes to be reliable. However, we make no representation or guarantee that the information is accurate or complete. You should not rely upon this information to make any investment decision. Please refer to the official account statements and performance reports you received from your custodian and/or financial institution for information about projected income in your External Accounts. The projected income referenced does not include income from assets in Manually Added External Accounts.

**Additional information about your Alternative Investments:** Your interests in Alternative Investments, which may have been purchased through us, are generally not held here, and are generally not covered by SIPC. The information provided to you: 1) is included as a service to you, and certain transactions may not be reported; 2) is derived from you or another external source for which we are not responsible, and may have been modified to take into consideration capital calls or distributions to the extent applicable; 3) may not reflect actual shares, share prices, or values; 4) may include invested or distributed amounts in addition to a fair value estimate; and 5) should not be relied upon for tax reporting purposes. Notwithstanding the foregoing, 1) to the extent this report displays Alternative Investment positions within a Morgan Stanley Individual Retirement Account ("IRA"), such positions are held by Morgan Stanley Smith Barney LLC as the custodian of your Morgan Stanley IRA; and 2) if your Alternative Investment position(s) is held by us and is registered pursuant to the Securities Act of 1933, as amended, your Alternative Investment position(s) is covered by SIPC.

Alternatives may be either traditional alternative investment vehicles or non-traditional alternative strategy vehicles. Traditional alternative investment vehicles may include, but are not limited to, Hedge Funds, Fund of Funds (both registered and unregistered), Exchange Funds, Private Equity Funds, Private Credit Funds, Real Estate Funds, and Managed Futures Funds. Non-traditional alternative strategy vehicles may include, but are not limited to, Open or Closed End Mutual Funds, Exchange-Traded and Closed-End Funds, Unit Investment Trusts, exchange listed Real Estate Investment Trusts (REITs), and Master Limited Partnerships (MLPs). These non-traditional alternative strategy vehicles also seek alternative-like exposure but have significant differences from traditional alternative investment vehicles. Non-traditional alternative strategy vehicles may behave like, have characteristics of, or employ various investment strategies and techniques for both hedging and more speculative purposes such as short-selling, leverage, derivatives, and options, which can increase volatility and the risk of investment loss. Characteristics such as correlation to traditional markets, investment strategy, and market sector exposure can play a role in the classification of a traditional security being classified as alternative.

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Traditional alternative investment vehicles are illiquid and usually are not valued daily. The estimated valuation provided will be as of the most recent date available and will be included in summaries of your assets. Such valuation may not be the most recent provided by the fund in which you are invested. No representation is made that the valuation is a market value or that the interest could be liquidated at this value. We are not required to take any action with respect to your investment unless valid instructions are received from you in a timely manner. Some positions reflected herein may not represent interests in the fund, but rather redemption proceeds withheld by the issuer pending final valuations which are not subject to the investment performance of the fund and may or may not accrue interest for the length of the withholding. Morgan Stanley does not engage in an independent valuation of your alternative investment assets. Morgan Stanley provides periodic information to you including the market value of an alternative investment vehicle based on information received from the management entity of the alternative investment vehicle or another service provider.

It is important to note in this report that Morgan Stanley makes a distinction between Alternative Investment products, and products classified as Alternatives by their asset class. Morgan Stanley categorizes traditional and non-traditional alternative investment vehicles under the category "Alternatives" in asset classification based view. For product based views, traditional alternative investments vehicles are classified under the category "Other"; this differs from your official Morgan Stanley account statement, which categorizes traditional alternative investment vehicles such as Hedge Funds under the category "Alternative Investments". Non-traditional alternative strategy vehicles are classified based on their investment type, such as Mutual Fund or Exchange-Traded Funds within both this report and your Morgan Stanley account statement.

Interests in alternative investment products are offered pursuant to the terms of the applicable offering memorandum, are distributed by Morgan Stanley Smith Barney LLC and certain of its affiliates, and (1) are not FDIC-insured, (2) are not deposits or other obligations of Morgan Stanley or any of its affiliates, (3) are not guaranteed by Morgan Stanley and its affiliates, and (4) involve investment risks, including possible loss of principal. Morgan Stanley Smith Barney LLC is a registered broker-dealer, not a bank.

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## GENERAL DEFINITIONS

**Annualized Standard Deviation:** A statistical calculation that measures the volatility of returns over time; the larger the standard deviation, the greater the volatility.

**Dollar-Weighted Return (Internal Rate of Return):** A return calculation that measures the actual performance of a portfolio over the reporting period. Since dollar weighted returns include the impact of client contributions and withdrawals, they should not be compared to market indices or used to evaluate the performance of a manager, but can be used to evaluate progress toward investment goals.

**Investment Earnings:** A combination of the income received and total portfolio value increase or decrease, excluding net contributions and withdrawals, over the reporting period.

**Net Contributions/Withdrawals:** The net value of cash and securities contributed to or withdrawn from the account(s) during the reporting period. Net contributions and withdrawals may include advisory fees for advisory accounts.

**Net of Fees:** Performance results depicted as "net" of fees shall mean that any wrap fee, investment management fees, trade commissions, and/or other account fees have been deducted. Any other fees or expenses associated with the account, such as third party custodian fees, may not have been deducted. Please see the Morgan Stanley Smith Barney LLC Form ADV Part 2 Brochure for advisory accounts and/or any applicable brokerage account trade confirmation statements for a full disclosure of the applicable charges, fees and expenses. Your Financial Advisor will provide those documents to you upon request.

**Performance ineligible assets:** Performance returns are not calculated for certain assets because accurate valuations and transactions for these assets are not processed or maintained by Morgan Stanley Smith Barney LLC. Common examples include life insurance and annuities as well as Manually Added and External accounts, assets and liabilities.

**Time-Weighted Return:** A return calculation that measures the investment performance of a portfolio over the reporting period. Time weighted returns do not include the impact of client contributions and withdrawals and therefore, may not reflect the actual rate of return the client received. Time weighted returns isolate investment actions and can be compared to benchmarks and used to evaluate the performance of a manager.

**Total Value:** "Total Value" represents the Market Value of the portfolio or Asset Class referenced and includes the accrual of interest and dividends. Total Value in the Asset Allocation view prior to January 2014 does not reflect the accrual of interest and dividends. Total Value for Morgan Stanley & Co. and External accounts also does not include accrued interest and dividends.



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## BENCHMARK DEFINITIONS

**MSCI AC World Gross:** The MSCI ACWI Index is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets. The MSCI ACWI consists of 46 country indexes comprising 23 developed and 23 emerging market country indexes. The developed market country indexes included are: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, the United Kingdom and the United States. The emerging market country indexes included are: Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, South Africa, Taiwan, Thailand, Turkey, and United Arab Emirates (as of June 2014).

**MSCI AC World ex US Gross:** The MSCI ACWI Index is a free float-adjusted market capitalization weighted index that is designed to measure the equity market performance of developed and emerging markets. The MSCI ACWI consists of 46 country indexes comprising 23 developed and 23 emerging market country indexes. The developed market country indexes included are: Australia, Austria, Belgium, Canada, Denmark, Finland, France, Germany, Hong Kong, Ireland, Israel, Italy, Japan, Netherlands, New Zealand, Norway, Portugal, Singapore, Spain, Sweden, Switzerland, the United Kingdom and the United States. The emerging market country indexes included are: Brazil, Chile, China, Colombia, Czech Republic, Egypt, Greece, Hungary, India, Indonesia, Korea, Malaysia, Mexico, Peru, Philippines, Poland, Qatar, Russia, South Africa, Taiwan, Thailand, Turkey, and United Arab Emirates (as of June 2014). This index is excluding the United States.

**S&P 500 Total Return:** The S&P 500 has been widely regarded as the best single gauge of the large cap U.S. equities market since the index was first published in 1957. The index has over \$5.58 trillion benchmarked, with index assets comprising approximately \$1.31 trillion of this total. The index includes 500 leading companies in leading industries of the U.S. economy, capturing 75% coverage of U.S. equities. This index includes dividend reinvestment.

**Barclays Aggregate:** The Barclays US Aggregate Bond Index is a broad-based flagship benchmark that measures the investment grade, US dollar-denominated, fixed-rate taxable bond market. The index includes Treasuries, government-related and corporate securities, MBS (agency fixed-rate and hybrid ARM pass-throughs), ABS and CMBS (agency and non-agency).

**BERTRAND & ASSOCIATES, LLC**  
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October 22, 2018

To the Board of Directors  
Division of Museums & History

We have audited the financial statements of the fund activities of the Division of Museums & History (Division) for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. Professional standards require that we provide you with the following information related to our audit which is divided into two following sections:

**Section I – Required Communications with those Charged with Governance**

**Section II – Other Recommendations and Related Information**

Section I includes information that current auditing standards required independent auditors to communicate to those individuals charged with governance. We will report this information annually to the Board in our Audit Committee Letter.

Section II presents recommendations related to internal controls, procedures, and other matters during our current audit year. These comments are offered in the interest of helping the Board in its efforts toward continuous improvement, not just in the areas of internal controls and accounting procedures, but also in operations administrative efficiency and effectiveness.

**Section I – Communications Required under AU 260**

**Our Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated January 5, 2016, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to you in our letter regarding planning matters dated April 12, 2018.

**Significant Audit Findings****Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Division are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the fiscal year audited.

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

**The most sensitive estimates affecting the financial statements were:**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the Division's financial statements were for the inventory.

Management's estimate of the inventory valuation is based on a physical inventory taken at year end.

We evaluated the key factors and assumptions used to develop the inventory valuation and performed test counts and observations at three locations in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was regarding cash and investments.

The financial statement disclosures are neutral, consistent, and clear.

**Difficulties Encountered in Performing the Audit**

We encountered no significant difficulties in dealing with management in performing and completing our audit.

**Corrected and Uncorrected Misstatement**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We proposed an adjustment to correct the restricted fund balance.

**Disagreements with Management**

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

**Management Representations**

We have requested certain representations from management that are included in the Management Representation Letter dated October 24, 2018.

**Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

**Other Audit Findings**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

**Section II – Other Recommendations and Related Information****Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We provided a Management Recommendations Letter dated October 22, 2018 to the Administrator, Mr. Barton. In this letter we identified exceptions noted and our recommendations.

This information is intended solely for the use of Board of Directors charged with governance and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Bertrand & Associates, LLC*

Bertrand & Associates LLC

**STATE OF NEVADA**  
**DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND**  
**FINANCIAL STATEMENTS**  
**June 30, 2018**

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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, 2018.

**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.

**Opinion**

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, 2018 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.

Management has omitted the management, discussion, and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a 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 basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

**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.

*Bertand & Associates, LLC*

October 24, 2018  
Carson City, Nevada

**STATE OF NEVADA  
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND  
BALANCE SHEET  
June 30, 2018**

---

**ASSETS**

**Current assets:**

Cash	\$ 2,092,736
Investments	1,459,727
Accounts receivable	5,596
Due from other funds	16,397
Intergovernmental receivable	60,395
Inventory	173,243
<b>Total assets</b>	<b>3,808,094</b>

**LIABILITIES AND FUND BALANCE**

**Liabilities:**

Accounts payable	100,859
Due to other funds	33,860
Deferred outflows of resources	2,463
<b>Total current liabilities</b>	<b>137,182</b>

**Fund balance:**

Non-spendable fund balance	173,243
Restricted fund balance	1,619,964
Unassigned fund balance	1,877,705
<b>Total fund balances</b>	<b>3,670,912</b>

<b>Total liabilities and fund balance</b>	<b>\$ 3,808,094</b>
---	---------------------

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, 2018**

**Revenues:**

Sales and charges for services:	
Gift shop sales	\$ 416,867
Other sales	10,392
Service charges	70,940
Investment income	157,714
Other revenue:	
Memberships	67,397
Donations	13,692
Grants and bequest	154,947
Miscellaneous revenues	11,847
<b>Total revenues</b>	<b>\$903,796</b>

**Expenditures:**

Cost of sales	201,288
General operating expense	93,839
BLM cooperative agreement	103,008
Coin Press	29,682
Collections and exhibits	39,577
Education/Anthropology	20,712
East Ely/Boulder City railroad museums	36,727
Special projects	664,044
History/Natural history	23,936
Publications/Photographs	10,022
Docent	4,485
Gift shop expenses	30,257
<b>Total expenditures</b>	<b>1,257,577</b>

<b>Excess of revenues over expenditures</b>	<b>\$ (353,781)</b>
---	---------------------

**Other financing sources (uses):**

Operating transfers-out	(183,611)
<b>Total other financing sources (uses)</b>	<b>(183,611)</b>

<b>Excess of revenues over expenditures and other financing sources</b>	<b>(537,392)</b>
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Fund balances at beginning of year	4,208,304
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<b>Fund balances, end of year</b>	<b>\$ 3,670,912</b>
-----------------------------------	---------------------

See accompanying notes

**STATE OF NEVADA**  
**DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND**  
**COMBINING BALANCE SHEET**  
**For the Year Ended June 30, 2018**

	Museum & History Board	Museum Administrator	Nevada Historical Society	Nevada State Museum	Nevada State Railroad Museum	Lost City Museum	Las Vegas Museum & Hist. Society	Total
<b>ASSETS</b>								
Cash	\$ 17,752	\$ 18,664	\$ 906,238	\$ 812,308	\$ 214,935	\$ 68,496	\$ 54,343	\$ 2,092,736
Investments	-	-	291,313	401,325	181,699	519,377	66,013	1,459,727
Accounts receivable	-	-	845	-	3,578	193	980	5,596
Due from other funds	145	203	7,782	6,152	1,392	353	370	16,397
Inter governmental receivable	-	-	-	60,395	-	-	-	60,395
Inventory	-	-	16,098	36,248	58,012	50,819	12,066	173,243
<b>Total assets</b>	<b>\$ 17,897</b>	<b>\$ 18,867</b>	<b>\$ 1,222,276</b>	<b>\$ 1,316,428</b>	<b>\$ 459,616</b>	<b>\$ 639,238</b>	<b>\$ 133,772</b>	<b>\$ 3,808,094</b>
<b>LIABILITIES AND FUND BALANCE</b>								
<b>Liabilities:</b>								
Accounts payable	430	43	9,919	78,470	4,046	3,541	4,410	100,859
Due to other funds	-	-	950	21,224	6,141	5,444	101	33,860
Deferred outflow of resources	22	22	1,101	977	223	57	61	2,463
<b>Total liabilities</b>	<b>452</b>	<b>65</b>	<b>11,970</b>	<b>100,671</b>	<b>10,410</b>	<b>9,042</b>	<b>4,572</b>	<b>137,182</b>
<b>Fund balances:</b>								
Non-expendable fund balance	-	-	16,098	36,248	58,012	50,819	12,066	173,243
Restricted fund balance	-	-	720,051	874,568	5,308	-	20,037	1,619,964
Unassigned fund balance	17,445	18,801	474,157	304,941	385,885	579,378	97,098	1,877,705
<b>Total fund balances</b>	<b>17,445</b>	<b>18,801</b>	<b>1,210,306</b>	<b>1,215,757</b>	<b>449,205</b>	<b>630,197</b>	<b>129,201</b>	<b>3,670,912</b>
<b>Total liabilities and Fund Balances</b>	<b>\$ 17,897</b>	<b>\$ 18,866</b>	<b>\$ 1,222,276</b>	<b>\$ 1,316,428</b>	<b>\$ 459,615</b>	<b>\$ 639,239</b>	<b>\$ 133,773</b>	<b>\$ 3,808,094</b>

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, 2018**

	Museum & History Board	Museum Administrator	Nevada Historical Society	Nevada State Museum	Nevada State Railroad Museum	Lost City Museum	Las Vegas Museum & Hist. Society	Total
<b>Revenues:</b>								
Sales and charges for services:								
Gift shop sales	\$ -	\$ -	\$ 14,907	\$ 126,990	\$ 144,856	\$ 92,521	\$ 37,593	\$ 416,867
Other sales	-	-	10,254	138	-	-	-	10,392
Service charges	-	-	-	60,365	2,925	-	7,650	70,940
Investment income	527	407	43,253	40,549	19,373	47,470	6,135	157,714
Other revenues:								
Memberships	-	-	25,010	29,995	-	3,321	9,071	67,397
Donations	-	-	1,745	3,874	4,618	1,610	1,845	13,692
Grants and bequest	-	-	22,224	125,104	250	-	7,369	154,947
Miscellaneous revenues	33	276	-	-	11,538	-	-	11,847
<b>Total revenues</b>	<b>560</b>	<b>683</b>	<b>117,393</b>	<b>387,015</b>	<b>183,560</b>	<b>144,922</b>	<b>69,663</b>	<b>903,796</b>
<b>Expenditures:</b>								
Cost of sales	-	-	8,720	60,195	71,949	47,085	13,339	201,288
General operating expense	34,145	9,276	15,358	14,838	7,989	1,574	10,659	93,839
BLM Cooperative agreement	-	-	-	103,008	-	-	-	103,008
Coin press	-	-	-	29,682	-	-	-	29,682
Collections and exhibits	-	-	2,641	13,307	22,979	650	-	39,577
Education\Anthropology	-	-	-	20,712	-	-	-	20,712
East Ely/Boulder City railroad museums	-	-	-	-	36,727	-	-	36,727
Special projects	-	-	403,522	228,343	19,425	3,887	8,867	664,044
History/natural history	-	-	-	22,694	-	1,198	44	23,936
Publications/Photographs	-	-	10,022	-	-	-	-	10,022
Docent	4,485	-	-	-	-	-	-	4,485
Gift shop expenses	-	-	3,337	13,188	6,448	4,892	2,392	30,257
<b>Total expenditures</b>	<b>38,630</b>	<b>9,276</b>	<b>443,600</b>	<b>505,967</b>	<b>165,517</b>	<b>59,286</b>	<b>35,301</b>	<b>1,257,577</b>
<b>Excess of revenues over expenditures</b>	<b>(38,070)</b>	<b>(8,593)</b>	<b>(326,207)</b>	<b>(118,952)</b>	<b>18,043</b>	<b>85,636</b>	<b>34,362</b>	<b>(353,781)</b>

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, 2018**

	Museum & History Board	Museum Administrator	Nevada Historical Society	Nevada State Museum	Nevada State Railroad Museum	Lost City Museum	Las Vegas Museum & Hist. Society	Total
Excess of revenues over expenditures (From preceding page)	(38,070)	(8,593)	(326,207)	(118,952)	18,043	85,636	34,362	(353,781)
Other financing sources (uses)								
Intra fund transfers (net)	37,755	7,718	6,362	(4,694)	(27,425)	(5,049)	(14,667)	-
Operating transfers -out	-	-	-	103,013	50,015	27,407	3,176	183,611
Total other financing sources (uses)	37,755	7,718	6,362	(107,707)	(77,440)	(32,456)	(17,843)	(183,611)
Excess (deficiency) of revenues over (under) expenditures and other financing sources (uses)	(315)	(875)	(319,845)	(226,659)	(59,397)	53,180	16,519	(537,392)
Fund balances, beginning of year	17,759	19,675	1,530,150	1,442,417	508,603	577,017	112,683	4,208,304
Fund balances, end of year	\$ 17,444	\$ 18,800	\$ 1,210,305	\$ 1,215,758	\$449,206	\$ 630,197	\$ 129,202	\$ 3,670,912

See accompanying notes



**STATE OF NEVADA  
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

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**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 Legislative action dissolved the Department of Cultural Affairs. Effective November 1, 2011, the Division of Museums and History came under the direction of the Nevada Department of Tourism and Cultural Affairs, where it continues to operate.

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.

**STATE OF NEVADA  
DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018**

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**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 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. 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 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 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 as investments are held in a money market fund that is traded on the New York Stock Exchange, international securities exchanges or NASDAQ.

**STATE OF NEVADA**  
**DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2018**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

**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.

**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 average cost 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, 2018 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.

**Estimates**

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management must make estimates based on future events and affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities as of the date of financial statements, and revenues and expenses during the reporting period. Actual results could differ from these estimates.

**STATE OF NEVADA**  
**DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2018**

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**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	\$ 2,023,759
Cash funds/ cash on hand	2,500
Morgan Stanley	66,477
<b>Total cash</b>	<b>\$ 2,092,736</b>

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

	<u>Carrying Value</u>	<u>Bank/Treasurer Balance</u>
Deposited with State Treasurer	\$ 2,023,759	\$ 2,023,759
Uninsured	2,500	2,500
Cash deposits and money market funds - FDIC	66,477	66,477
<b>Totals</b>	<b>\$ 2,092,736</b>	<b>\$ 2,092,736</b>

**NOTE 3 – INVESTMENTS**

The Division utilizes three asset managers that invest funds in equities. As of June 30, the Division had all investments in equity securities in domestic companies.

The Division categorizes fair value measurement within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 input are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

A summary of the investments in mutual funds are as follows:

Alternative investments which include REITs and fixed income funds	\$ 217,280
Equities	797,199
Fixed income and preferred	445,248
<b>Total investments</b>	<b>\$ 1,459,727</b>

The mutual funds in equities, fixed income and alternative investments are valued using quoted market prices (Level 1 inputs).

**STATE OF NEVADA**  
**DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2018**

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**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	\$ 26,331
Due to internal service fund	<u>7,530</u>
Total due to other funds	\$ 33,860

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	\$16,397
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**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.

**STATE OF NEVADA**  
**DIVISION OF MUSEUMS & HISTORY DEDICATED TRUST FUND**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2018**

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**NOTE 6 – BUDGET RECONCILIATION**

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

Fund balances (budgetary basis) June 30, 2018	\$1,960,910
Adjustments (basis difference):	
Cash funds	2,500
Investment accounts	1,526,205
GASB 31 cash adjustment	(1,020)
Accrual of interest	6,499
Cancelled vouchers	276
Inventory	173,243
Post 6/30 cash transfer to investments	4,762
Deferred revenues	(2,463)
Fund balances (GAAP basis) June 30, 2018	<u>\$3,670,912</u>

**NOTE 7 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through October 24, 2018 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, 2018**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>(Unfavorable) Variance</b>
<b>MUSEUMS &amp; HISTORY BOARD</b>				
<b>Fund balances, July 1</b>	\$ 17,518	\$ 17,518	\$ 17,518	\$ -
<b>Revenues:</b>				
Donations	-	-	-	-
Miscellaneous	-	-	33	33
Treasurer's interest distributions	120	572	517	(55)
<b>Other financing sources:</b>				
Transfer from museum dedicated trust	-	-	-	-
Transfer from investments	37,980	37,980	37,980	-
<b>Total sources:</b>	<b>\$ 55,618</b>	<b>\$ 56,070</b>	<b>\$ 56,048</b>	<b>\$ (22)</b>
<b>MUSEUM ADMINISTRATOR</b>				
<b>Fund balances, July 1</b>	\$ 19,545	\$ 19,545	\$ 19,545	\$ -
<b>Revenues:</b>				
NHS Quarterly	-	-	-	-
Donations	-	-	-	-
Private grants	-	-	-	-
Treasurer's interest distribution	150	150	331	181
<b>Other financing sources:</b>				
Transfers from museum dedicated trust	18,740	18,740	17,300	(1,440)
Transfer from investments	9,873	9,872	9,872	-
<b>Total sources:</b>	<b>\$ 48,308</b>	<b>\$ 48,307</b>	<b>\$ 47,048</b>	<b>\$ (1,259)</b>
<b>NEVADA HISTORICAL SOCIETY</b>				
<b>Fund balances, July 1</b>	\$ 1,231,250	\$ 1,238,885	\$ 1,238,885	\$ -
<b>Revenues:</b>				
Gift shop sales	15,476	15,476	14,907	(569)
Charges for services	-	-	-	-
Memberships	24,100	17,111	25,010	7,899
Photographs sales	9,062	8,902	8,989	87
Printing sales	1,512	1,512	1,265	(247)
Publications	-	-	-	-
Book and pamphlet sales	-	-	-	-
Prior year refunds	-	-	-	-
Donations	3,278	3,278	1,745	(1,533)
Private grants	1,075,250	1,074,764	22,224	(1,052,540)
Treasurer's interest distribution	1,663	1,663	16,991	15,328
<b>Other financing sources:</b>				
Transfer from museum dedicated trust	28,260	28,260	19,440	(8,820)
<b>Total sources:</b>	<b>\$ 2,389,851</b>	<b>\$2,389,851</b>	<b>\$ 1,349,456</b>	<b>\$ (1,040,395)</b>



**STATE OF NEVADA**  
**Division of Museums & History Dedicated Trust Fund**  
**Schedule of Budget and Actual**  
**Non-GAAP Budgetary Basis**  
**For year ended June 30, 2018**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Favorable (Unfavorable) Variance</b>
<b>NEVADA STATE MUSEUM</b>				
<b>Fund balances, July 1</b>	\$ 982,888	\$1,012,222	\$1,012,222	\$ -
<b>Revenues:</b>				
BLM cooperative agreement	116,400	162,714	103,008	(59,706)
Facilities charge	1,085	1,085	550	(535)
Charges for services	60,000	37,859	39,267	1,408
Charges for services-designated	148,244	148,244	20,579	(127,665)
Gift shop sales	132,000	132,000	127,063	(4,937)
Memberships	20,919	20,919	29,995	9,076
Photograph sales	2,109	2,109	120	(1,989)
Book and pamphlet sales	66	66	17	(49)
Donations	3,067	3,067	3,874	807
Private grants	16,459	9,266	22,096	12,830
Treasurer's interest distribution	1,777	1,777	12,784	11,007
<b>Other financing sources:</b>				
Transfer from investments	10,000	10,000	10,000	-
<b>Total sources:</b>	<b>\$ 1,495,014</b>	<b>\$1,541,328</b>	<b>\$1,381,575</b>	<b>\$ (159,753)</b>

<b>NEVADA RAILROAD MUSEUM</b>				
<b>Fund balances, July 1</b>	\$ 208,850	\$ 220,975	\$ 220,975	\$ -
<b>Revenues:</b>				
Charges for facilities	4,966	4,966	2,925	(2,041)
Gift shop sales	138,347	126,535	144,856	18,321
Donations	6,525	6,214	4,618	(1,596)
Private grant	1,700	16,998	250	(16,748)
Private grant-Friends of RR	12,936	12,936	11,538	(1,398)
Treasurer's interest distribution	659	659	2,969	2,310
<b>Other financing sources:</b>				
Transfer from investments	-	-	-	-
<b>Total sources:</b>	<b>\$ 373,983</b>	<b>\$ 389,283</b>	<b>\$ 388,131</b>	<b>\$ (1,152)</b>

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, 2018**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Favorable (Unfavorable) Variance</b>
<b>LOST CITY MUSEUM</b>				
Fund balances, July 1	\$ 31,330	\$ 33,688	\$ 33,688	\$ -
Revenues:				
Gift shop sales	100,000	97,642	92,521	(5,121)
Memberships	4,113	4,113	3,321	(792)
Donations	1,374	1,374	1,610	236
Private grant	500	500	-	(500)
Treasurer's interest distribution	161	161	577	416
Other financing sources:				
Transfer from investments	-	-	-	-
<b>Total sources:</b>	<b>\$ 137,478</b>	<b>\$ 137,478</b>	<b>\$ 131,717</b>	<b>\$ (5,761)</b>

**LAS VEGAS MUSEUM & HISTORICAL SOCIETY**

Fund balances, July 1	\$ 30,731	\$ 32,757	\$ 32,757	\$ -
Revenues:				
Facilities charge	8,175	8,175	7,650	(525)
Gift shop sales	25,534	43,532	37,593	(5,939)
Memberships	8,485	8,485	9,071	586
Photographs sales	650	650	-	(650)
Donations	500	500	1,845	1,345
Private grant	10,000	9,976	7,369	(2,607)
Treasurer's interest distribution	164	164	559	395
Other financing sources:				
Transfer from investments	-	-	-	-
<b>Total sources:</b>	<b>\$ 84,239</b>	<b>\$ 104,239</b>	<b>\$ 96,844</b>	<b>\$ (7,395)</b>

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, 2018**

	<b>Original Budget</b>	<b>Final Budget</b>	<b>Actual</b>	<b>Favorable (Unfavorable) Variance</b>
<b>TOTAL MUSEUMS &amp; HISTORY DEDICATED TRUST FUND SOURCES</b>				
Fund balances, July 1	\$ 2,522,112	\$2,575,590	\$ 2,575,590	\$ -
Revenues:				
Sales & charges for services	821,243	842,095	668,707	(173,388)
Other revenue	1,128,311	1,135,595	75,424	(1,060,171)
Treasurer's interest distribution	4,694	5,146	34,728	29,582
Other financing sources:				
Transfer from museum dedicated trust	47,000	47,000	36,740	(10,260)
Transfer from museums	57,853	86,112	77,292	(8,820)
<b>Total sources:</b>	<b>\$ 4,581,213</b>	<b>\$4,691,538</b>	<b>\$ 3,468,481</b>	<b>\$ (1,223,057)</b>

<b>MUSEUMS &amp; HISTORY DEDICATED TRUST FUND BUDGETARY USES</b>				
Museum & History Board	\$ 55,618	\$ 56,070	\$ 43,090	\$ 12,980
Museum Administrator	48,308	48,307	29,017	19,290
Nevada Historical Society	2,389,851	2,389,851	453,395	1,936,456
Nevada State Museum	1,495,014	1,541,328	613,670	927,658
Nevada Railroad Museum	373,983	389,283	210,009	179,274
Lost City Museum	137,478	137,478	93,066	44,412
Las Vegas Museum & Historical Society	84,239	104,239	47,629	56,610
<b>Total uses:</b>	<b>\$ 4,584,491</b>	<b>\$4,666,556</b>	<b>\$ 1,489,876</b>	<b>\$ 3,176,680</b>

This information is required by the Governmental Accounting Standards Board

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

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**Overview** NRS 381.0002 establishes the Board of Museums and History and sets forth duties and responsibilities 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.

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**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 committees. All proceedings shall be recorded in digital format and maintained for one (1) year. The summary and transcript files shall be maintained for a minimum of five (5) years per NRS 241.035(2)) following state records retention schedules, at the office of the Division of Museums and History after which they are transferred to the State Library and Archives.

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**Preparation of Meeting Minutes** Within 30 working days of a meeting, the Division shall prepare the 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>.

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**Dissemination & Recording of Meeting Minutes** 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>.

Minutes from a closed meeting may not be available.

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

Staff reviewed: 11 2018  
and has no changes to  
recommend.

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

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**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.

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**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.

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**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, utilities, collections, 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 78<sup>th</sup> 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. Reserve private money will 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, reinvestment, and expenditure.

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, and all other approved programs of the Division and museums. These funds are utilized for public programming, education, outreach, collections acquisition, improving exhibits and public relations.

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**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.

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**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 15<sup>th</sup> 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.
-

## Board of Museums and History

Adopted: 09-07-2007

Reviewed: 12-04-2009, 12-10-2010, 12-02-2011, 12-07-2012, 12-12-2014

Reviewed and Revised: 12-06-2013, 12-4-2015, 12-2-2016, 12-1-2017

- 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 pursuant to NRS 381.0075 and submit the request to the 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.

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### 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.

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### General Control

- The Division, Board, and all museums will comply with the Internal Control Policies and Procedures that were created for the Division of



## Board of Museums and History

Adopted: 09-07-2007

Reviewed: 12-04-2009, 12-10-2010, 12-02-2011, 12-07-2012, 12-12-2014

Reviewed and Revised: 12-06-2013, 12-4-2015, 12-2-2016, 12-1-2017

### Procedure

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.
- 

### 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.

Staff reviewed: 11 2018 and has no recommendations for changes

## 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, 12-1-2017

Reviewed: 12-7-2012, 12-6-2013, 12-4-2015, 12-2-2016

# Board of Museums & History Membership Policy

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### 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

The following categories of and fees for membership exist in museums of the Division of Museums and History:

- 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)

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 *Nevada Historical Society Quarterly* publication) of the Division and its member museums with all benefits as due that class of membership.

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### Membership Benefits

- 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 Quarterly*
- Access to the Las Vegas Springs Preserve

Note: Senior, student and Honorary Life membership categories do not include a subscription to the *Nevada Historical Society Quarterly* or similar interest specific publications as a benefit of membership.

Also, members of the Las Vegas Springs Preserve are provided reciprocal

## 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, 12-1-2017  
Reviewed: 12-7-2012, 12-6-2013, 12-4-2015, 12-2-2016

benefits to Nevada State museums; that is, they receive free admission and 50% discount of train ride fares as well as museum store discounts. A valid Las Vegas Springs Preserve membership card must be presented to secure these benefits.

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### 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 *Nevada Historical Society Quarterly*, both of these organizations provide a subject-matter specific journal as a membership benefit.

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### 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.

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Staff reviewed: 11 2018. Administrator recommends referral to membership committee of the Board for consideration of several policy changes, review of benefits and costs. Would recommend deferring any changes until the committee review.

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

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<b>Overview</b>	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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<b>Museum Board Meetings</b>	The Board shall meet quarterly based upon a schedule developed by the Board and discussed during a public meeting of the Board.
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<b>Museum Board sub-Committee Meetings</b>	<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. 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:</p> <ol style="list-style-type: none"><li>1) Collection/Space</li><li>2) Facility Use</li><li>3) Finance</li><li>4) Membership</li><li>5) Museum Store</li><li>6) Nevada State Prison</li><li>7) Strategic/Long-Range Planning</li><li>8) Major Donor [2/2016]</li><li>9) Nevada Historical Society Relocation [3/2017]</li><li>10) Technology [9/2017]</li><li>11) Marketing [12/2017]</li><li>12) East Ely Railroad Depot [12/2017]</li></ol>
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<b>Development and Posting of Meeting Notice</b>	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
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**Board of Museums and History  
Open Meeting Law**

Adopted: 12-04-2008  
Reviewed: 12-04-2009, 12-10-2010, 12-7-2012, 12-6-2013  
Reviewed and Revised: 12-02-2011, 12-12-2014, 12-4-2015,  
12-2-2016, 12-1-2017

**& Agenda**

Board or sub-committee chair, the Director of the Department of Tourism and Cultural Affairs and the 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. The Notice will be posted at the following locations:

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. Division of Museums & History website:  
<http://nvculture.org/museums/meetings-agendas-minutes/>
11. State public notice website: <http://nv.gov>

Additionally, supporting documents for all meetings of the Board and Sub-committees shall be made available to the public from Deborah Rabe at the Division's Office, 412 E. Musser Street, Suite # 2, Carson City, NV. Documents will be available when made available to the Board. In the case of documents presented at a meeting, members of the public will have access to copies at the place of the meeting.

Certifications of posting documents are retained in the Division Office and may be inspected by the public.

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**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.

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

Staff reviewed: 11-2018. Defer to legal for any changes to recommend.

## Investment Policy

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### Policy

Readily available investment instruments and reputable firms shall be used. In recognition of the fiduciary responsibility vested in the Board of Museums and History by NRS 381, a maximum return consistent with prudent investment shall be sought for all available funds.

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### Performance Objectives

- Portfolio to exceed the S&P 500 index, net of fees.
  - Investments shall exceed the median return in a representative investment universe.
  - The portfolio shall seek to reduce costs by using index funds where appropriate.
- 

### Investment Guidelines

Allowable securities are:

- Common stock
- Bonds rated BBB or better
- U. S. Treasury instruments
- Index/Exchange Traded Funds
- Real Estate Funds

Diversification

- No more than 30% of the portfolio shall be invested in any one industrial 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.
- 

**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.

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Staff reviewed: 11-2018.  
Recommend this be held-over  
to the March 2019 meeting  
where Morgan Stanley advisor  
and Finance chair Ostrovsky  
can offer input.



## Board of Museums & History Admissions and Train Ride Fee Policy

<b>Overview</b>	NRS 381.0045 establishes that the Board of Museums and History shall establish fees for admission and train rides.
<b>Museum Admission Fees</b>	<ul style="list-style-type: none"><li>• The Board will establish fees for admission to the museums.</li><li>• Children under the age of 18 years must be admitted free of charge.</li></ul>
<b>“Free Admission Days”</b>	<p>The Board has deemed that admission fees may be waived for visitors on the following days:</p> <ul style="list-style-type: none"><li>• Smithsonian Museum Day (September) (with coupon)</li><li>• Nevada Day (last Friday in October)</li><li>• Selected holiday events (varies by institution)</li><li>• Select days for marketing</li></ul>
<b>Admission/ Train Ride Fee Discounts</b>	<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> <p>In addition, the museums of the Division participate in the seasonal “Blue Star” museums program of the National Endowment for the Arts. This program, operating annually from Memorial Day through Labor Day, allows active duty military personnel and their immediate family, free admission to state museums.</p>
<b>Train Ride Fees &amp; Equipment Rental</b>	The Board shall review and approve fees for train rides, including scheduled and special operations such as Holiday Trains, “Your Hand on the Throttle,” “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).

**Board of Museums and History**

Adopted: 9-07-2007

Reviewed: 12-4-2009, 12-2-2011, 12-6-2012, 12-4-2015  
Reviewed and Revised: 12-10-2010, 12-7-2013, 12-12-2014,  
12-2-2016, 12-1-2017

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**Annual Review**    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).

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Staff reviewed: 11 2018 and has  
no recommended changes.

BRIAN SANDOVAL Governor  
 PETER BARTON Administrator  
 MYRON FREEDMAN Director, Nevada State Museum, Carson City

# NEVADA MUSEUMS & HISTORY



**Date:** November 29, 2018

**To:** Board of Museums and History

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

**From:** Carrie Edlefsen, Administrative Services Officer  
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 2019:

## 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>
4025	Merchandise Sales	\$138,370	\$ 50,000	\$188,370

## Expenditure Authority Changes –

<u>Category</u>	<u>Description</u>	<u>Approved Authority</u>	<u>Change</u>	<u>Adjusted Authority</u>
48	Board Appr Spec Proj	\$ 10,854	\$ 25,000	\$ 35,854
49	Museum Store	\$142,813	\$ 25,000	\$167,813

**Justification:** This budget change requests an increase in the museum store's budget to bolster the Cost of Goods Sold line item. This item (COGS) is being quickly depleted due to the demand for planchets, the pure silver blanks used to make medallions on the Coin Press. NSM visitors now have the option of purchasing a planchet in the store, rather than a minted medallion, and bring it to the Coin Press gallery on a minting day. This has proven to be highly popular. But as a result, the COGS budget is over 50% expended at the end of the first quarter. We anticipate sales will eventually catch up, particularly during the holiday season. At the end of the first quarter, total merchandise sales were a robust 37% for the year. Without the increase, the store will be unable to keep up with purchasing planchets for this lucrative activity, and unable to purchase adequate inventory for general store merchandise. Currently 79% of the COGS authority has been spent and 59% of the store revenue authority has been realized. Once all authority is exhausted no further expenditures will be able to be made.

The purpose of the split between the two expense categories is to accommodate the needed expenditure offset caused by the standard "keystone" pricing method whereas merchandise is marked double the

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wholesale cost of the product , i.e. for every \$1 spent \$2 is earned. The expenditure authority increase in category 48 will be held for future needs as determined by the Board.

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

Refers to Agenda items 11c1-4

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
DENNIS MCBRIDE Director, Nevada State Museum, Las Vegas

# NEVADA MUSEUMS & HISTORY

NEVADA STATE MUSEUM, LAS VEGAS



**Date:** November 14, 2018  
**To:** Chairman  
Board of Museums and History  
**From:** Dennis McBride, Director  
Nevada State Museum, Las Vegas  
**Re:** new restricted donation/account

The Nevada State Museum, Las Vegas has received \$1,000 from Mr. Harold Larson to be deposited in restricted account 3905 [costume and textiles].

Dennis McBride  
Dennis McBride, Director

11.14.2018  
Date

Approval: \_\_\_\_\_  
Chairman, Board of Museums and History

\_\_\_\_\_  
Date

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
DENNIS MCBRIDE Director, Nevada State Museum, Las Vegas

**NEVADA** MUSEUMS & HISTORY  
NEVADA STATE MUSEUM, LAS VEGAS



Tuesday  
November 13, 2018

**To Whom It May Concern:**

I would like to stipulate that my \$1,000.00 donation to the Nevada State Museum, Las Vegas be restricted for use in the Costume and Textile Collection [restricted account 3905].

Harold Larson

11/13/18

Date

WARNING: THE FACE OF THIS CHECK HAS A BEIGE BACKGROUND AND THE BACK HAS AN ARTIFICIAL WATERMARK—HOLD AT AN ANGLE TO VIEW

*charles* SCHWAB  
211 Main Street, San Francisco, CA 94105

Bank Of America  
Commercial Disbursement Account  
Northbrook, IL

No 5189309  
70-2328  
0719

Pay:  
\*\*\*ONE THOUSAND DOLLARS AND NO CENTS\*\*\*

Date: 11/06/2018

To The Order Of:  
NEVADA STATE MUSEUM  
ATTN: DENNIS MCBRIDE

PAY \$1,000.00

Memo:  
FROM HAROLD LARSON  
FOR CUSTOMS AND TEXTILES

Present For Payment Within 180 Days

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, *Nevada State Museum, Carson City*

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 8, 2018  
To: Robert Stoldal, Chairman  
Board of Museums & History  
From: Myron Freedman, Director  
Nevada State Museum – Carson City  
Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$1,000 from Cora Johnson for the Nevada State Museum's Education 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

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

## NEVADA MUSEUMS & HISTORY



November 6, 2018

Cora Johnson  
1175 Agua Caliente Ct.  
Minden, NV 89423

Dear Cora:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank you for the generous donation of \$1,000 made to the Nevada State Museum's Education Fund.

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

Sincerely,

Myron Freedman  
Director



BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

## NEVADA MUSEUMS & HISTORY



### Memo

November 6, 2018

**To:** Cora Johnson  
**From:** Myron Freedman, Director, Nevada State Museum  
**Re:** \$1,000 Donation

Cora Johnson donates \$1,000 to the Nevada State Museum's Education Fund.

Nevada State Museum gratefully acknowledges receipt of this gift for the purposes stated above.

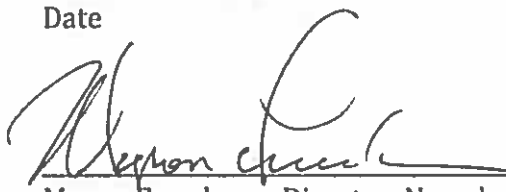
Thank you for your support!

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Cora Johnson

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Date

  
Myron Freedman, Director, Nevada State Museum

11/6/18  
Date

***Please return one copy to the Nevada State Museum and retain the other copy for your records.***

Bank of America

C JOHNSON  
1175 AGUA CALIENTE CT  
MINDEN NV 89423-8865

2705

11-35/1210 CA  
60184

11-5-18

Date

Pay to the order of Nevada State Museum

\$1000<sup>00</sup>

One Thousand and No/100

Dollars



Photo  
Safe  
Deposit  
Icons on back

Bank of America

CACHET 011000358

Memo for Education Supplies

Coralee Johnson

MP

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, *Nevada State Museum, Carson City*

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 15, 2018  
To: Robert Stoldal, Chairman  
Board of Museums & History  
From: Myron Freedman, Director  
Nevada State Museum – Carson City  
Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$1,250 from the Carson City Cultural Commission for the Nevada State Museum's Day of the Dead Event 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 STATE MUSEUM

CARSON CITY

No. 382501

DATE	INVOICE	AMOUNT	REMARKS
11/01/2018	400	1,250.00	DIA DE LOS MUERTOS EVENT
CHECK NO 382501 *****1,250.00			

PLEASE DETACH BEFORE  
CASHING CHECK

THE ATTACHED CHECK IS IN  
PAYMENT OF ITEMS LISTED ABOVE

**CARSON CITY**  
201 NORTH CARSON, SUITE 3  
CARSON CITY, NEVADA 89701  
(775) 887-2133

PAY TO THE ORDER OF

BANK OF AMERICA  
08878 NV  
94-72/1224

GENERAL ACCOUNT

No. 382501

VOID IF NOT CASHED  
WITHIN 90 DAYS

DATE	CHECK NO.	AMOUNT
11/07/2018	382501	*****1,250.00

ONE THOUSAND TWO HUNDRED FIFTY AND 00/100 DOLLARS

NEVADA STATE MUSEUM  
600 N. CARSON ST.  
CARSON CITY NV 89701-4004

CARSON CITY CONTROLLER

CARSON CITY TREASURER

Details on back.  
Security Features Included

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, *Nevada State Museum, Carson City*

## NEVADA MUSEUMS & HISTORY



November 15, 2018

Mark Salinas  
c/o Adams Hub for Innovation  
111 W. Proctor St., Ste 9  
Carson City, NV 89703

Dear Mr. Salinas:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank the Carson City Cultural Commission for the generous donation of \$1,250 made to the Nevada State Museum's Day of the Dead Event Fund.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Myron Freedman".

Myron Freedman,  
Museum Director

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

## NEVADA MUSEUMS & HISTORY



### Memo

November 15, 2018

**To:** Mark Salinas, Arts & Culture Coordinator  
**From:** Myron Freedman, Director, Nevada State Museum  
**Re:** \$1,250 Donation

The Carson City Cultural Commission donates \$1,250 to the Nevada State Museum's Day of the Dead Event Fund.

Nevada State Museum gratefully acknowledges receipt of this gift for the purposes stated above.

Thank you for your support!

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Mark Salinas, Arts & Culture Coordinator

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Date

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Myron Freedman, Director, Nevada State Museum

11/15/18  
Date

***Please return one copy to the Nevada State Museum and retain the other copy for your records.***

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, *Nevada State Museum, Carson City*

## NEVADA MUSEUMS & HISTORY



### Memo

Date: November 5, 2018  
To: Robert Stoldal, Chairman  
Board of Museums & History  
From: Myron Freedman, Director  
Nevada State Museum – Carson City  
Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$500.00 from Pyramid Materials, Inc./Western Nevada Materials, Inc for the Nevada State Museum's Day of the Dead 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

BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

## NEVADA MUSEUMS & HISTORY



November 2, 2018

Pyramid Materials, Inc.  
c/o Western Nevada Materials  
P.O. Box 11857  
Reno, NV 89510

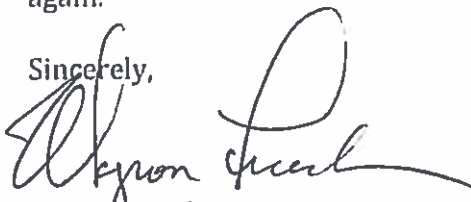
Attn: Tom Herschbach

Dear Mr. Herschbach:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank Pyramid Materials, Inc./Western Nevada Materials for the generous donation of \$500 made to the Nevada State Museum's Education Fund for the Day of the Dead community program.

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

Sincerely,



Myron Freedman,  
Museum Director



BRIAN SANDOVAL Governor  
PETER BARTON Administrator  
MYRON FREEDMAN Director, Nevada State Museum, Carson City

## NEVADA MUSEUMS & HISTORY



### Memo

**To:** Tom Herschbach, Pyramid Materials, Inc./Western Nevada Materials  
**From:** Myron Freedman, Director, Nevada State Museum  
**Re:** \$500 Donation

Pyramid Materials, Inc./Western Nevada Materials donates \$500 to the Nevada State Museum's Education Fund/Day of the Dead community program.

Nevada State Museum gratefully acknowledges receipt of this gift for the purposes stated above.

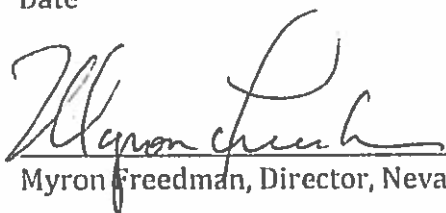
Thank you for your support!

---

Tom Herschbach, Western Nevada Materials

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Date



Myron Freedman, Director, Nevada State Museum

11/2/18  
Date

***Please return one copy to the Nevada State Museum and retain the other copy for your records.***



**PYRAMID  
MATERIALS, INC.**

PO Box 15002 Sacramento, CA 95851-0002

Nevada State Museum  
600 N Carson Street  
Carson City, NV 89701

VENDOR NO.		VENDOR NAME		CHECK NUMBER	CHECK DATE
315482		Nevada State Museum		453125	10/29/18
Date	Number	Description	Gross	Deductions	Amount Paid
10/19/18	101918	Donation	500.00	0.00	500.00
			500.00	0.00	500.00

THIS IS WATERMARKED PAPER - DO NOT ACCEPT WITHOUT NOTING WATERMARK - HOLD TO LIGHT TO VERIFY WATERMARK



**PYRAMID  
MATERIALS, INC.**

PO Box 15002 Sacramento, CA 95851-0002

Bank of America  
555 Capitol Mall  
Sacramento, CA 95814

11-35 / 1210 GL

CHECK NUMBER: 453125  
VENDOR NUMBER: 315482  
DATE: 10/29/18

VOID AFTER 90 DAYS

Amount

\$500.00

Pay: *Five hundred and xx / 100*

To The  
Order of

Nevada State Museum  
600 N Carson Street  
Carson City, NV 89701

*Jackson J. Aggs* MP

*John J. Aggs* MP