REPORT TO THE

BOARD OF MUSEUMS AND HISTORY

JUNE 11-12, 2020

I. Private Funds Budget Summary



The above figures reflect the third quarter of fiscal year 2020 revenues and expenditures as of March 31, 2020.

\* Further detail available in the below identified sections.

II. Museum Store Sales



HISTORICAL SOCIETY STORE SALES ANNUAL COMPARISON

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, 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 March 31, 2020.

III. Museum Revenue and Expenditure Chart



Museum Store Revenue and Expenditure Narrative:

This section accounts for revenues and expenditures through March 31, 2020. We continue to evaluate store sales and will only purchase top sellers, primarily books. We created some NHS specific merchandise including Reno Arch Ornament series, with the first arch being sold in the museum store.

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.

IV. Membership Program



Membership Sales



Membership Program Narrative:

In addition to the above categories we also have Institutional members (28 renewals 0 new). This reflects memberships through March 17, 2020.

V. Museum Attendance Figures



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 visitor, tour chaperone, 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 from January 1 through March 17, 2020 is: 193 visitor adult, 29 visitor child, 56 member adult, 0 member child, 31 library member, 63 library visitor, 0 store member, 21 store visitor, 183 tour chaperone, 434 tour children, and 1 college student.

VI. Attendance Receipts



Museum Receipts Figures Narrative:

The NHS closed to the public on March 17, 2020 due to the COVID-19 pandemic.

VII. Fundraising Activities

* “Black Sheep” sculpture donated
* 8 computers donated
* a microfilm reader donated
* 25 Windows 10 Pro licenses donated
* 25 2016 Standard Office Suite donated
* Over 40 hours professional IT assistance donated

VIII. General Activities

Events, interesting tours, and public outreach

Events

January

* 17th, member reception, 5:00-7:00pm— “A Retrospective: Nevada Behind the Lens Exhibition” photography by Lee Brumbaugh

February

* 8th, Lecture, 10:30-11:30am— “Modern Heirloom - The Steps and Techniques for Documenting Your Oral History” Jessie LeMay
* 12th, Writer’s Wednesday, 5:30-6pm— “A Bold Gamble in Lake Tahoe” with author Doresa Banning
* 20th, High Noon with Neal Cobb, 12-1pm— Old Tales of Nevada filmed in 2013 featuring Kathleen Noneman and Holly Van Valkenburgh in celebration of 100 years of Women’s Suffrage

March

* 11th, Writer’s Wednesday, 5:30-6pm— “One of a Kind” with author mark Curtis

Off-site events and programs

* **Galena Creek Visitor Center** talk by docents Linda Burke and Barbara Wienburg
* **National Humanities Alliance Conference and Advocacy Day**, Washington, DC Catherine Magee

**Daily Operations**

* Collections Manger Christine Johnson took a position as the Director of the Sparks Heritage Museum, her last day of work was January 18, 2020
* Education and Public Programming Curator Michelle Roberts took a position as the Urban Forest Manager with the Nevada Division of Forestry as of March 16, 2020
* Shery and Catherine help researchers in research library, filling all photo requests and research requests
* The docents and volunteers continue with their excellent support of NHS daily operations cataloging, manning the store, providing tours to the public, special groups, and school groups
* The NHS closed to the public as of March 16, 2020 due to the COVID-19 pandemic

**NHS Quarterly**

William Rowley, Emeritus History Professor UNR, agreed to take over as the Contract Managing Editor of the NHSQ. Below is a list of Managing Editor duties complied by Michelle Roberts, former Managing Editor of the NHSQ.

**Tasks for the Contract Managing Editor of the Nevada Historical Society** Quarterly

* Advertising calls for submissions, including hanging fliers, e-mailing fliers and meeting with people in the field including Professors and students on UNR’s campus.
* Create a timeline for the publication of issues and communicate deadlines to authors, reviewers and other editors
* Determine when special issues are warranted and work with an author pool for the special topic
* Communicate and delegate tasks to the associate, assistant and book review editors on all topics and inquiries
* Coordinate the work of copy editors, layout editors and printers when needed
* Communicate with potential authors and encouraging submissions
* Work with authors throughout the entire process from submission to publication including:
1. Initial read through of submission and accepting or rejecting the paper
2. If accepted, make editorial suggestions to the author (over the last year I have found most people don’t write for a wide-spread audience; I encourage ways to make their papers more readable and interesting to a wider audience not just historians)
3. Once edits have been made, find peer reviewers for the paper and furnish peer reviewers with a guideline for review
4. Liaise between the peer reviewers and authors (it’s a double-blind process); this includes making certain that authors make edits suggested by reviewers- which means I give the paper a final read through and make the final acceptance decision
5. Liaise between copy editor and author for any final content/wording changes
6. Assist authors with images and permission to use images
* Communicate with copy editor and proofreader about formatting specifications
* Determine if formatting changes are needed and implement them
* Continue double-blind peer review process begun in early 2019
* Compile finalized papers into a folder to send to the layout editors when all have been copy- edited
* Communicate with layout editors regarding layout specifications, color pages, cover images, and adding in text or images last minute to fill in blank pages within a 4-page signature (the smallest printing signature our printers work with).
* Proofread the proofs along with a volunteer proofreader; proof reading is a detail-oriented task that requires looking over the entire publication with focused eyes. For the past few issues we have had to undergo 4 to 5 rounds of proofing before the publication is ready for print.
* Sign-off on the final proofs and ask the layout editors to send it to the printers
* Sign-off on the printer’s final proof before directing them to print the issue
* Liaise with printers for any questions/issues or concerns that arise, for example- for color pages what type of paper we want to use, for a color cover what type of print we want to go with to avoid smearing, etc.
* Determine how many copies are sent to authors and with assistance have them mailed to authors
* Manage other tasks that arise concerning the publication of the journal
* Suggest potential speakers for public programs at NHS from paper submissions
* Meet with NHS staff as requested for communication on status or progress of publication

Hourly wage $25.00

Not to exceed $24,000[[1]](#endnote-1) in any calendar year (number of hours per issue varies depending on the page number and other factors)

This current proposal is to manage the publication for the 2020 and 2021 years which, includes the production of 6-issues of the *NHS Quarterly;* one remaining issue in 2020 and four issues in 2021. The work duration and number of issues needs to be flexible and depends on funding and NHS staff availability.

 The average salary for a Managing editor in the USA is $67,533 according to glassdoor.com.

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 waiting to open to the public. Former hours of operation were Tuesday-Saturday from 10:00 AM to 4:30 PM. The Research Library was open to the public Thursday-Saturday from 12:00 PM to 4:00 PM. The staff hours are from 8:00 AM to 4:30 PM.

Catherine Magee, Director

May 16, 2020



1. [↑](#endnote-ref-1)