



NOTICE OF PUBLIC MEETING & AGENDA

Board of Museums and History

Thursday and Friday, December 8 and 9, 2022 at 8:00 AM

Meeting Location

The meeting, on both days, will be held at the Bureau of Reclamation Building, 500 Date Street, Boulder City, NV, and accessible via electronic devices (certain cell phones, iPads, and computers) connected to the internet with listening and microphone capabilities. Video camera capability will also allow users to watch others in the meeting who are also using a video camera.

To Join the Meeting electronically via Zoom conference:

Day One, Thursday, December 8 at 8:00 AM: Board of Museums and History Meeting
[Click Here for Zoom Link to Meeting Day 1](https://us06web.zoom.us/j/82844943984?pwd=L3FERDdSL1UyNXp2d3crTnJCUER4Zz09) or paste into browser:

<https://us06web.zoom.us/j/82844943984?pwd=L3FERDdSL1UyNXp2d3crTnJCUER4Zz09>

Meeting ID: 828 4494 3984

Passcode: 301437

One tap mobile

+12532050468,,82844943984#,,, *301437# US

+12532158782,,82844943984#,,, *301437# US (Tacoma)

Dial by your location

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Day Two, Friday, December 9 at 8:00 AM: Board of Museums and History Meeting
[Click Here for Zoom Link to Meeting Day 2](https://us06web.zoom.us/j/85043798470?pwd=WEI2WTg0TDdpRzRld0p3aHZoYzVRZz09) or paste into browser:

<https://us06web.zoom.us/j/85043798470?pwd=WEI2WTg0TDdpRzRld0p3aHZoYzVRZz09>

Meeting ID: 850 4379 8470

Passcode: 065374

One tap mobile

+13462487799,,85043798470#,,, *065374# US (Houston)

+16694449171,,85043798470#,,, *065374# US

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+1 669 900 6833 US (San Jose)

Zoom conference is open and accessible to the public using capable electronic devices. **

+ = ASSOCIATED REPORTS AND DOCUMENTS IN BOARD MATERIALS

- Action may be taken on those items denoted “For possible action.”
- Public comment will be allowed after discussion of each action item on the agenda but before voting on the item. Because of time considerations, the period for public comment may be limited to 3 minutes at the discretion of the chair, and speakers are urged to avoid repetition of comments made by previous speakers.
- Meetings are audio-recorded and transcribed as part of the public record. Speakers must identify themselves before speaking.

1. **Call for the start of the recording of the meeting.** Chair of Nevada Board of Museums and History and staff.
2. **Call meeting to order,** Board Chair.
3. **Call for confirmation that meeting was properly posted.** Board Chair and staff.
4. **Call for the roll call of board and determination of quorum.** Board Chair and staff.
5. **Board announcements and meeting logistics.** Board Chair and staff.
(Information only).
6. **Public comment announcement.** Board Chair. Public comment is welcomed by the Board. There are three periods of public comment during a meeting of the Nevada Board of Museums and history. The first is at the beginning of meeting and at the end of the meeting of the Board. A third period of public comment will be allowed after discussion of each action item on the agenda, but before voting on the item. Because of time considerations, the period for public comment by each speaker may be limited to 3 minutes at the discretion of the Chair, and speakers are urged to avoid repetition of comments made by previous speakers. Public comment options may include, without limitation, written public comment submitted to the public body via mail or email.
7. **Public notification. Board Chair. (information only.)** Items on the public agenda may be taken out of order, and the Board may combine two or more agenda items for consideration and action by the Board. In addition, the

Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

8. **Acceptance of minutes.** Board Chair and staff. (All items listed are for possible action. Full transcripts and summaries available at nvmuseums.org)
 - a. September 8, 2022, Board Meeting Summary +
 - b. September 9, 2022, Board Meeting Summary +
 - c. October 11, 2022, Museum Store Committee Meeting Summary
 - d. November 16, 2022, Museum Store Committee Meeting Summary
9. **Calendar 2023 for board meetings.** (For possible action.)
 - a. Proposed dates for Board meetings in 2023. Staff.
10. **State Historic Preservation Office,**
 - a. Statement of NRS regarding Board of Museums and History. Chair. (Information only.)
 - b. Agency Report, Rebecca Palmer, Administrator (All items are for possible action unless otherwise noted.) +
 - i. Review and discussion of the State Historic Preservation Office (SHPO) letter to the Department of Administration, State Public Works Division, concerning the proposed rehabilitation of the Freight Building, Nevada Northern Railway, East Ely Yards National Historic Landmark under NRS 381.002.4(a) +
 - c. CCCHP Grant Awards +
11. **Department of Tourism and Cultural Affairs** -Brenda Scolari, Director.
 - a. Update and Overview of Department of Tourism and Cultural Affairs re: Museum system.
 - b. The 82nd (2023) Session of the Nevada Legislature.
 - i. SFY 2024 update on Museum proposed budget and process update.
 - ii. 2024 Proposed legislation from Nevada Department of Tourism and Cultural Affairs re: Museum system.
 1. Museum Advocacy Day at the Legislature.
12. **Administrator's Report.** Myron Freedman, Administrator. (Information only, unless noted otherwise.)
 - a. Administrator Overview
 - b. Staffing and museum opening update.
 - c. NAGPRA Quarterly Update.
 - d. Loan Agreement between California and Nevada for trains. State Railroad Museum, Sacramento, California regarding Coach 17 and V & T locomotive 18 and other equipment. Status report on updated legal loan Agreements between Nevada and California. (Possible action item.) +
 - e. Status report of Online Board Manual. (Possible action item.)
13. **Board Policies** – Annual review (All items listed are for possible action, unless otherwise noted).

- a. Board Policy – museum Stores- Jan Peterson-Chair Standing Committee on Museum Stores. (For Action item). +
- b. Board Policy – Draft Museum Deaccessioning policy. Michelle Schmitter “Point Person” (For possible action.) +
- c. Board Policy -Draft Artifact Loan policy Courtney Mooney “Point Person.” (For possible action.) +
- d. Board Policy – Update. “Board of Museums & History Membership Policy.” Anthony Timmons-Chair Standing Membership Committee. (For possible action.)
- e. Board Policy – Update. Museums & History Admissions and Train Ride Fee Policy. “Point Person” Bob Stoldal. (For possible action.)
- f. Board review and decision on Fee Schedule for Train Rides-Remainder of SFY 23. Myron Freedman, Administrator. Special Train Ride Fees Recommendations (For possible action.) +

14. Board Committee Reports - (All items listed are for possible action, unless otherwise noted)

- a. Standing Museum Store, Jan Peterson, Chair.
 - i. Online Museum Store.
 - 1. Standing Committee Museum Stores Report -Jan Peterson-Chair. (For information.)
 - 2. Online Store recommendation and funding request. Peterson, Daphne Delon (For possible action.) +
- b. Standing Tech committee, Seth Schorr, Chair
 - i. Review of current agreement transcription of board minutes (Information only.)
 - ii. Report for Seth on improvement options. (for possible action.)
- c. Standing Committee on Memberships, Anthony Timmins, Chair. (For possible action.)

15. Board Policy Private funds. (Unless otherwise noted all items are for possible action.)

- a. Board Policy. Private Funds Budgeting, Expenditure, & general Control Policy & Procedure. Update. ” Bob Ostrovsky Standing Finance Committee Chair. (For possible action.)
- b. Standing Committee on Finance, Robert Ostrovsky, Chair.
- c. Board Policy, Private fund “Investment Policy.” Bob Ostrovsky Standing Finance Committee Chair.
 - i. Report from Morgan Stanley on Investments. (information only.)
 - ii. Board’s Investment Policy annual review and approval. (For possible action.)
- d. Major Donor Committee, Robert Ostrovsky, Chair

16. Museum Reports: Quarter #1, SFY 2023 (information only unless noted otherwise.)

- a. Nevada Historical Society, Reno.
 - i. Free Admissions Request. + For possible action
 - ii. Ledbetter Donation Acceptance. + For possible action.
 - iii. Request to fund replacement of archival housing materials and insurance deductible payment. + For possible action
- b. Lost City Museum, Overton +
- c. Nevada State Museum -Carson City +
 - i. Donation acceptance CC DBA + For possible action.
 - ii. Donation acceptance La Rocca Trust + For possible action.
 - iii. Donation acceptance Russell Trust + For possible action.
 - iv. Donation acceptance Visit Carson City + For possible action.
 - v. Donation acceptance Raven Trust + For possible action.
 - vi. Donation acceptance for Facilities Support + For possible action
- d. Nevada State Museum - Las Vegas +
 - i. IWF Donation Acceptance and Earmark Request + For possible action.
- e. Nevada State Railroad Museum, Carson City +
 - i. Donation Acceptance Silberstein + For possible action.
 - ii. Store Remodel Design Request + For possible action.
 - iii. Great Western Steam Up P&L Report +
- f. Nevada State Railroad Museum, Boulder City +
 - i. Travel Request + For possible action.
 - ii. Lithium battery fire.
- g. Nevada State Museum – Ely +

17. Private funds budget adjustments-Current year. (For possible action).

- a. Changes approved by the Division Administrator.
- b. Changes requested from the Board over \$5,000.

18. Board member comment on non-agenized items (Discussion only).

19. Future museum board agenda items. (For information.)

Recommendations by Board members regarding topics for future agenda items for the Board can be made under this agenda item. Discussion on proposals for future Board items shall be limited to whether such proposed items are within the purview of the Board. No discussion regarding the substance of any proposed agenda item shall occur.

20. Public Comment Announcement. Board Chair. (For information only. Public comment is welcomed by the Board. No action can be taken during the public comment period. Public comment on both agenda and non-agenda items is welcome. Because of time considerations, the period for public comment by each speaker may be limited to 3 minutes at the discretion of the Chair, and speakers are urged to avoid repetition of comments made by previous speakers. Public comment options may include, without limitation, written public comment submitted to the public body via mail or email.

21. **ADJOURNMENT**

NOTICE POSTING 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 AND CULTURAL AFFAIRS, 401 N. Carson St., Carson City, Nevada
STATE HISTORIC PRESERVATION OFFICE, 901 South Stewart St., Carson City, Nevada
EAST ELY RAILROAD DEPOT MUSEUM, 1100 Avenue A, Ely, Nevada
NEVADA HISTORICAL SOCIETY, 1650 North Virginia St., Reno, Nevada
NEVADA STATE MUSEUM LAS VEGAS, 309 S. Valley View Blvd., Las Vegas, Nevada
LOST CITY MUSEUM, 721 South Highway 169, Overton, Nevada
NEVADA STATE MUSEUM, 600 North Carson St., Carson City, Nevada
NEVADA STATE RAILROAD MUSEUM, 2180 S. Carson St., Carson City, Nevada
NEVADA STATE RAILROAD MUSEUM, 600 Yucca St., Boulder City, Nevada

The public may acquire this notice and agenda and supporting materials, pursuant to NRS 241.020(2) by contacting Deborah Rabe, Administrative Assistant III, Division of Museums and History, (775) 687-7340 or via email to drabe@nevadaculture.org. Supporting documents are available from the Nevada Division of Museums and History at 412 E. Musser Street, Suite # 2 Street, Carson City, Nevada 89701.

****** We are pleased to make reasonable accommodations for members of the public who are disabled and wish to attend the meeting. If special arrangements are necessary, please contact the Nevada Division of Museums and History by calling (775) 687- 7340 at least two days in advance of the meeting.

Our Vision

Recognized as the most trusted stewards and engaging storytellers of Nevada's Heritage.



Nevada Board of Museum and History

Thursday, September 8, 2022, 8:30 AM

Meeting Location

Zoom

BOARD MEMBERS PRESENT

Robert Stoldal
Robert Ostrovsky
Mercedes De la Garza
Courtney Mooney
Michelle Schmitter
Seth Schorr
Anthony Timmons
Doris Dwyer
Jan Petersen

OTHERS PRESENT

Harry Ward
Myron Freedman
Christopher MacMahon
Diane Teeman
Michon Eben
Josh Bonde
Anna Camp
Gene Hattori
Sarah Cowie
Catherine Magee
Rebecca Palmer
Daphne DeLeon
Dan Thielen
Tracy Sprague
Sean Pitts
Maureen McDonough

MEETING MINUTES

1. The Chair called the meeting to order.
2. Roll call was taken and the Chair confirmed a quorum was present and the meeting was posted in accordance with NRS 241.
3. The Chair stated Item 3, Board Announcements and Meeting Logistics will be moved to tomorrow.
4. The Chair took Item 4, Public Comment. Myron Freedman noted he had received one communication. There was no other public comment.
5. The Chair took Item 6, Calendar For the Next Meeting
 - a. December 1 and 2 meeting of the board scheduled for Boulder City Railroad Museum, with a backup location of the Nevada State Museum Las Vegas.

A discussion was held regarding changing the dates to December 8 and 9. A note will be sent to all board members.
 - b. Tentative 2023 dates.

The dates of proposed meetings for 2023 will be presented at the December meeting.
6. The Chair took Item 5 (out of order), Acceptance of Minutes.
 - a. May 13, 2022, Board Meeting

Myron Freedman noted they had technical difficulties and the meeting was not recorded. The summary in the packet was from notes taken. Mercedes de La Garza moved to accept the minutes. Jan Petersen seconded. Motion carried.
 - b. June 15, 2022, Finance Committee Meeting

Anthony Timmons moved to accept the minutes. Mercedes de La Garza seconded. Motion carried.
 - c. June 17, 2022, Board Meeting

Jan Petersen noted the day on the minutes was Wednesday and should be Friday, which will be changed. Mercedes de La Garza moved to accept the minutes. Jan Petersen seconded. Motion carried.
 - d. July 1, 2022, Board Meeting

The Chair moved to accept the minutes. Courtney Mooney seconded. Motion carried.
7. The Chair took Item 7, Board Reports, Reviews and Policies
 - a. Native American Graves Protection and Repatriation Act -Nevada.
 1. Letter from Reno Sparks Indian Colony (RSIC.)

Chair Stoldal noted the board's draft response to the letter and a discussion was held in regard to the response.
 2. State Museum NAGPRA Update was given.
 3. Draft of Board response to letter from "RSIC" presented.
 - b. Draft of letter to Attorney General requesting opinion on NSBMH oversite to use of museum facilities.

Chair Stoldal discussed the letter to the Attorney General requesting an opinion on the board's statutory authority to set fees for use of

museum facilities, including the rewritten version. He made a motion to approve the changes and send the letter to the Attorney General. Mercedes de la Garza seconded. Motion carried.

- c. Loan Agreements with California State Railroad Museum, Sacramento, California regarding "Coach 17 and V & T locomotive 18. (For Possible Action.)

- 1. Loan Agreement between California and Nevada (information and discussion)
- 2. Loan Agreement between Nevada and California (possible action item.)

Postponed until tomorrow.

- d. Tonopah and Tidewater – Collection NSRM-CC

- 1. Letter from Joni Eastley, Central Nevada Historical Society
- 2. Administration overview and action.
 - 1. Tonopah and Tidewater Disposition Report
- 3. Transfer of remains of Tonopah and Tidewater to Tonopah. (Possible action item).

Postponed until tomorrow.

- e. Board Policies

- 1. Board Policy – Museum Stores - Jan Peterson
Jan Petersen discussed some changes to the policy draft that was in the board packet. She moved that the policy be accepted as proposed. Mercedes de La Garza seconded. Motion carried.
- 2. Board Policy - Deaccessioning
 - 1. Appoint Michelle Schmitter "Point Person" to draft for board review, a board policy regarding deaccessioning artifacts at state museums.
A discussion was held regarding the appointment. Doris Dwyer moved to approve the appointment Jan Petersen seconded. Motion carried.
- 3. Board Policy – Museums & History Admissions and Train Ride Fee Policy.
 - 1. Board of M&H Admissions & Train Ride Policy Update.
 - 2. Fee Schedule for Train Rides Update, SFY 23
(postponed until tomorrow)

- 8. The Chair took Item 8, Agency Reports

- a. State Historic Preservation Office _Rebecca Palmer, Administrator.
Rebecca Palmer stated her report concerned national and state register listings. She stated she would have an update on a list of grantees and actions taken from the Commission on Cultural Affairs and Historic Places on the next board report.
- b. Department of Tourism and Cultural Affairs - Brenda Scolari, Director.
Postponed until tomorrow.
- c. Administrator's Report.
 - 1. Overview
 - 2. East Ely RR Museum

3. Boulder City Railroad Museum.

4. Budget Update Daphne DeLeon, Administrative Services Officer.
Postponed until tomorrow.

9. The Chair took Item 9, Board Committee Reports

a. East Ely Depot Museum Committee, Doris Dwyer, Chair. (postponed)

b. Standing Committee On Finance, Robert Ostrovsky, Chair.

Robert Ostrovsky stated he was waiting for an updated report from Morgan Stanley and wanted to hold off. Discussion on the issue of endowments. Michelle will work on drafting a policy in endowments.

c. Major Donor Committee, Robert Ostrovsky, Chair.

No report, will combine with endowments and report in December.

d. Standing Committee On Facilities Rental, Dan Markoff, Chair.
(postponed)

e. Standing Committee on Memberships, Anthony Timmins, Chair,
Anthony Timmins gave an update on his meeting with Myron and Daphne.

f. Standing Committee on Museum Stores Jan Peterson, Chair.

1. Online Store Update - Online Store Proposal for possible action, Jan Peterson, Daphne DeLeon

Daphne DeLeon gave an update and discussion took place.

10. The Chair took Item 10, Museum Reports; 4th Quarter, SFY 2022

a. Nevada Historical Society, Reno

Catherine Magee discussed the 40th anniversary of the Docent Council. Discussion was held regarding museum store sales, membership program, the vacant administrative assistant position, and NAGPRA.

b. Nevada State Railroad Museum, Carson City

a. Great Western Steam Up Report

c. Nevada State Railroad Museum, Boulder City

a. Collections Report

Christopher MacMahon and Dan Thielen gave a report and discussion took place. Myron Freedman gave an update on the new railroad museum.

b. Nevada Day Weekend Children's Train Ride Ticket Waiver Request (postponed)

c. Ticket Fee Modification Request (postponed)

d. Nevada State Museum – Ely

Sean Pitts updated his report with a discussion on the stakeholders meeting.

e. Lost City Museum, Overton

Tracey Sprague gave an update on construction.

f. Nevada State Museum - Carson City

a. LaRocca Bequest

Discussion was held about where the money is deposited. Robert Ostrovsky moved to accept the donation. Doris Dwyer seconded. Motion carried.

b. Tallman Donation

Robert Ostrovsky moved to accept the donation, to be deposited in the treasurer's office. Unknown seconded. Motion carried.

g. Nevada State Museum - Las Vegas

Maureen McDonough gave an updated and noted they have expanded to an additional day.

a. Johnson Controls Invoice

Anthony Timmons made a motion to approve the invoice. Mercedes de La Garza seconded. Motion carried.

11. The Chair opened it up for public comment. There were none.
12. The board recessed until tomorrow.



Nevada Board of Museum and History

Friday, September 9, 2022, 8:30 AM

Meeting Location

Zoom

BOARD MEMBERS PRESENT

Robert Stoldal
Robert Ostrovsky
Jan Petersen
Courtney Mooney
Doris Dwyer
Michelle Schmitter
Anthony Timmons
Mercedes De la Garza

OTHERS PRESENT

Harry Ward
Myron Freedman
Brenda Scolari
Daphne DeLeon
Christopher MacMahon
Dan Thielen
Sean Pitts

MEETING MINUTES

1. The Chair called the meeting to order.
2. Roll call was taken and the Chair confirmed a quorum was present and the meeting was posted in accordance with NRS 241.
3. The Chair took Item 3, Public Comment. There was no public comment.
4. The Chair took Item 8, Agency Reports. The Chair stated "a" was gone over yesterday. There was a question on the report regarding procedural update and he would have he clarify and send that out to the board members.
 - b. Department of Tourism and Cultural Affairs -Brenda Scolari, Director.

Brenda Scolari gave an update, including the new public relations manager, final award from U.D. Department of Commerce EDA and a new grant program. There was a discussion about the budget summary.

c. Administrator's Report.

1. Overview
2. East Ely RR Museum
3. Boulder City Railroad Museum.
4. Budget Update Daphne DeLeon, Administrative Services Officer.

Myron Freedman and Daphne DeLeon discussed the report and gave an update. Sean Pitts and Courtney Mooney gave an update on East Ely RR Museum. Christopher MacMahon gave an update on Boulder City Railroad Museum. A discussion took place.

5. The Chair took Item 7 (out of order), Board Announcements and Meeting Logistics.

c. Loan Agreements with California State Railroad Museum, Sacramento, California regarding "Coach 17 and V & T locomotive 18.

1. Loan Agreement between California and Nevada
2. Loan Agreement between Nevada and California

Chair Stoldal discussed the loan agreements and necessary changes to upgrade the authority on all appropriate places to the Board and change the date to September from July. He made a motion. Unknown seconded. Motion carried unanimously.

d. Tonopah and Tidewater – Collection NSRM-CC

1. Letter from Joni Eastley, Central Nevada Historical Society
2. Administration overview and action.
 1. Tonopah and Tidewater Disposition Report
3. Transfer of remains of Tonopah and Tidewater to Tonopah.

Chair Stoldal discussed the letter from Joni Eastley. A letter from Assemblyman Hafen was read into the record. A discussion took place.

e. Board Policies

3. Board Policy – Museums & History Admissions and Train Ride Fee Policy.

1. Board of M&H Admissions & Train Ride Policy Update.
2. Fee Schedule for Train Rides Update, SFY 23

The Chair stated this specifically deals with the train fee and the proposal is to have two separate policies, one for admission and one for the train ride. The policy will be drafted by a point person and presented at the December meeting. A discussion took place, including the division administrator having the authority to approve no more than one program per museum per quarter and reviewing improved fees for train rides. Doris Dwyer moved to accept the motion to revise the train ride policy. Unknown seconded. Motion passed unanimously. Unknown made a motion to approve the Halloween and Christmas special events with tickets at \$35 and \$50. Doris Dwyer seconded. Motion passed unanimously.

6. The Chair took Item 10, Museum Reports; 4th Quarter, SFY 2022
 - c. Nevada State Railroad Museum, Boulder City
 - b. Nevada Day Weekend Children's Train Ride Ticket Waiver Request
 - c. Ticket Fee Modification Request

Jan Petersen made a motion to approve fees for Nevada Day weekend age 17 and under. Mercedes de La Garza seconded. Motion passed unanimously. Doris Dwyer moved to approve Dan Thielen's schedule. Jan Petersen seconded. Motion passed unanimously.
7. The Chair took Item 11, Private Funds Budget Adjustments (Current Year)
 - a) Changes approved by the Division Administrator
 - b) Changes requested from the Board over \$5,000.

There were none.
8. The Chair took Item 12, Board Member Comment on Non-Agenized Items. He noted he will send out a notice with all the existing and potential board policies and look for volunteers. Myron Freedman stated he would be sending an email asking board members to look at their December schedules to see if they can get a new date for the board meeting in December.
9. The Chair took Item 13, Future Museum Board Agenda Items. There were none.
10. The Chair took Item 14, Public Comment. There was no public comment.
11. The Chair adjourned the meeting.



NEVADA
**STATE HISTORIC
 PRESERVATION OFFICE**

STATE OF NEVADA
 Department of Conservation and Natural Resources

Steve Sisolak, *Governor*
 James R. Lawrence, *Acting Director*
 Rebecca L. Palmer, *Administrator, SHPO*

Board of Museums and History
December, 2022 Meeting
National and State Registers – Staff Report
October 27, 2022

National Register of Historic Places Nominations

None

Nevada State Register of Historic Places Nominations

None

Listed Properties Since June 2022 Staff Report

None

Pending Nominations to the National Register

Gem Theater, Pioche, Lincoln County

A draft NRHP nomination was received in July. SHPO staff reviewed the draft and sent comments and edit requests to the author on September 8, 2022. The author and building owner are currently conducting additional research and editing the nomination to address the SHPO comments.

El Rancho Hotel, Wells, Elko County

Since the consultant did not complete the nomination, SHPO staff is finalizing the nomination in-house. Staff created maps for the nomination. In addition, staff is working with the Wells City Manager to verify that the existing set of high-resolution NRHP photographs still accurately represents the building's current condition. The City Manager provided architectural drawings so that SHPO staff may create simple floor plans for inclusion in the nomination.

Galena Fish Hatchery, Reno, Washoe County

Due to a SHPO staff vacancy and other priorities for the property owner, this nomination will be tabled until a future date.

NRHP Inquiries Since June 2022 Staff Report

SHPO staff received three inquiries for potential NRHP nominations: the Frisch House at 247 Court Street in Reno, the Peehee Mu'huh Traditional Cultural Property, and the Las Vegas National Golf Course (formerly Stardust Country Club) and clubhouse.

Pending Nominations to the State Register

G.S. Garcia Saddle & Harness Shop, Elko, Elko County

The Board conditionally approved this nomination during their December 2020 meeting. The nomination author is currently expanding the historic context and incorporating BMH member suggestions.

SRHP Inquiries Since June 2021 Staff Report

None.

Federal NRHP Nominations

1. Lincoln Highway and Victory Highway Multiple Property Documentation Forms (MPDF) and accompanying nominated road segments – As noted in the previous staff report, SHPO staff submitted all four documents (two MPDFs and two accompanying nominations) to the Bureau of Land Management (BLM) Federal Preservation Officer (FPO) and Acting State Archaeologist for their review in April 2022. In August 2022, the BLM FPO requested that the nomination be reviewed, approved, and submitted by the BLM's Nevada State Director. *(No changes have occurred to this item since the previous staff report.)*
2. Kyle Canyon Ranger Station and CCC Camp Charleston in Clark County – As noted in previous staff reports, the U.S. Forest Service (USFS) submitted a final draft of this nomination on May 14, 2021. The SHPO reviewed the draft and provided final comments to USFS on June 10, 2021. Due to a change in staffing at USFS, SHPO staff conducted a phone meeting with the current USFS District Archaeologist on June 10, 2021, to discuss the steps needed to finalize the document; notably obtaining a new set of photographs and creating a set of continuation sheets with the photos and a new site plan. *(No changes have occurred to this item since the previous staff reports.)*
3. Dunkahni Archeological District in Great Basin National Park – As noted in previous staff reports, the National Park Service submitted a draft nomination for this district on April 30, 2021. SHPO staff reviewed the draft and submitted comments to NPS on June 11, 2021. *(No changes have occurred to this item since the previous staff reports.)*

Commission for Cultural Centers and Historic Preservation Grant Program Update

The Commission for Cultural Centers and Historic Preservation (CCCHP) was established by NRS 383 to advise the State on matters pertaining to the preservation and promotion of Nevada's cultural resources. The Commission is composed of representatives of the Nevada Humanities Committee, the Board of Museums and History, the Nevada Arts Council, the State Council on Libraries and Literacy, and the tourism industry. The Commission awards grants made possible through the State's bonding program, to governmental entities and nonprofit organizations to rehabilitate historic resources for use as cultural centers. The SHPO serves as staff to the Commission, offering technical assistance,

ensuring that the projects meet the Secretary of the Interior's Standards for Rehabilitation, preparing Funding Agreements, and handling reimbursement requests.

During the 2017 CCCHP grant cycle, 14 grantees received approximately \$1.1 million to fund myriad projects including rehabilitating stained-glass windows at Reno First United Methodist Church, rehabilitation, and reconstruction of exterior masonry at Goldfield High School, stabilization of the Silver Top Mine headframe at Tonopah Mining Park, and more. Please see the attached list of grant awards from the CCCHP-17 grant cycle.

During the 2019 CCCHP grant cycle, 23 grantees received approximately \$2.8 million to fund projects such as porch rehabilitation and print room repairs at St. Mary's Art Center, masonry and electrical repairs at Dangberg Home Ranch, and a new roof and Phase I seismic stabilization at the Fallon Theater. Please see the attached list of grant awards from the CCCHP-19 grant cycle.

The current 2021 CCCHP grant cycle is underway. The Commission recently awarded approximately \$3.6 million to 21 grantees. SHPO staff is currently preparing Funding Agreements for all grantees. Projects in the CCCHP-21 cycle will include brick cleaning and repointing at Brewery Arts Center, seismic and architectural analysis at the Old Church in Carlin, exterior rehabilitation at Fourth Ward School, construction drawings for future rehabilitation at Ely City Hall, and more. Please see the attached list of grant awards from the CCCHP-21 cycle.



NEVADA
**STATE HISTORIC
PRESERVATION OFFICE**

STATE OF NEVADA
Department of Conservation & Natural Resources

Steve Sisolak, Governor
James R. Lawrence, Acting Director
Rebecca Palmer, Administrator

November 30, 2022

Kirsten Nalley
Project Manager / Structural Engineer
State Public Works Division
2300 McLeod Street
Las Vegas, NV 89104

RE: Advance Planning: Remodel Freight Barn; East Ely Railroad Museum, East Ely, White Pine County, Nevada;
SPWD: 22-A007-02; SHPO UT 2022-7277; 29732

Dear Ms. Nalley:

In accordance with Nevada Revised Statutes 383.121, the Nevada State Public Works Division (SPWD) submitted Programming documents on July 7, 2022 and revised Schematic Design documents on October 5, 2022 to the Nevada State Historic Preservation Office (SHPO) for review and comment. The SHPO participated in several discussions with SPWD and the design team during August and September 2022.

The SPWD proposes to rehabilitate the Freight Barn which is part of the East Ely Railroad Museum, for use as an events space, exhibit space, and artifact storage. See Figure 1 below for a photo of the exterior and the current proposed floor plan. SPWD states that the submitted work constitutes Phase 1 of a multi-phase project. Phase 1 will result in construction documents including 100% drawings, specifications, and cost estimates.

The Freight Barn is a significant contributing resource to the Nevada Northern Railway, East Ely Yards. The complex was listed in the Nevada Register of Historic Places in 1969, the National Register of Historic Places in 1993 under Criteria A, B, C, D, and designated as a National Historic Landmark (NHL) in 2006.

Each NHL represents an outstanding aspect of American history and culture. NHLs are nationally significant properties of exceptional value in representing or illustrating an important theme in the history of the nation.

The Northern Nevada Railway is listed under NHL Criteria 1 for its history and Criteria 4 its architecture/engineering:

Criteria 1: Properties that are associated with events that have made a significant contribution to, and are identified with, or that outstandingly represent, the broad national patterns of United States history and from which an understanding and appreciation of those patterns may be gained.

Criteria 4: Properties that embody the distinguishing characteristics of an architectural type specimen exceptionally valuable for a study of a period, style, or method of construction, or that represent a significant, distinctive and exceptional entity whose components may lack individual distinction.

This NHL is significant in the areas of commerce and transportation. There is no other standard gauge railroad property in the United States that preserves as complete a railroad main yard complex of buildings and structures, tracks, steam locomotives, and freight, passenger, and maintenance-of-way cars, as the one at East Ely. Construction began in this historic district in 1905 and includes 114 contributing buildings and structures which represent the main yard, office, and shop facility. There are also tracks, switches, locomotives, and cars.

The SHPO has evaluated SPWD's proposed scope of rehabilitation work for the Freight Barn for consistency with *The Secretary of the Interior's Standards for the Treatment of Historic Properties, Standards for Rehabilitation* (Standards).

“Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.”

At this time, one item in the project's scope of rehabilitation work is significantly problematic as it is neither consistent with the Standards nor is it a cost-effective use of limited state dollars. We are advising the Board of Museums and History that this portion should not be undertaken:

Adding exterior wall insulation (currently depicted in the Schematic Design documents as Option 1 and Option 2) to the Event Space (see Figure 1 for its location within the building).

As this building functioned historically as a “freight barn”, the walls are presently composed solely of metal siding, wood studs, and wood rail boards. See Figure 2 below.

The initial Programming Report submitted to the SHPO illustrated only one option for insulating the walls, Option 1. For this option, the metal siding will need to be completely removed in order to install 3 inches of board insulation on the exterior face of the wood studs. The board insulation will be continuous and act as sheathing for the studs. The metal siding would then be re-installed over the insulation. This option was fully developed with design details and a cost estimate prior to any consultation with the SHPO. See Figures 3 and 4 below.

Option 1 will significantly and irreversibly change the historic character of this building. It will permanently push the building envelope outward on 3 of 4 elevations. It will require permanent alterations to the existing exterior elements including the wood roof brackets, ledger boards, door

frames, window frames, corner board trim, other trim, metal siding jambs etc. See Figures 3, 4, 5, 6, and 7 below.

Both the National Park Service's (NPS) The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings and The Guidelines on Sustainability for Rehabilitating Historic Buildings stress the inherent sustainability of historic buildings and offer specific guidance on the application of the Standards to weatherization and other energy saving treatments. NPS' Guidelines assist in applying the Standards to rehabilitation projects in general and clearly illustrate what meets and does not meet the Standards.

These documents may be found on-line here:

<https://www.nps.gov/orgs/1739/upload/treatment-guidelines-2017-part1-preservation-rehabilitation.pdf>

<https://www.nps.gov/orgs/1739/upload/sustainability-guidelines.pdf>

The Standards and Guidelines do not recommend the following methods for wall insulation:

“Installing wall insulation that is not reversible and that may cause damage to historic building materials.

“Installing insulation on the exterior of a historic building, which results in the loss of historic materials and may alter the proportion and relationship of the wall to the historic windows and trim.”

The Standards and Guidelines also state that “it is most important that alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes” and “only sustainability treatments should be considered that will have the least impact on the historic character of the building.”

In addition, the National Park Service's *Preservation Brief 3 – Improving Energy Efficiency in Historic Buildings* (<https://www.nps.gov/orgs/1739/upload/preservation-brief-03-energy-efficiency.pdf>) provides helpful guidance on wall insulation.

Therefore, SPWD's Option 1 (installing 3 inches of insulation on the exterior of the building) and Option 2 (installing 1.5 inches on insulation on the exterior of the building) are not consistent with Rehabilitation Standards 1, 2, 5, 9, and 10 and should not be undertaken on this historically significant building:

- “1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.

2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.”

It is not advisable at this time to proceed with Option 1 or Option 2 as these two proposals will not meet the Standards, will permanently and irreversibly alter this National Historic Landmark, and will reflect poorly on the state as a steward of its important historic legacy.

At the SHPO’s request to explore options that meet the Standards, SPWD developed 5 alternatives during the Schematic Design phase for installing wall insulation between the studs. This is the typical method of installing insulation in walls for most historic buildings. See Figure 12 below.

Based on further research, two alternatives, referred to as Option 3 and Option 4 in the cost estimates, are considered by SPWD to be viable at this time as the project moves into Design Development. See Figure 13 below.

Option 3 would involve removal of the existing metal siding, addition of insulation between the wood studs, and re-installation of the metal siding.

Option 4 involves not touching the metal siding at all and adding insulation between the wood studs.

Both Option 3 and Option 4 meet the Standards as all existing historic fabric would remain in their exact current locations.

SPWD provided two cost estimates (See Figure 9 and 10 below) to the SHPO for Schematic Design dated August 24, 2022 and another revised October 3, 2022. Although Option 3 has increased in cost and is similar to the cost of SPWD's preferred Option 1 and Option 2, Option 4 inexplicably has significantly increased in cost. Only a single sentence is given for explanation: "Essentially, Options 3 and 4 costs had components of the insulation assembly that were missing from the original SD version."

There is no additional documentation to explain how or why these costs changed so dramatically. The SHPO requests a better narrative summary and more detailed cost estimates (that breaks down all costs) for our review and for clarity for the public. Particularly since these costs are not in alignment with previous estimates provided.

The SHPO acknowledges that SPWD and the project team have expressed concerns for Options 3 and 4 due to mechanical performance (air infiltration concerns) and that "sheathing" the exterior walls with a continuous layer of insulation would perform better structurally. This would be particularly important in new construction.

However, this building is not a new building and must not be considered as such when rehabilitating it. Historic buildings must be able to breathe and should not be expected to be 100% airtight for heating, air conditioning, and ventilation. Such expectations, when applied to a significant historic building, due a great disservice to the history we are tasked with preserving for future Nevadans.

In addition, alternatives for fastening the insulation between the studs must be thoroughly studied and explored to meet structural requirements.

Lastly, the International Existing Building Code (IEBC) allows for the greatest flexibility in preserving historic buildings and makes allowances for performance issues. This Code must be utilized and applied to the greatest extent possible to figure out solutions for how to make both Options 3 and 4 work for this building.

To avoid unnecessary delays to important projects and reduce expenditures of limited state funds in the pursuit of alternatives that do not meet the Standards, the SHPO strongly recommends the following changes that will improve future projects involving historic state buildings. These recommendations will ensure that the state's significant buildings and its limited resources are preserved to the greatest extent possible:

1. The SHPO must be involved much earlier during project planning for historic state-owned buildings, especially prior to the development of any programming report and preliminary cost estimate. Such consultation will enable alternatives to be considered far earlier in the design process before a preferred design is chosen by the project team and considerable work and expense is completed exploring only one option. When this occurs, state funds are needlessly wasted. The current Freight Barn project is such an example.

2. An Historical Architect must be part of the design and planning team for historic buildings. An Historical Architect marries the best parts of architectural training with the essential knowledge of preservation. Historical Architects and Architectural Historians are not interchangeable and represent related but very separate disciplines, each requiring specific education and experience. An Historical Architects' experience includes detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects. For the state's historic buildings, utilizing both professionals when active participants, along the SHPO staff, during the planning for historic building rehabilitation projects will assist in ensuring successful outcomes. The Secretary of the Interior's Professional Qualifications Standards describe requirements for both disciplines and may be found here: <https://www.nps.gov/articles/sec-standards-prof-quals.htm>

If funding is identified by SPWD for why proposed Option 4 (insulation between the wall studs) may not be feasible, and the SHPO has not been provided with convincing evidence that this is the case, it is possible that the Commission for Cultural Centers and Historic Preservation (CCCHP) grant program could be source of funding to help bridge the gap in cost.

The Nevada Northern Railway is the best example of a steam-powered, standard gauge railroad complex surviving in the United States today. All contributing buildings and structures in this historic district must be rehabilitated in accordance with the Standards in order to preserve the historic district to the greatest extent possible.

As the Freight Barn is a high-profile state museum building in this National Historic Landmark and as the Board of Museums and History has long been a strong advocate for historic authenticity as a way to encourage visitation to its many facilities, it is possible that the Board of Museums and History may wish to explore options that both meet the programming needs of the building and are respectful of its historic character. As currently presented, neither Option 1 or Option 2 meet those achievable goals as they are not consistent with the Secretary of Interior's Standards for Rehabilitation.

Sincerely,

Rebecca Lynn Palmer
State Historic Preservation Officer

cc. Myron Freedman, Administrator, Nevada Division of Museums and History
Bob Stodal, Chair, Board of Museums and History

Figure 1 below - Photo of exterior and proposed floor plan – the Freight Barn is a single-story building, 40 feet wide x 320 feet long

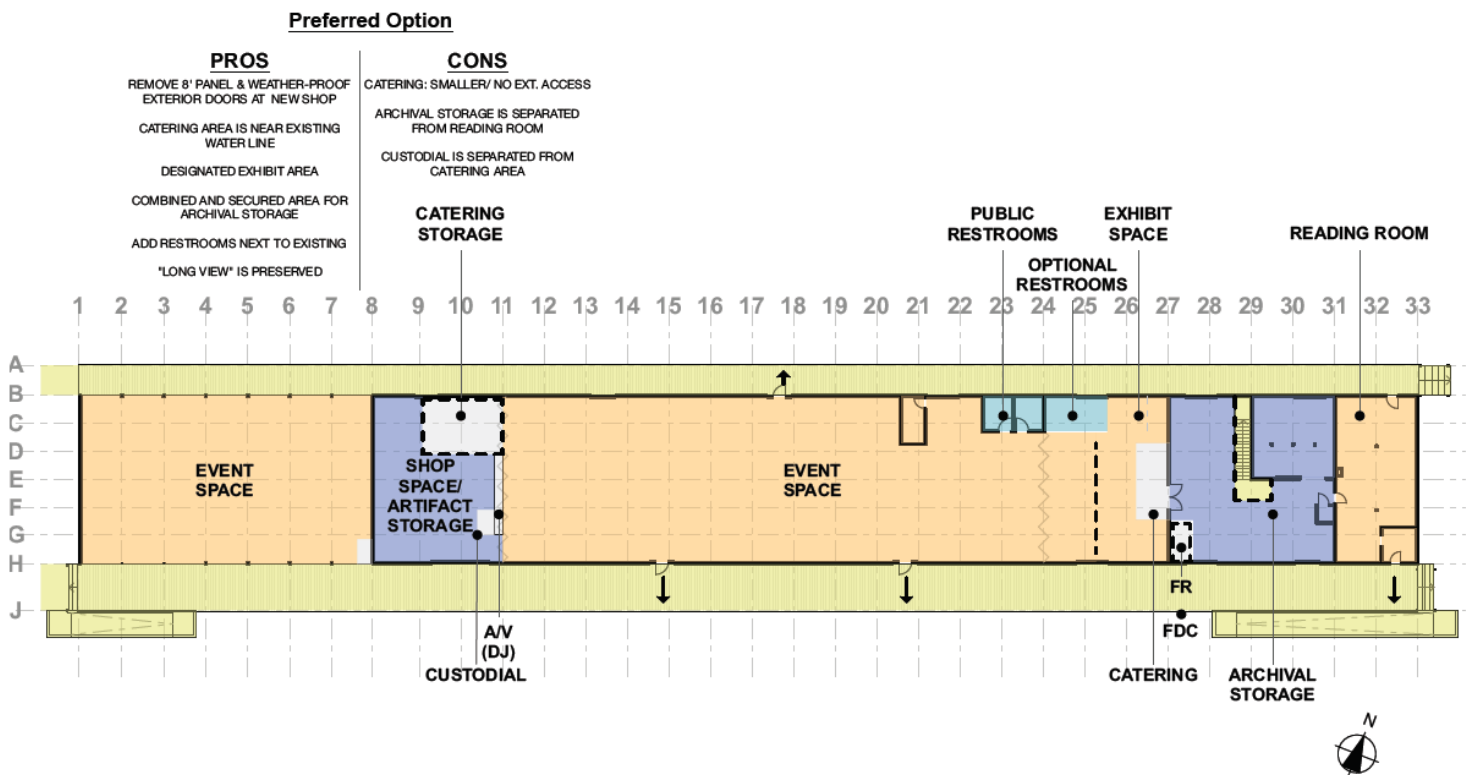


Figure 2 below – Photo of existing wall conditions in the proposed main event space. The back side of the exterior metal siding, wood studs, and wood rail boards are visible. Note the top edge of wood rail boards is almost 5 feet above the floor. Additional photos may be viewed here:

<https://my.matterport.com/show/?m=YMXPsl0JvAk>



Figure 3 below - Drawing included in the Programming Report dated July 1, 2022 showing SPWD's proposed method of adding wall insulation on the exterior of the wall studs (**referred to as Option 1 and Option 2 in the cost estimates**). These options have been carried forward to the current Schematic Design drawings dated October 3, 2022.

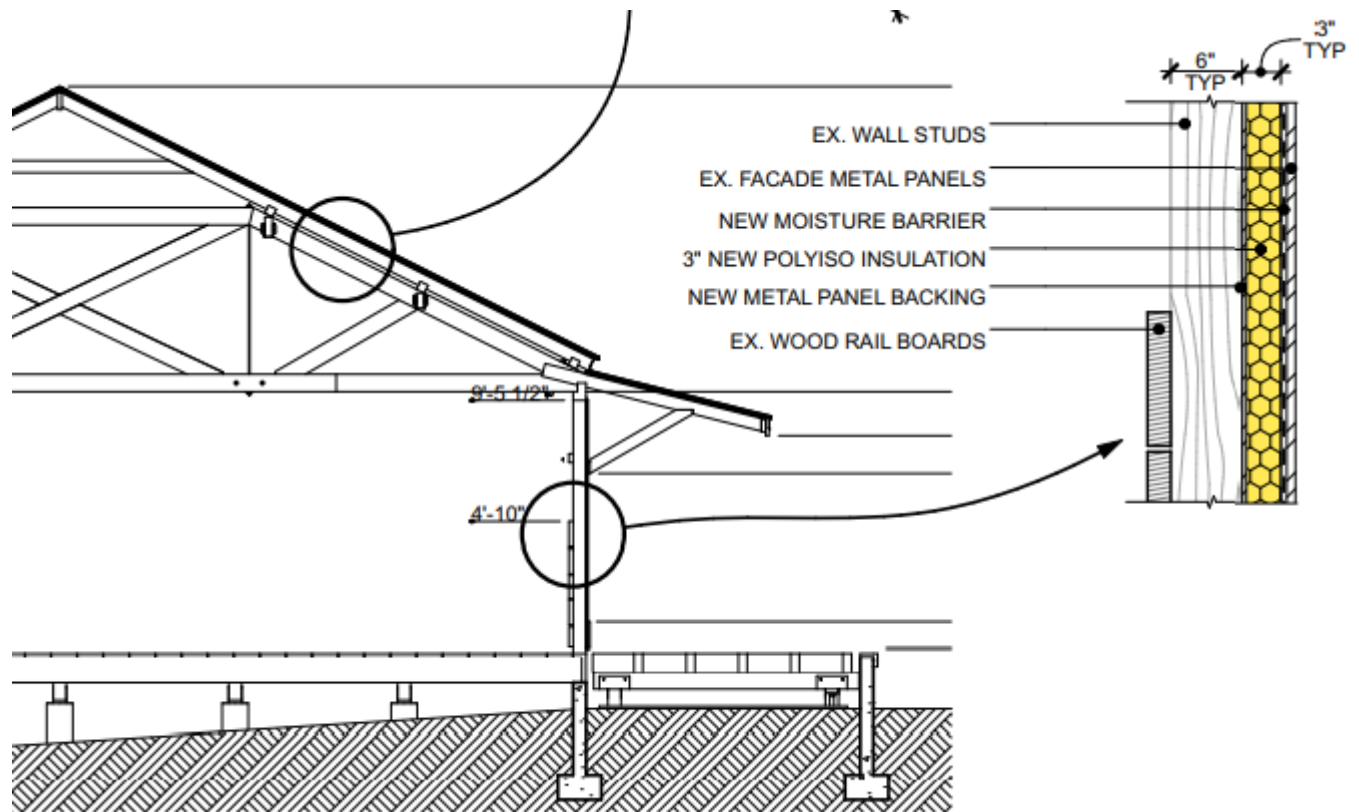


Figure 4 below - Plan View shows SPWD's method of new insulation on the exterior of the wood stud walls (**referred to as Option 1 and Option 2**)

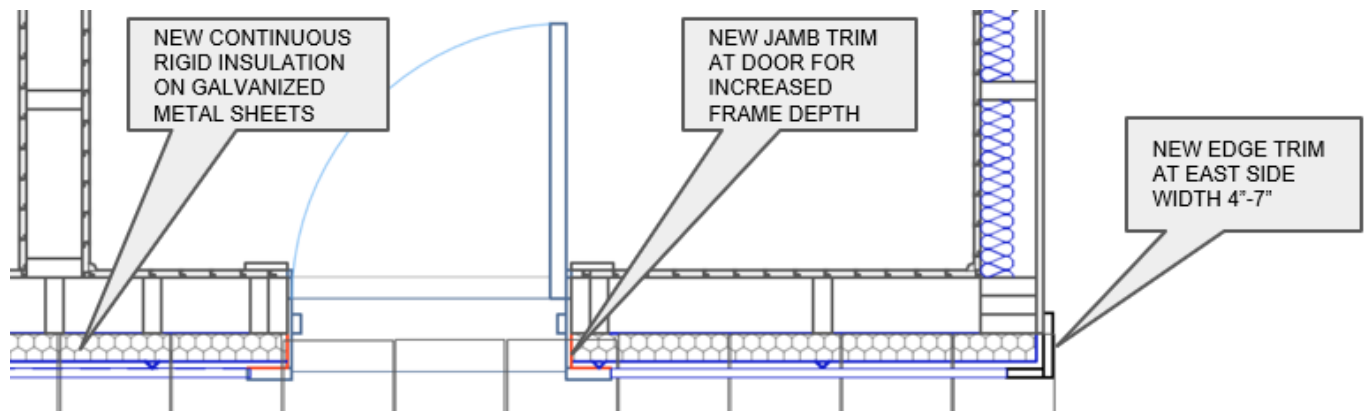


Figure 5 below – The following issue does not appear to be addressed by SPWD in the submittals. If the insulation is installed on the exterior, the roof brackets may need to be modified and the horizontal ledger boards re-installed in a higher position. (Red lines added by SHPO.) Most of the ledger boards are presently aligned with the top edge of the barn doors. Alternatively, if the ledger boards are re-installed at the same exact location, the brackets would need to be cut at both ends and re-installed at a completely different angle. Either way, these modifications will be a visual and irreversible change to the entire building.



Figure 6 below – Typical detail at barn doors showing present location of a roof bracket, ledger board, barn door frame. All exterior elements will be irreversibly altered to accommodate insulation on the exterior face of the building.



Figure 7 – Architect’s rendering showing increased depth to door frame for **Option 1**. This will be a permanent visual change.



Figure 8 - Architect’s rendering illustrating how **Options 3 and 4** would look e.g. board insulation installed inside between the wood studs with new metal panels glued to the front face of insulation to replicate the look of the back side of the metal siding. Although some wall depth between the wood studs is lost, the pattern of the wood studs and rail boards are still visible.



Figure 9 below - Cost estimate dated August 24, 2022 – SPWD currently considers these options to be viable alternatives for the wall insulation. **Option 3 and Option 4 meet the Standards.**

INSULATION OPTIONS	TOTAL COST
01. INSULATION OPTION 1: EXTERIOR 3" POLYISO WITH EXTERIOR METAL SHEET LINER	\$246,975
02. INSULATION OPTION 2: EXTERIOR 1.5" POLYISO WITH EXTERIOR METAL SHEET LINER	\$243,180
03. INSULATION OPTION 3: INTERIOR 3" POLYISO WITH CUSTOM FIT METAL SHEET, REMOVE AND RE-INSTALL SIDING	\$62,923
04. INSULATION OPTION 4: INTERIOR 3" POLYISO WITH CUSTOM FIT METAL SHEET, INSTALL FROM INTERIOR	\$139,881

Figure 10 below - Revised cost estimate dated October 3, 2022 – Cost increase for Options 3 and 4 is not sufficiently explained in Figure 11 with only one uninformative sentence: “Essentially, Options 3 and 4 costs had components of the insulation assembly that were missing from the original SD version.” **Option 3 and Option 4 meet the Standards.**

INSULATION OPTIONS	TOTAL COST
01. INSULATION OPTION 1: EXTERIOR 3" POLYISO WITH EXTERIOR METAL SHEET LINER	\$247,132
02. INSULATION OPTION 2: EXTERIOR 1.5" POLYISO WITH EXTERIOR METAL SHEET LINER	\$243,334
03. INSULATION OPTION 3: INTERIOR 3" POLYISO WITH CUSTOM FIT METAL SHEET, INSTALL FROM EXTERIOR	\$270,706
04. INSULATION OPTION 4: INTERIOR 3" POLYISO WITH CUSTOM FIT METAL SHEET, INSTALL FROM INTERIOR	\$443,940

Figure 11 below – Memo explaining SPWD’s consideration of 5 alternatives for installing insulation between the wall studs



Schematic Design Report - Memo

PROJECT: 22-A007-02 Remodel Freight Barn (East Ely Railroad Museum)

TO: Kirsten Nalley

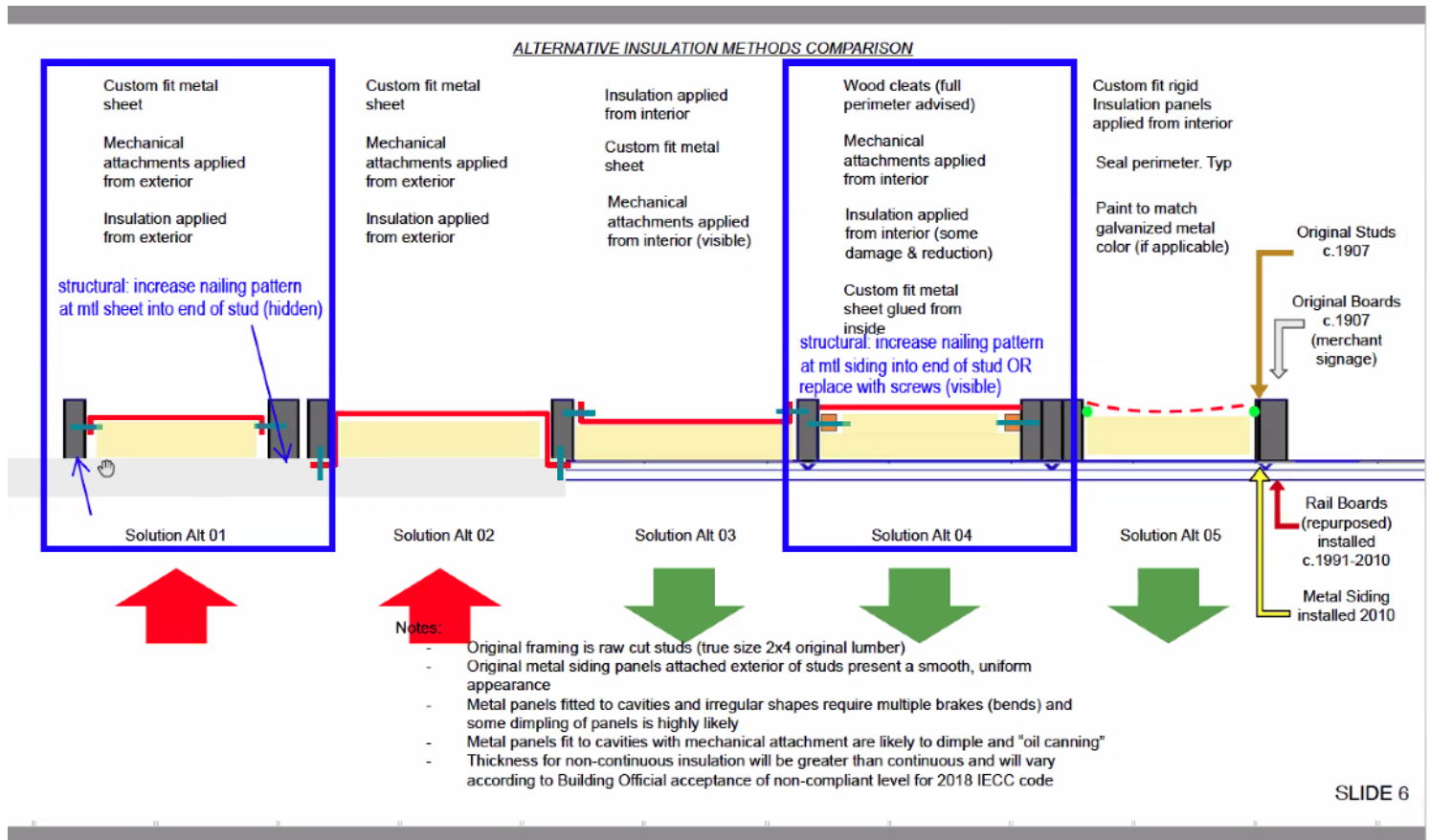
FROM: Jason Jorjorian

DATE: October 3rd 2022

Exploration and visuals that included the conceptual interior insulation options were prepared following the SHPO Coordination Meeting #2 on August 11, 2022 and were presented at the SPWD page-turn on August 29, 2022 as works-in-progress. These explorations by the design team included Alternates (Alt) 01 through 05. The Schematic Booklet is updated to include the August 29th meeting record and the Alternatives 01 and 04 that were considered viable.

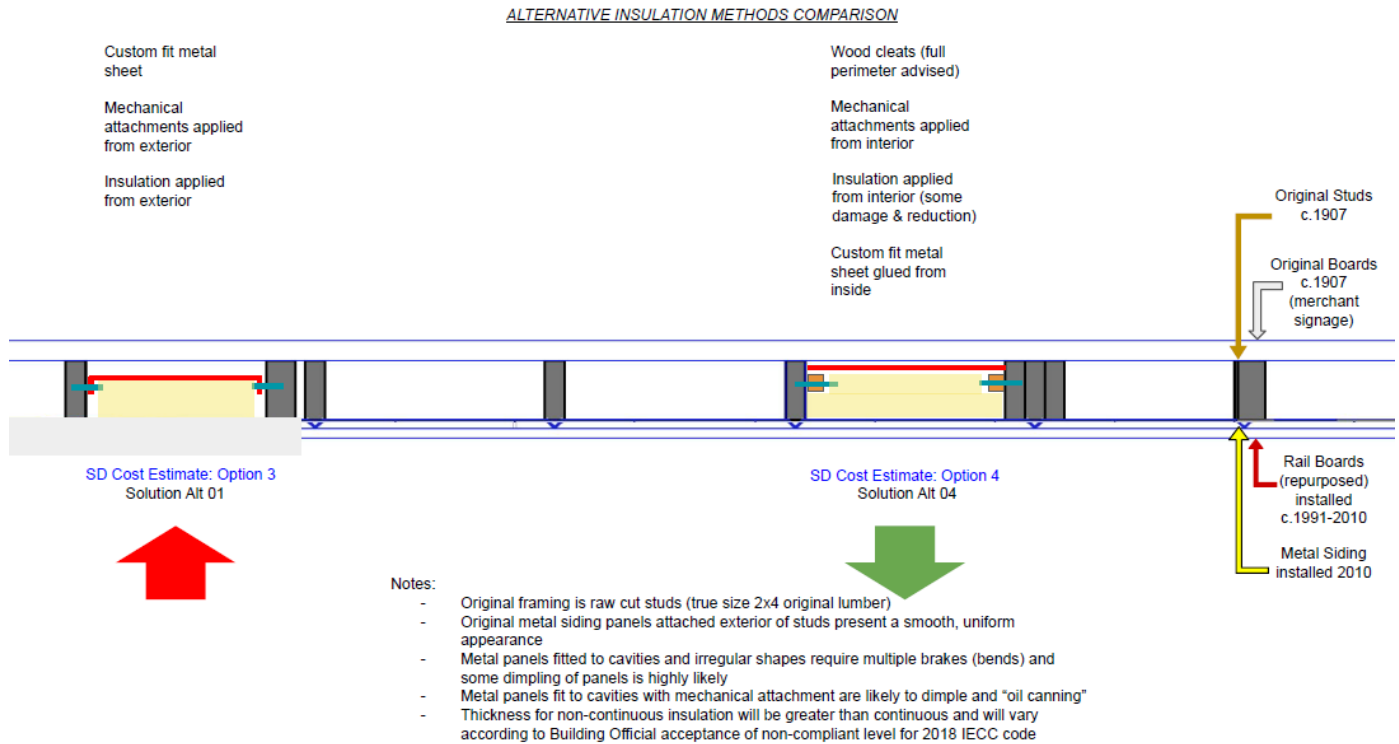
We received an updated construction cost estimate on Friday, September 16 for review and had some updates to the insulation Options. Essentially, Option 3 and 4 costs had components of the insulation assembly that were missing from the original SD version. Option 1 and 2 are less expensive than Option 3 and 4, as we originally expected. Our understanding of SHPO's to-date guidance has been to preserve the look of the galvanized sheet metal at the interior surface, even if we are re-locating that interior surface from its original position. We did not pursue "Alt 05" because painting the surface of the insulation would not provide an attractive and durable interior finish, nor would it be a convincing visual match to the metal. We did not pursue "Alt 02" and "Alt 03" because of the difficulty to bend irregular shaped metal panels without dimpling and "oil canning", and because this would be even more labor intensive than the pursued "Alt 01" (Option 3) and "Alt 04" (Option 4). We anticipate that the metal panel for Option 3 would be installed similar to the Option 4 approach. There are structural needs for shear panels at the exterior envelope that will impact how the metal siding and sheeting is attached. However at the Schematic Design level, we do not have calculations from our structural engineer to address this accurately in the cost estimate.

Figure 12 – Mentioned in the Memo in Figure 11 above, screenshot of 5 alternates considered for installing insulation between the wall studs.



Screenshot from 8-29-2022
SPWD presentation

Figure 13 – Mentioned in the Memo in Figure 11 above, SPWD considers both cost estimate **Options 3 and 4** for installing insulation between the wall studs to be viable at this time.



Grantee Organization	Grant Number	Amount Requested	Original Award From Grant Hearing, April 2018	Proportional Additional Award	Final Award approved by Commission	Final Award with additional funds from 9/9/2019 meeting
Fallon Community Theatres	CCCHP-17-01	\$46,828.00	\$37,000.00	\$2,339.00	\$39,339.00	\$49,339 (\$10,000)
City of Wells	CCCHP-17-02	\$150,000.00	\$95,000.00	\$6,006.00	\$101,006.00	\$133,256 (\$32,250)
Historic 4th Ward School Foundation	CCCHP-17-03	\$217,310.00	\$100,000.00	\$6,332.00	\$106,332.00	\$194,993.27 (\$78,743.27)
First United Methodist Church	CCCHP-17-04	\$51,000.00	\$20,000.00	\$1,264.00	\$21,264.00	
Douglas County Historical Society	CCCHP-17-05	\$39,878.00	\$25,000.00	\$1,580.00	\$26,580.00	\$35,400 (\$8,820)
Thunderbird Lodge Preservation Society	CCCHP-17-06	\$215,826.00	\$95,000.00	\$6,006.00	\$101,006.00	
Nevada Indian Commission	CCCHP-17-07	\$221,395.00	\$79,000.00	\$4,994.00	\$83,994.00	
Washoe County Library System	CCCHP-17-08	\$75,000.00	\$10,000.00	\$632.00	\$10,632.00	
Goldfield Historical Society	CCCHP-17-09	\$85,000.00	\$80,000.00	\$5,057.00	\$85,057.00	\$118,057 (\$33,000)
Neon-Museum						
City of Mesquite	CCCHP-17-11	\$40,000.00	\$30,000.00	\$1,896.00	\$31,896.00	
Harrison House Inc.	CCCHP-17-12	\$181,000.00	\$90,000.00	\$5,690.00	\$95,690.00	
Tonopah Historic Mining Park Foundation	CCCHP-17-13	\$226,483.00	\$100,000.00	\$6,322.00	\$106,322.00	
NV Northern Railway Foundation - Nevada Northern Railway Machine Shop	CCCHP-17-14	\$150,000.00	\$81,000.00	\$5,121.00	\$86,121.00	
NV Northern Railway Foundation - McGill Depot	CCCHP-17-15	\$95,000.00	\$48,000.00	\$3,034.00	\$51,034.00	
				\$56,273.00	\$946,273.00	

Organization	Original Amount Requested	FINAL AWARD	Unfunded Requests
White Pine Community Choir Association	\$225,280.00	\$229,500.00	-\$4,220.00
Historic Fourth Ward School Foundation	\$359,714.80	\$149,500.00	\$210,214.80
Comstock Cemetery Foundation	\$81,006.25	\$78,950.00	\$2,056.25
Eureka Restoration Enterprise	\$250,811.38	\$174,679.00	\$76,132.38
Nevada State Prison Preservation Society (NSPPS)	\$23,536.00	\$25,900.00	-\$2,364.00
Nevada Division of State Parks	\$226,805.52	\$82,100.00	\$144,705.52
Brewery Arts Center	\$263,380.00	\$122,000.00	\$141,380.00
Brewery Arts Center	\$194,850.00	\$106,200.00	\$88,650.00
Fallon Community Theatre, Inc	\$439,750.00	\$221,300.00	\$218,450.00
Friends of Dangberg Home Ranch	\$115,000.00	\$100,000.00	\$15,000.00
Reno First United Methodist Church	\$95,555.54	\$85,000.00	\$10,555.54
St. Mary's Art Center	\$116,050.00	\$112,000.00	\$4,050.00
North Central Nevada Historical Society - Humboldt Museu	\$21,657.00	\$25,000.00	-\$3,343.00
Douglas County Historical Society	\$52,938.00	\$53,000.00	-\$62.00
Tonopah Historic Mining Park Foundation	\$255,715.40	\$150,000.00	\$105,715.40
Nevada Northern Railway Foundation, Inc	\$188,150.00	\$75,000.00	\$113,150.00
Nevada Northern Railway Foundation, Inc - McGill Depot	\$196,200.00	\$203,871.00	-\$7,671.00
City of Ely	\$70,000.00	\$70,000.00	\$0.00
Goldfield Historical Society	\$379,000.00	\$294,000.00	\$85,000.00
The Western Folklife Center, Inc	\$125,007.00	\$125,000.00	\$7.00
Carlin Historical Society	\$38,639.00	\$42,000.00	-\$3,361.00
Thunderbird Lodge Preservation Society	\$252,990.00	\$160,000.00	\$92,990.00
Western Missionary Museum Corporation	\$421,250.00	\$165,000.00	\$256,250.00
	\$4,393,285.89	\$2,850,000.00	\$1,543,285.89

CCCHP 2021-2022 REQUESTS - COMMISSIONER WORKSHEET					
Assigned Grant #	Applicant	Awarded 06.14.22	Reserve	Award 09.19.22	Total Awards plus Reserve
CCCHP 21-01	Storey County	80,418.00	234,443.00	18,721.00	99,139.00
CCCHP 21-02	Comstock Cemetery Foundation			55,400.00	55,400.00
CCCHP 21-03	Douglas County Historical Society	21,075.00			21,075.00
CCCHP 21-04	The Historic Fourth Ward School Foundation	305,870.00			305,870.00
CCCHP 21-05	Fallon Community Theatre, Inc.	233,120.00		15,000.00	248,120.00
CCCHP 21-06	Washoe Co. Regional Parks and Open Space	110,607.00			345,050.00
CCCHP 21-07	Tonopah Historic Mining Park Foundation	348,773.50			348,773.50
CCCHP 21-08	Reno First United Methodist Church	54,261.00			54,261.00
CCCHP 21-09	Brewery Arts Center	302,452.00			302,452.00
CCCHP 21-10	White Pine Community Choir Association			83,200.00	83,200.00
CCCHP 21-11	St. Mary's Art Center	127,597.00			127,597.00
CCCHP 21-12	City of Boulder City	199,880.00			199,880.00
CCCHP 21-13	City of Ely	300,000.00			300,000.00
CCCHP 21-14	Old Glory Theatre Co			227,238.00	227,238.00
CCCHP 21-16	White Pine County	80,000.00			80,000.00
CCCHP 21-17	City of Wells	75,000.00			75,000.00
CCCHP 21-18	City of Carlin	30,000.00		93,000.00	123,000.00
CCCHP 21-20	Nevada Northern Railway Foundation, Inc.	247,000.00			247,000.00
CCCHP 21-21	Western Folklife Center	14,561.00			14,561.00
CCCHP 21-22	The Goldfield Historical Society	170,000.00			170,000.00
CCCHP 21-23	Carlin Historical Society	45,000.00		145,000.00	190,000.00
Totals:		\$ 2,745,614.50	\$ 234,443.00	\$ 637,559.00	\$ 3,617,616.50

Loan Contract

THIS INDENTURE MADE THIS 31st day of August, 2022, between the **California State Railroad Museum**, Borrower, County of Sacramento, State of California, and the **NEVADA BOARD OF MUSEUMS AND HISTORY**, an institution created by Special Act of the legislature of the State of Nevada, and situated in Carson City, Nevada. Loaner:

WITNESSETH: that said borrower, for the purpose of borrowing artifacts for exhibit from the Nevada State Museum in Carson City (N.S.R.M.), does hereby agree to the following conditions:

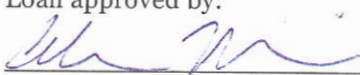
1. The loan will be effective from 1 September 2022 to 1 September, 2024. It may be renewed by written notice received and approved by the Nevada Board of Museums and History (30) days prior to the expiration of the loan. 2. Any or all of the item(s) loaned may be withdrawn by the Nevada Board of Museums and History upon receipt by notification from the N.S.R.M. 3. If removed from display, the item(s) loaned must be returned to the Nevada State Railroad Museum in Carson City, Nevada within thirty (30) days. 4. The item(s) are for display only at the California State Railroad Museum, Sacramento, California, and are not to be transferred to any other location. 5. Security at the site must be afforded the items loaned at all times. 6. There are to be no wires, strings, nails, screws, etc. inserted through any portion of the objects. If there are any questions regarding displaying the objects, the N.S.R.M. Curator of History/Collection Manager must be notified. 7. The credit line for the object must read: Central Pacific Director's Car is displayed on loan courtesy of the Nevada State Railroad Museum, Carson City, Nevada. 8. Any damage to the object (s) is the responsibility of borrower: If repairs are needed, N.S.R.M. will send billing to borrower. 9. California State Railroad Museum will insure the Director's Car for the duration of the loan in the amount of one (1) million dollars, starting once the Director's Car is loaded onto N.S.R.M.'s contracted trucks and ending once the locomotive and tender are unloaded at the Nevada State Railroad Museum, Carson City, Nevada.

THE FOLLOWING ITEM IS ON LOAN:

Virginia & Truckee Coach No. 17, ex-Central Pacific Director's Car, built in the Central Pacific's Sacramento, California, Shops in 1868, item RM-3891 P.

Borrower:  Title: Curator Date: 10/11/22

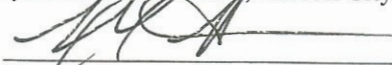
California State Railroad Museum
 125 I Street, Sacramento, California 95814

Loan approved by:  Title: Curator of Education Date: 9-29-2022

Nevada State Railroad Museum
 2180 S. Carson Street, Carson City, Nevada 89701

 DMH ADMIN 9/19/22

Division of Museums and History
 412 E. Musser Street, Carson City, Nevada 89701

 CHAD BATES 9-16-22
MUSEUM HISTORY

Nevada Board of Museums and History
 412 E. Musser Street, Carson City, Nevada 89701



NEVADA MUSEUMS & HISTORY
Steve Sisolak | Governor
Myron Freedman | Administrator

NEVADA STATE RAILROAD
MUSEUM, CARSON CITY
Dan Thielen | Director
2180 South Carson Street
Carson City, NV 89701

Loan Contract


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WITNESSETH: that said borrower, for the purpose of borrowing artifacts for exhibit from the Nevada State Museum in Carson City (N.S.R.M.), does hereby agree to the following conditions:


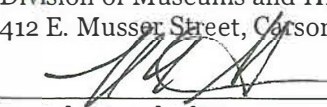
1. The loan will be effective from 6 July 2022 to 6 July, 2024. It may be renewed by written notice received and approved by the Nevada Board of Museums and History thirty (30) days prior to the expiration of the loan. 2. Any or all of the item (s) loaned may be withdrawn by the Nevada Board of Museums and History thirty upon receipt by notification from the N.S.R.M. 3. If removed from display, the item(s) loaned must be returned to the Nevada State Railroad Museum within thirty (30) days. 4. The item(s) are for display only at the California State Railroad Museum, Sacramento, California, and are not to be transferred to any other location. 5. Security at the site must be afforded the items loaned at all times. 6. There are to be no wires, strings, nails, screws, etc. inserted through any portion of the objects. If there are any questions regarding displaying the objects, the Curator of History/Collection Manager must be notified. 7. The credit line for the object must read: Virginia & Truckee No. 18, *Dayton*, is displayed on loan courtesy of the Nevada State Railroad Museum, Carson City, Nevada. 8. Any damage to the object (s) is the responsibility of borrower: If repairs are needed, N.S.R.M. will send billing to borrower. 9. California State Railroad Museum will insure the locomotive and tender for the duration of the loan in the amount of four (4) million dollars, starting once the locomotive and tender are loaded onto NSRM's contracted trucks and ending once the locomotive and tender are unloaded at the Nevada State Railroad Museum, Carson City, Nevada.

THE FOLLOWING ITEM IS ON LOAN:

Virginia & Truckee Coach No. 18, *Dayton*, built in the Central Pacific's Sacramento, California, Shops in 1873, item 2005.61.

Borrower:  Title: Curator Date: 10/11/22
California State Railroad Museum
125 I Street, Sacramento, California 95814

Loan approved by:  Title: Curator of Education Date: 9-29-2022
Nevada State Railroad Museum
2180 S. Carson Street, Carson City, Nevada 89701

 D.M.H. ADMIN 9/19/22
Division of Museums and History
412 E. Musser Street, Carson City, Nevada 89701
 CHAIR MUSEUM BOARD 9-16-22
Nevada Board of Museums and History
412 E. Musser Street, Carson City, Nevada 89701

Current and proposed policies and procedures of the Nevada Board of Museums and History to be addressed at the December 2022 board meeting. (Updated 12-1-2022)

1. **Board of Museums & History, “Private Funds Budgeting, Expenditure, & general Control Policy & Procedure.”**
 - a. **Bob Ostrovsky Finance Chair**
 - b. Updated annually at last meeting of the year.
2. **Board of Museums & History, “Investment Policy.”**
 - a. **Bob Ostrovsky Finance Chair**
3. **“Board of Museums & History Policy -NAGPRA.**
 - a. Working on draft
 - b. **Point Person - Sarah Cowie**
4. **“Board of Museums & History Policy governing reparation, Dissemination and Recording of Minutes.”**
 - a. Working on update.
 - b. **Point Person - Seth Schorr**
5. **“Board of Museums & History Deaccessioning policy and procedure.”**
 - a. Draft pending. December 2022 meeting
 - b. **Point Person Michelle Schmitter.**
6. **“Board of Museums & History Museum Store Policy”**
 - a. Draft Pending – December 2022 meeting.
 - b. **Point Person Jan Peterson**
7. **“Board of Museum & History Admission and Train Ride Fee, Railroad Equipment Rental Policy and Procedure.”**
 - a. Draft Pending – December 2022 meeting.
 - b. Separate into separate policy and procedure.
 - c. **Point Person Robert Stoldal.**

8. **“Board of Museum & History Artifact Loan Policy**
 - a. Pending draft. -December 2022 meeting.
 - b. **Point Person – Courtney Mooney**

9. **“Board of Museums & History Train Ride *annual fee schedule*” for Carson City and Boulder City.**
 - a. Update December 2022 meeting.
 - b. **Administrator Myron Freedman working with railroad museum directors Dan Thielen, Christopher MacMahon.** Proposed fee schedule update scheduled for December 2021 Museum Board meeting. This will be for the next six months of the current fiscal year. In March a new fee scheduled for fiscal year 2024 will be adopted.

10. **“Board of Museums & History” Equipment Rental policy and Procedures and fees.”**
 - a. Last time fee schedule updated, pre Covid.
 - b. **Point Person Dan Markoff working with Division Administrator Myron Freedman.**

11. **Two existing ‘informal’ policies, that need to be formalized. The two ‘policies’ are references in the annual private fund budget, which is reviewed and approved by the board. Neither policy has been written or adopted by the board.**
 - a. **Board of Museums and History policy on funding professional enhancements.**
 - i. Draft Pending.
 - ii. **Point Person – Mercedes de la Garza**
 - b. **Docent Appreciation Policy**
 - i. Draft Pending.
 - ii. **Point Person -Jan Peterson.**

Museum Store Policy

Statutory Authority

NRS 381.003 establishes that the Board of Museums & History may establish stores (brick and mortar and online) and, in the judgment of the Board, to sell gifts, souvenirs, publications, postcards, and other items unique to Nevada and the individual Museums as well as to Nevada,

Purpose

To generate private funds to support the Museum's public programming and education dimensions.
Funds from museum store sales are private funds and invested by the Board.

Prohibitions

Museum stores will refrain from selling artifacts or other antiquities. They will adhere to the relevant state, federal, and international laws pertaining to the sale of items and will consult Native American Tribes as appropriate for ethical considerations.

Committee

The Museum Store Committee, created by the Board, is established to:

- Ensure all store items are aligned with Museum's mission statement and programming,
- Develop policy/procedure recommendations for the Board as needed and
- Approve museum store consignment percentage

The Committee meets periodically at the call of the Committee Chair based on the needs of the Museum stores.

Funding

Based on revenue from the museum store, the Board may provide funds for paid store staff; otherwise, the store is staffed by volunteers.

The Board's Finance Committee revenues the museum store's proposed annual budget and makes recommendations to the Board, making the final decision on the store budget for the following fiscal year. The annual store budget includes:

- Funds balanced forward from the previous fiscal year
 - Projected museum store sales
 - Museum store expenses
 1. Personnel
 2. Merchandise
 3. Operational
-

Operations

Per NRS 381.0037, the Board may establish a change account for each institution for which a store for the sale of gifts and souvenirs has been established pursuant to NRS 381.003, in an amount not to exceed \$1,500.

Museum store quarterly reports, including sales, expenditures, and profit/loss, are submitted to the Board of Museums and History as part of the agency's quarterly report to the Board. Reports.

Division of Museums & History: Board of Museums and History Deaccession Policy

Overview

NRS 381.002 establishes the Board of Museums and History and sets forth duties and responsibilities for the Board.

NRS 381.008 *Sale of Duplicates, surplus and inappropriate items; use of proceeds* outlines the Board's role in the sale and financial management of deaccessioned collection materials.

Policy

Deaccessioning is defined as the process of removing permanently from the collection objects that previously have been accessioned. The deaccessioned artifacts or specimens must be thoroughly documented along with the reasons for their deaccession and the processes involved.

This policy does not apply to materials covered by NAGPRA.

The Deaccession Process includes the following steps:

1. The Curator recommending the deaccession must create an information packet that includes:
 - a. A detailed description of the object(s) under consideration;
 - b. Catalog record(s);
 - c. Copies of Deed(s) of Gift;
 - d. Photographs of object(s);
 - e. Justification for deaccession;
 - f. A list of potential institutions that might rehome the object. If applicable, include the details of any proposed exchanges.
2. The Director creates a deaccession memo for the Administrator, who in turn presents it, along with the packet, to the Board at least one month prior to a scheduled board meeting.
3. Once placed on the public agenda as an action item, the Board will discuss and decide on the next step.
4. The Administrator shares the Board's decision with Museum Director.
 - a. If approved, the relevant Director and Curator moves forward with the Disposition process.
 - b. If denied, the object is maintained in the collection.
 - c. If the relevant Director and Curator disagrees with the decision, they must address the reasons for denial and re-present a request for deaccession of the object at a later date.

5. Once the deaccession of an object is approved, the Disposition Process of collection material generally follows the following steps:

A. Where applicable, the relevant Curator must first offer the material to the original donor.

B. If uncontactable for any reason, or if the donor refuses to return, offer the material to a related public institution as appropriate.

C. If a suitable repository is not found, and there is no condition or restriction placed on the gift, the Director may sell duplicates, surplus and items inappropriate to the collection with Board approval. The proceeds of the sale must be held in trust and may be held in trust and used only to enrich the collections of the Division. (NRS 381.008)

D. Pursuant to NRS 381.009, any unclaimed property must be held for three years before becoming property of the Division. The Administrator can then take out an ad once a week for two weeks listing the property name and last known address of the property owner, a description of the property and a statement that if proof of claim is not made in 60 days after the date of the last ad, the property is considered abandoned.

Annual Review

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

1.1 Museum Overview

1.1.1 Board of Museums & History

The Board of Museums and History is established under [NRS 381.002](#) and supports the activities of the Division of Museums and History. The board shall develop, review and make policy for investments, budgets, expenditures and general control of the Divisions' private and endowed trust funds. [The Board shall review the Nevada State Museum Collections Management Policies and Procedures annually and make necessary recommendations for revisions based on prior year collections management by all Nevada State Museums.](#)

The Board also has a decision-making role in some aspects of the Museum's collection management, [under NRS 381.0063](#) which is noted accordingly in this document.

5 LOAN POLICIES & PROCEDURES

5.1 Outgoing Loan Policy

[Under NRS 381.0063 the Board of Museums and History has the "sole discretion" regarding loaning museum artifacts to "locations in or outside of the State.](#)

The Museum frequently receives loan requests from other institutions. In general, the Museum will not lend artifacts or specimens to individuals, business or commercial enterprises, staff members, trustees, or members of the news media. Exceptions can be made with the approval of the Director or appropriate Curator, [and reported to the Board of Museums and History for review at the next available meeting of the Board.](#) Additionally, the Museum reserves the right to refuse any loan that is not deemed appropriate or if there is a concern that there will not be accepted professional standards of care. [Questions regarding legitimacy of loan requests may, if necessary, be brought to the Board for review prior to issuing a statement of approval or denial to the entity submitting the request.](#)

Considerations for outgoing loan approval include, but are not limited to:

- Approval of the Museum Director, [Administrator and the Board of Museums and History./or Board \(as necessary\);](#)
- The condition of the object requested and the possibilities for damage;
- The scholarly or educational value of the request;
- The facility report and professional capabilities of the borrowing institution that will handle, house and care for the outgoing loan;
- Adequate insurance coverage from borrowing institution.

The following conditions must be met by the borrowing institution:

1. All loans must have an end date, i.e. there are no indefinite loans. Renewal periods can be based on need and relationship with the borrowing institution.
2. Borrowers must provide proof of insurance for the full amount specified by the Museum.
3. Borrowers must arrange and pay for shipping in both directions. Materials must be returned in similar or superior packaging to that in which they were received.
4. Borrowed artifacts and specimens placed on exhibition at the borrowing institution must be placed in a secure area to ensure preservation of individual items as specified by the Museum.

5. No artifact or specimen may be altered in any way without written consent of the Director.
6. No adhesive, tape, pins, nails, or other attachments may be used for mounting.
7. The Museum may require that a staff member accompany the loan and that unpacking, mounting, dismounting and repacking be done under the supervision of a staff member at the borrower's expense.
8. Proper credit must be given to the Museum in any exhibition or publication featuring loaned materials.

Natural History Outgoing Loans

Outgoing loans of natural history specimens will be made to qualified researchers at the discretion of the Curator of Natural History. Loaned material may be sampled and/or otherwise manipulated with the permission of the Curator of Natural History and documented in PastPerfect.

5.2 Outgoing Loan Procedures

1. The appropriate Curator presents any outgoing loan requests during the weekly Collections Meeting, and includes all requests and final decisions as part of the regular quarterly report to the Board. Director approval is required for all outgoing loans.
2. All items must be cataloged before they are loaned, this includes:
 - a. Current detailed condition report
 - b. Current photographs
 - c. Provenance
 - d. Museum location
 - e. Labeling
3. Curator determines the general fair market value of material by comparing to similar items listed for auction and other required research. Note, this is not an appraisal, but an estimate of the amount required to replace an object.
4. The Registrar creates a loan record in PastPerfect and attaches individual catalog records for each item included in the loan. The numbering format for Outgoing Loans is - VM-OUT-YYYY-PP (VM-outgoing loan-year-sequential number assigned by PastPerfect; e.g., VM-OUT-2020-054)
5. Registrar requests proof of insurance (copy of the policy, policy number & contact information)
6. Borrowing institution agrees to and signs a loan agreement. Any provisions/conditions separate from the normal conditions listed above will be outlined in the agreement.
7. Registrar informs Risk Management by submitting loan paperwork, condition reports, and photographs.
8. All documentation and correspondence is stored in the Museum's permanent paper record and on the Curator drive and referenced in PastPerfect.
9. Once a month, the Registrar will generate a report in PastPerfect to list all outgoing loans and renew/request their return accordingly.
10. Upon return of the loan risk management will be informed with the signed agreement sent to Risk Management as proof and the state of the returned object (broken, fine, etc.)

5.2.1 Procedure for Receiving a Returned Outgoing Loan

1. The Registrar carefully unpacks the material taking photographs of the exterior of the packaging and noting any damage.
2. The Registrar completes a condition report for every item and updates catalog record to denote returned.

3. The Registrar completes the paperwork that comes with the returned loan,
4. The Registrar notifies Risk Management and all parties concerned that the loan has been returned in full and unharmed.
5. All documentation and correspondence is stored in the Museum's permanent paper record and on the Curator drive

5.3 Incoming Loan Policy

Museum Curators may request to borrow items from other institutions, organizations, or individual lenders for the purpose of exhibition or research. The Museum will provide the same professional care for objects in temporary custody that it does for its own collections but will assume no additional responsibilities or liabilities. This includes the cataloging of all loaned materials. All incoming loans shall be reported to the Board for review as part of the regular quarterly report.

Along with the requirements of the lending institution, the following conditions must be met:

- The Museum has the financial resources to cover transportation costs, any required appraisals, and additional costs associated with loan
- The Museum can ensure the security and proper care of the material;
- The Museum acknowledges the lender according to the lender's wishes.

5.4 Incoming Loan Procedures

1. The appropriate Curator presents any incoming loan requests during Collections Meetings. Director approval is required for all loans.
2. The Registrar prepares and fills out the incoming loan paperwork, including paperwork from the lending institution.
3. The Registrar creates an incoming loan record in PastPerfect. The numbering format for Individual Loans is - VM-INC-YYYY-XY (Vegas Museum-incoming loan-year-perpetual sequential number; e.g., VM-INC-2020-075)
4. Upon receipt of material, curators conduct appropriate pest management procedures, including quarantine.
5. Registrar documents with photographs and in writing, the unpacking of the material.
6. The Registrar sends a Loan Agreement to the lending institution or private lender. The object is not covered until the agreement is signed by both parties.
7. The Registrar informs Risk Management and sends the incoming loan agreement signed by both lender and designated Museum team member and photographs of the loaned object(s). A hard copy of the email is kept for proof of insurance.
8. In PastPerfect, the Registrar catalogs every item, including a condition report and photographs.
9. In PastPerfect, the Registrar attaches each loaned item to the appropriate exhibit (if applicable);
10. All documentation and correspondence is stored in the Museum's permanent paper record and on the Curator drive.
11. Once a month, the Registrar will generate a report in PP to list all incoming loans and renew/return accordingly.

5.5 Procedure for Returning Loans

1. The Registrar completes a condition report for every item and updates catalog record;
2. The material is removed from PastPerfect exhibit;
3. Referring to unpacking documentation, Registrar repacks material and photographs the process;
4. Registrar arranges for the return of material and generates a return receipt, which must be signed by lender
5. Once material is returned and signed documents received, the Registrar notifies Risk Management and all parties concerned
6. All documentation and correspondence is stored in the Museum's permanent paper record and on the Curator drive.
7. The museum Director will present to the Board a report that the items that were loaned have been returned and all parts of the agreement have been fulfilled.

September 8, 2022

Board of Museums & History Train Ride Fee and railroad equipment rental Policy and Procedures

Overview **NRS 381.0045 Establishment of categories of and fees for membership in institutions; fees for admission and train rides; policies and charges for use of property. The Board shall establish:**

1. Categories of memberships in the institutions and the fees to be charged for the memberships.

2. Fees for admission to the institutions. Children under the age of 18 years must be admitted free of charge.

3. Fees for train rides provided by an institution.

4. Policies and charges for the incidental use, rental and lease of the buildings, equipment, fixtures and other property of the Division and its institutions.

(Added to NRS by [1985, 134](#); A [1989, 1520](#); [1993, 1585](#); [2001, 930](#))

Train Ride Fee

It is sometimes beneficial for the museums within the Division to participate in special programs offering discounted train ride tickets.

Discounts

The Board grants the Division Administrator the authority to approve one-time and short-term discounts for train ride fees. No more than one such program shall be approved, per museum, per quarter.

Train Ride Fees &

The Board shall annually review and approve fees for train rides, including scheduled and special operations such as Holiday Trains. The Board shall review, and and set policies and

Equipment Rental	charges for the use of the buildings, equipment, fixtures and other properties of the state's railroad museums.
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Annual Review	<p>Based on a presentation by the museum Administrator, the Board of Museums and History shall, at a minimum review annually, the rental fees connected to engines, rolling stock other operating railroad equipment,</p> <p>Based on a presentation by the museum Administrator, the Board of Museums and History shall at a minimum, annually, review train ride fees, including the price of special event train tickets, at the March meeting for the next State Fiscal Year (SFY).</p>
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Proposed Update

12-7-2022

Board of Museums & History Train Ride Fee.

Overview.

NRS 381.0045 Requires the Board of Museums and History to establish fees for train rides provided by an institutions in the museum system. Under NRS 381.0031, proceeds from the sales of tickets for train rides, like museum admission charges are transferred to the state's general fund.

Scheduled & Special Operations.

The Board shall review and set fees for train rides, including scheduled and special operations such as holiday trains.

Administrator.

Based on a presentation by the museum Division Administrator, working with museum directors, the Board of Museums and History shall at a minimum, annually, review and set train ride fees, including the price of special event train tickets.

Fiscal Year.

The annual review of train ride fees scheduled, and special train operations fees will occur at the March meeting for the next State Fiscal Year (SFY).

NRS 381.0031 Private money; Dedicated Trust Fund.

1. All money and the proceeds from property received by the Division or any institution of the Division through any grant **other than a grant of federal money**, bequest or devise, and the proceeds from memberships, sales, 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. The Board shall establish a Division of Museums and History Dedicated Trust Fund. All private money must be accounted for in that Fund. No other money may be accounted for in that Fund.

2. Except as otherwise provided in this chapter, all of the money in the Dedicated 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 provisions of subsections 3 and 4 of [NRS 356.011](#) apply to any accounts in financial institutions maintained pursuant to this section.

3. The Board shall account separately for the portions of the private money received by each institution of the Division but may combine all or any portion of the private money for the purposes of investment and reinvestment.

4. The Board shall adopt an investment policy for the private money. (Added to NRS by 1989, 1518; A 1993, 1584)

NRS 381.0045 Establishment of categories of and fees for membership in institutions; fees for admission and train rides; policies and charges for use of property. The Board shall establish:

1. Categories of memberships in the institutions and the fees to be charged for the memberships.

2. Fees for admission to the institutions. Children under the age of 18 years must be admitted free of charge.

3. **Fees for train rides provided by an institution.**

4. Policies and charges for the incidental use, rental and lease of the buildings, equipment, fixtures and other property of the Division and its institutions.

(Added to NRS by [1985, 134](#); A [1989, 1520](#); [1993, 1585](#); [2001, 930](#))

Board of Museums and history, Adopted 9-7-2007,
reviewed and or revised, 12-4-2009, 12-10-2010, 12-2-2011, 12-6-2012, 12-7-2013, 12-12-214,
12-4-2015, 12-2-2016, 12-1-2017, 12-1-2018, 12-4-2020, 9-8- 2022

Proposed Change

Board of Museums and History Admission fees for institutions, Board Policy, and Procedures.

Overview.

NRS 381.0045 Requires the Board of Museums and History to establishment fees for admission to museums. NRS 381.0045 also states “Children under the age of 18 years must be admitted free of charge.” Under **NRS 381.0031**, proceeds from museum admission charges are transferred to the state’s general fund.

Admission Fee Discounts.

The Board grants the Division Administrator the authority, during each fiscal year, to approve a one-time reduction or elimination of admission fee to each of the museum.

Annual Review of Admission Fees.

Based in part on a presentation by the Division Administrator The Board of Museums and History shall, at a minimum annually review and set admission fees for the museums. The annual review and presentation by the Division Administrator shall take place at the March meeting for the next State Fiscal Year (SFY).

Board of Museums and History

Adopted: 9-07-2007

Reviewed: 12-4-2009, 12-2-2011, 12-6-2012, 12-4-2015,
12-1-2018, 12-4-20

Reviewed and Revised: 12-10-2010, 12-7-2013, 12-12-

2014,

12-2-2016, 12-1-2017

September 8, 2022

Proposed**Board of Museums and History Museum facilities, fixtures, and other property of the Division.**

Overview **NRS 381.0045** **States the Board of Museums and History “shall establish policies and charges for the use of the property,” including “the incidental use, rental, and lease of the buildings, equipment, fixtures, and other property of the Division and its institutions.”**

(Added to NRS by [1985, 134](#); [1989, 1520](#); [1993, 1585](#); [2001, 930](#))

Standing Committee of the Board.

The Board of Museums and History shall create a “Standing Committee on Facilities and Equipment Use, Rental, Lease” to be part of the process to set policies and charges for the use of museum facilities.

Facilities Rental

The Board of Museums and History shall review and update policy regarding the incidental use, rental, and lease of the buildings, equipment, fixtures, and other property of the Division and its institutions,” including the rental of engines, rolling stock, other operating railroad equipment

The Board of Museums and History shall review and update charges for “the incidental use, rental, and lease of the buildings, equipment, fixtures, and other property of the Division and its institutions,” including the rental fees connected to engines, rolling stock, other operating railroad equipment

**Annual
Review**

Based in part on a presentation by the museum Division Administrator, working with the Board of Museums and History standing committee and museum directors, the Board of Museums and History shall, at a minimum, review annually the incidental use, rental, and lease of the buildings, equipment, fixtures, and other property of the Division and its institutions including the rental fees connected to engines, rolling stock, other operating railroad equipment, at the March meeting for the next State Fiscal Year (SFY).

Standing Committee Facilities and equipment Use, Rental, Lease



DATE: 11/09/2022

TO: Robert Stoldal, Chairman
 Board of Museums and History

FROM: Daniel Thielen, NSRM CC Director
 Dr. Christopher MacMahon, NSRM BC Director

Subject: Special Train Rides Fees Request

The Nevada State Railroad Museum Carson City requests permission to hold the following special events in cooperation with the Friends of the Nevada State Railroad Museum for fundraising purposes in calendar year 2023:

1. Storytime Motorcars (12 evenings between January and March)
2. Easter Eggstravaganza (two days in spring)
3. Independence Day weekend (2-4 days in July)

The museum requests the approval of a rate of \$5 per ticket returned to the State with the remainder allowed to be retained by the Friends for fundraising. Full ticket price TBD.

The Nevada State Railroad Museum Boulder City requests permission to hold the following special events in cooperation with the Friends of the Nevada Southern Railway for fundraising purposes in calendar year 2023:

4. Boulder City Bunny Express (9 days in March/April)

The museum requests the continuation of previously approved rate of \$8 per ticket returned to the State with the remainder allowed to be retained by the Friends for fundraising. Full ticket price TBD. The Friends support the museum with financial contributions throughout the year, so all funds raised return to the museum.

Additionally, the museum requests the Board to approve the following special events:

1. Nevada Day – waive ticket fee for children
2. Music Trains (Dates TBD)
 - a. Prior to the pandemic, the museum held special Soul Trains that had food, live music, and dancing on the excursion. The museum believes there is market to host similar special evening trains moving forward with soul, jazz, and folk musicians already expressing interest.

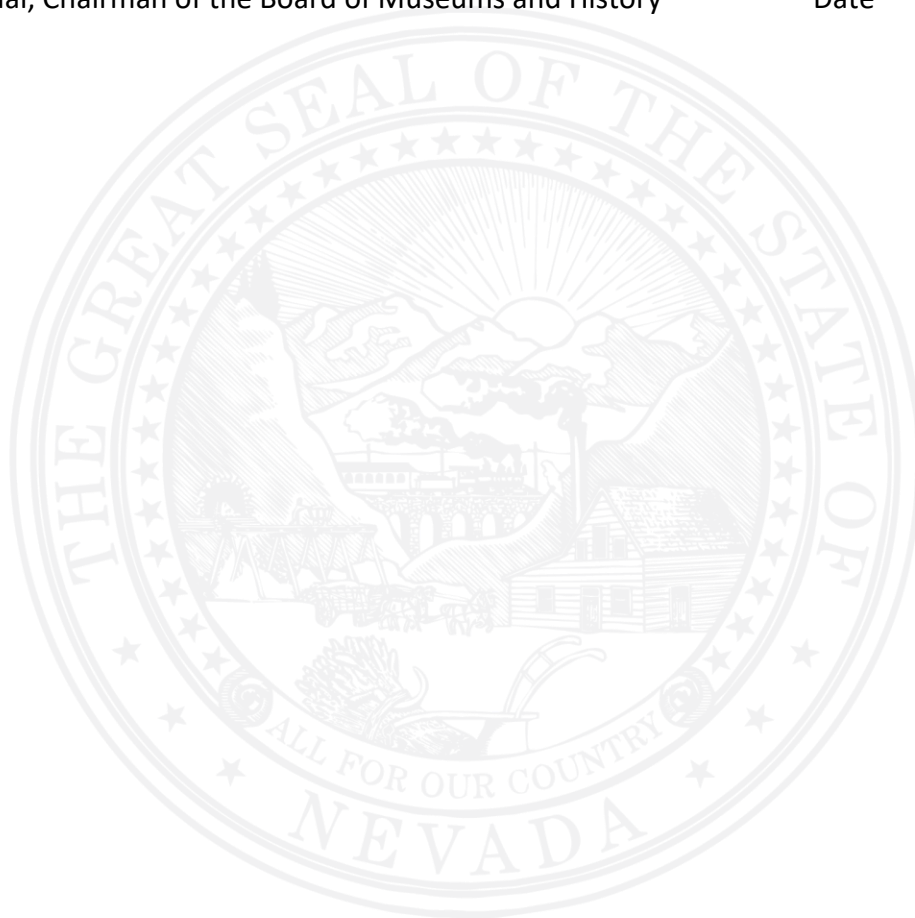


- b. The museum believes the added value warrants a ticket price above the regular excursion rate to be set by the Board as a not to exceed price allowing the museum flexibility.

Approved

Robert Stoldal, Chairman of the Board of Museums and History

Date





Online Store Pilot Funding Proposal

Submitted By: Division of Museums and History Office

Daphne O. DeLeon, ASO II/Facilitator

**Total Funds Requested: Website Development and Sales System Integration = \$22,250,
Inventory Procurement = \$26,000**

Goal:

1. Increase sales revenue by developing an Online Museum Store.
2. Increase membership and other revenue streams by raising awareness of State Museums collections and programs.

Working Group:

An Online Store Working Group was created to include input from Museum staff and BMH committee members.

1. Jan Petersen, BMH Store Committee Chair
2. Doris Dwyer, BMH Store Committee Member
3. Sarah Cowie, BMH Store Committee Member
4. Seth Schorr, BMH Marketing Committee Member
5. Myron Freedman, DMH Administrator
6. Tracey Sprague, LCM Curator
7. Ginny Lucas, LCM Curator
8. Janie Shakespeare, LCM Store Lead
9. Dan Thielen, NSRMCC Director
10. Madelyn Pecorino, NSRMCC Store Lead
11. Christopher MacMahon, NSRMBC Director
12. John Walker, NSRMBC Store Lead
13. Catherine McGee, NHS Director
14. Sheri Hayes-Zorn, NHS Curator
15. Brett Fisher, NSMCC Admin Asst.
16. Kelly Brant, NSMCC Membership Lead
17. Cayce Weislow, NMSCC Store Lead
18. Daphne DeLeon, DMH ASO
19. Hollis Gillespie, NMSLV Director
20. Maureen McDonough, NSMLV Store Lead



21. Samantha Szesciorka, DTCA Online Content Developer

Proposal Development:

The Working Group developed the initial funding proposal which was refined based on feedback from the BMH Store Committee.

The following work of the Working Group sub-groups was included.

A. Storage/Fulfillment

2-3 Business Day turnaround from date of purchase to mail out. Staff should be assigned to monitor designated email box and forward requests to appropriate staff. Every museum will handle their own fulfillment/storage. NSRMBC will work with NSMLV for fulfillment and storage because of a lack of storage space.

B. Inventory

Each museum submitted a list of 20 Items for the online store. Items were placed in categories defined by the Working Group to facilitate online store searching. Items could be listed in more than one category.

1. Medallions
2. Jewelry
3. Apparel/Clothing/Tee-shirts
4. Books
5. Decorative items/Novelties/Specialty Items
6. Educational Activities/Games
7. Home
8. Artisan

C. Website

The landing page will be hosted on the DMH website and will have a link to the online store website. In addition to general store mission, goal, purpose, the landing page will have a museum highlight. This highlight would be rotated amongst museums on a periodic basis and tie/link to specific museum store items.

Customers on the online store website should be able to search by product category or museum. Limited time for unpaid items to be held in the shopping cart. An email confirmation of customer's purchase will be sent listing items purchased and total amount charged. It was noted that email confirmation once an order is shipped will need to be done by fulfillment staff. Memberships will be able to be purchased or renewed, and membership discount will be available at time of purchase. Donations will be able to be made via the store website also.



D. Metrics

Replicating the current brick and mortar store metrics (sales and overhead costs) for the online store with the addition of the following metrics:

1. # of visitors
2. # of visitors that make a purchase
3. # of membership sales
4. # of donations
5. Time on store site
6. How many clicks to each item
7. Customer satisfaction

BMH Store Committee feedback included developing preliminary costs for alternative online store implementations based on museum fulfillment, centralized fulfillment by the Division of Museums and History Office or by an outside vendor and different website platforms (Amazon, Shopify, contract vendor).

Exploration of website platforms revealed that in the pilot phase, contracting with a vendor to create the website allows current staff to better support website development, ensure that the website has the same look as the DMH website and include the ability for visitors to purchase/renew memberships and make donations. At the completion of the pilot phase, the BMH will be presented with a project report that will include website strengths/weaknesses.

At the Store Committee's November 2022 meeting, the Committee approved developing a funding proposal for the pilot that included contracting with a vendor for website creation and museum fulfillment. At the end of the pilot period (September 30, 2023) the Museum staff will report out on the performance of the pilot and the BMH will make changes as needed.

The following Pilot Timeline and Funding Proposal – Phase 1 are based on the BMH Store Committee approved proposal: contract website vendor and fulfillment by each museum.

Pilot Timeline:

Phase I: January 1, 2023 – March 31, 2023

Website Development + BHD Integration

1. Website Development work will begin January 1, 2023.
2. BHD Integration work will begin January 1, 2023.
3. Website will be presented to BMH at the March 2023 meeting for final approval.

4. Museums will order merchandise needed in preparation for April 1, 2023.

Phase 2: April 1, 2023 – September 30, 2023

Online Store Live

1. Temporary staff hired to do fulfillment at each museum (max. 10 hours/week).
2. Museum staff will track metrics.
3. Museum staff will report on metrics at the BMH June 2023 and September 2023 meetings.

Funding Proposal – Phase 1:

Funding Source = Cat. 48 Board Approved Special Projects. There is sufficient funding in each participating museum's Cat. 48. Paying these costs out of Cat. 48 will make it easier to track costs separately from the brick- and- mortar stores.

A. Website Development + BHD Integration

Website vendor bids are being submitted. Request BMH approve maximum cost for \$13,000 and \$9,250 for BHD Integration. Additionally, request approval for the Chair to be able to sign contract/agreement once a website vendor bid as been selected.

1. Website Development - \$13,000
2. BHD Integration - \$9,250

Total Requested: \$22,250

Each museum will pay \$3,708

B. Museum specific merchandise costs will be requested separately by each museum.

	Merchandise	Temp. Staff March 2023	Website	Operations March 2023	MUSEUM TOTAL
NHS 5035	Museum	Museum	\$3,708	Museum	\$3,708
NSMCC 5036	Museum	Museum	\$3,708	Museum	\$3,708
NSRM CC 5037	Museum	Museum	\$3,708	Museum	\$3,708
NSRM BC 5037	Museum	Museum	\$3,708	Museum	\$3,708
LCM 5038	Museum	Museum	\$3,708	Museum	\$3,708
NSMLV 5039	Museum	Museum	\$3,708	Museum	\$3,708
REQUEST		0	\$22,250	0	\$22,250

Proposal continues on next page



Online Store Inventory Funding Request \$26,000

As part of this proposal, the following museums recommend purchasing a modest amount of additional inventory for online sales. This is because the lead time for receiving goods is such that orders for Spring and Summer need to be placed early in the year.

The NSRMCC requests \$5,000 from BA 5037 Cat. 48 Board Approved Special Project funds to purchase online store merchandise.

The NSRMBC requests \$5,000 from BA 5037 Cat. 48 Board Approved Special Project funds to purchase online store merchandise.

The NSMCC requests \$5,000 from BA 5036 Cat. 48 Board Approved Special Project funds to purchase online store merchandise.

The NSMLV requests \$5,000 from BA 5039 Cat. 48 Board Approved Special Project funds to purchase online store merchandise.

The LCM requests \$5,000 from BA 1350 Cat. 48 Board Approved Special Project funds to purchase online store merchandise.

The NHS requests \$1,000 from BA 1350 Cat. 48 Board Approved Special Project funds to purchase online store merchandise.

End of proposal.

NEVADA MUSEUMS & HISTORY

Steve Sisolak | Governor

Myron Freedman | Administrator

Catherine Magee | Director

NEVADA HISTORICAL SOCIETY

1650 North Virginia Street

Reno, NV 89503

NEVADA

MUSEUMS & HISTORY



NEVADA HISTORICAL SOCIETY

REPORT TO THE
BOARD OF MUSEUMS AND HISTORY December 8-9, 2022

I. Private Funds Budget Summary B/A 5035

<u>State Fiscal Year 2023</u>	<u>GL /Cat#</u>	<u>SFY 2023 Budget</u>	<u>Actuals YTD</u>	<u>Percentage YTD</u>
Cash From Prev Fiscal Year	2511	2,027,104	2,027,104	100.00%
Cash Bal Fwd New Fiscal Year	2512	0	0	0.00%

Comparison of Revenues Budgeted/ Received:

Memberships*	4008	27,868	5,100	18.30%
Photograph Sales	4010	2,590	400	15.44%
Printing Sales	4011	1,137	24	2.10%
Merchandise Sales*	4025	3,013	2,010	66.72%
Gifts & Donations	4251	3,258	300	9.21%
Private Grants	4265	6,419	1,319	20.54%
Treasurer's Interest	4326	20,121	0	0.00%
Trans Museum Ded Trust	4665	0	0	0.00%
Total Revenues:		\$64,406	\$9,153	14.21%

Comparison of Expenditures Budgeted/Expended:

Administration	35	37,407	1,455	3.89%
Nevada Historical Quarterly	37	38,968	4,000	10.26%
Museum Store*	41	8,717	227	2.61%
Board Appr Special Projects	48	270,676	0	0.00%
Photo	49	2,800	0	0.00%
Special Projects (Restricted)	55	1,720,016	10,332	0.60%
Total Expenditures:		\$2,078,584	\$16,014	0.77%

Available Unrestricted Cash 2,020,243

Revenue/Expenditure Comparison Narrative:

The above figures reflect fiscal year 2023 revenues and expenditures as of September 30, 2022.
* Further detail available in the below identified sections.

Report is through June 30, 2022.

* Further detail available in the identified sections.

II. Museum Store Sales

Gross store sales revenue comparison against three previous fiscal years.

Fiscal Year	<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 2023	457	1,061	492										2,010
FY 2022	2,279	378	532	876	478	1,732	357	153	1,869	273	292	3,017	12,237
FY 2021	93	-	-	927	513	685	131	12	198	20	378	57	3,013
FY 2020	1,335	946	1,070	701	847	1,775	1,019	1,598	451	75	70	(4)	9,884
YTD	457	1,518	2,010	2,010	2,010	2,010	2,010	2,010	2,010	2,010	2,010	2,010	2,010

YTD COMPARISON

20.05%	57.12%	63.04%	49.45%	44.25%	32.04%	30.31%	29.63%	23.23%	22.52%	21.81%	16.43%
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MONTHLY COMPARISON

20.05%	280.38%	92.65%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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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.

Store sales chart comparison against previous fiscal years.

Chart will be updated for next scheduled Board of Museums and History meeting.

Nevada Historical Society
Report to the Board
Dec. 8-9, 2022

Museum Store Profit and Loss Chart

FY2023	Revenues	Expenditures				Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)	
July	457	-	-	-	-	457	100.0%	
August	1,061	-	-	-	-	1,061	100.0%	
September	492	227	-	-	227	265	53.9%	
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%	
FY23 Total	2,010	227	-	-	227	1,783	88.7%	
FY22 Total	12,237	1,635	-	-	2,910	9,326	76.2%	
FY21 Total	3,013	4,120	-	1,080	5,200	(2,187)	(72.6%)	
FY20 Total	9,884	4,661		2,201	6,863	3,021	30.6%	

Museum Store Sales Narrative:

Sales in the museum store reflect limited onsite foot traffic as the NHS has reduced hours due to the reduced staffing as a result of the COVID-19 pandemic. The vacant position of Administrative Assistant also functions as the NHS Store Manager. Catherine currently oversees the store operations and Shery handles the POS system inventory entry and barcode generation. We purchase limited inventory until the Administrative Assistant is hired. Report reflects activity through September 30, 2022.

IV. Membership Program

Membership Figures

Memberships (new and renewals) chart comparison against 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>		<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>	<u>Combined</u>
Individual	10	29							10	29	39
Family	6	17							6	17	23
Sustaining	1	21							1	21	22
Contributing	0	0							0	0	0
Patron	0	0							0	0	0
Benefactor	0	0							0	0	0
Senior	2	14							2	14	16
Student	0	0							0	0	0
FY 23	19	81	0	0	0	0	0	0	19	81	100
FY 22	2	60	11	66	12	99	0	144	25	363	388
FY 21	6	82	4	90	11	99	0	42	21	313	334
FY 20	43	75	15	67	18	188	0	0	76	330	406
YTD	19	81	19	81	19	81	19	81	19	81	100

YTD COMPARISON

950.00% 135.00% 146.15% 64.29% 76.00% 36.00% 76.00% 21.95%

QUARTERLY COMPARISON

950.00% 135.00% 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.

Membership Sales

Membership sales comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	\$0	\$2,375	\$2,725										\$5,100
FY 22	\$1,365	\$315	\$2,300	\$300	\$1,760	\$3,595	\$2,300	\$2,510	\$3,590	\$505	\$620	\$1,685	\$20,845
FY 21	\$60	\$3,819	\$4,451	\$3,179	\$480	\$5,012	\$1,740	\$2,520	\$2,605	\$2,170	\$325	\$1,325	\$27,686
FY 20	\$735	\$3,200	\$1,670	\$2,135	\$1,610	\$1,190	\$2,435	\$5,650	\$260	\$0	\$580	\$420	\$19,885
YTD	\$0	\$2,375	\$5,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,100

YTD COMPARISON

#DIV/0!	141.37%	128.14%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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MONTHLY COMPARISON

0.00%	753.97%	118.48%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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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 NHS also has institutional memberships with 4 renewed this quarter. The NHS docents provide membership functions: send out and process renewals and update our membership database. They will continue this operation until NHS staff levels are restored. This reflects memberships through September 30, 2022.

V. Museum Attendance

Attendance chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23													0
FY 22	84	54	50	114	87	239	80	295	137	170	317	136	1,763
FY 21	20	36	36	63	36	2	32	56	70	87	0	0	438
FY 20	578	227	243	388	349	243	334	347	215	0	0	0	2,924
YTD	0	0	0	0	0	0	0	0	0	0	0	0	0

YTD COMPARISON

0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

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

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

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 23	\$74	\$70	\$108										\$252
FY 22	\$315	\$180	\$115	\$15	\$182	\$102	\$102	\$54	\$254	\$192	\$162	\$294	\$1,967
FY 21	\$25	\$50	\$0	\$95	\$15	\$0	\$15	\$50	\$40	\$190	\$25	\$135	\$640
FY 20	\$465	\$395	\$360	\$605	\$330	\$390	\$295	\$310	\$150	\$0	\$0	\$80	\$3,380
YTD	74	144	252	0	0	0	0	0	0	0	0	0	252

YTD COMPARISON

23.49% 29.09% 41.31% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

23.49% 38.89% 93.91% 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.

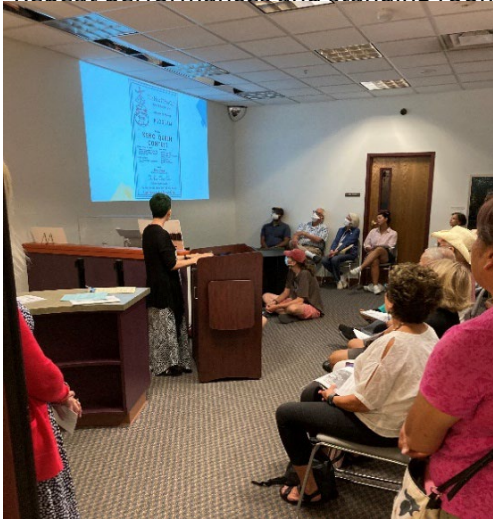
Monthly Comparison compares the current month of the current year against the same month in the previous year.

Museum Attendance Narrative:

The NHS is open to the public with limited hours due to the COVID-19 pandemic and limited staff, docents, and volunteers. The NHS Research Library is open by appointment Wednesday-Friday from 12:00 to 4:00. The Museum Gallery is open to the public Wednesday-Friday 10:00 AM to 4:00 PM. 55 library visitors*, 437 gallery visitors, no school tours this quarter.

In August the Research Library closed from Aug- Oct due to a leak in collections storage. The Research Library was used for collections triage and conservation.

Repeat performances and standing room only for NHS staff and docent history presentations during Artown July 1-31, 2022.



VI. Fundraising Activities:

We received a \$1000.00 restricted donation this quarter *** for possible action

Our docent membership increased resulting in an increase in docent volunteer hours: July 529.0, Augu

A high school intern returned for a second internship: 12 hours

Total volunteer hours donated this quarter: 1591 hours

VII General Museum Activities

Events:

July 2022

21th 12-1:30 pm—High Noon—Mark Basset—Nevada Northern Railway National Historic Landmark - Steaming' 35 years . Virtual Program.

Artown Series—Every Wednesday in July

10:30—11:30am—Talk and Tour

1:00—2:00pm—Talk and Tour

*A Collecting We Will Go: Dr. Wier's 1908 Southern Nevada Trip

*Miss Wakayama, Peacemaker

*Bill Fong's New China Club

*Wahmonie: Nevada's Last Bonanza Discovery- or the First?

*The Winters Family of California and Nevada

*Tsars, Tea, and Volunteerism

*If Streets Could Talk

27th 5-5:30 pm—Exhibit Lecture—Find Your Folklife: We Are the Folk, All of Us—Wine & Cheese Reception.

27th 5:30-6:30 pm—Exhibit Lecture—Rebecca Snetselarr — Find Your Folklife: We Are the Folk, All of Us . Live Program.

August 2022

16th 12-1:30 pm—High Noon—Sharon Honig-Bear—Reno Jewish Cemetery—Virtual Program.

September 2022

1st 10-11:30 am—Docent Council Lecture—Boyd Cox and Dave Andrews, Nevada Gaming Equipment Enforcement: Preventing and Catching Cheats. Live program, a Docent member benefit.

7th 5-6:30 pm—Writers' Wednesday—Wine and Cheese Reception, Book signing, and Lecture—Carolyn Grattan Eichin—From San Francisco Eastward: Victorian Theater in the American West. Live program.

15th—New Changing Gallery Exhibition—Geographical Divides: Finding Common Ground —Nevada Arts Council. Sept 15—Jan 31, 2023.

15th 12-1:30 pm—High Noon—Guy Clifton—Dempsey in Nevada. Virtual Program. Online

Interesting tours, and public outreach

July

Catherine hosted and participated in an indigenous student workshop at the NHS, organized by Christopher Van Nagy UNR Shared History Dept.

September

Public outreach- USDA Rural Development meeting, Catherine, NV history

X. NHS Quarterly

The 2022 *Nevada Historical Society Quarterly (NHSQ)* combined issue is in production with William Rowley as the contract Editor-in-Chief.

The NHSQ is on track to become a hybrid digital/print publication for calendar year 2023.

Project MUSE will provide the online access for paid subscriptions to *NHSQ* and the "best of" end of year *NHSQ* will be printed and sent to subscribers once a year.

XI. 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.

XII. Current Operations

The NHS is open to the public and by appointment Wednesdays, Thursdays, and Fridays 10 AM to 4 PM . The Research Library is open by appointment Wednesdays, Thursdays, and Fridays from 12PM to 4PM. The staff hours are from 7:30 AM to 5:30 PM Monday through Friday.

Catherine Magee, Director
November 8, 2022





MEMORANDUM

DATE: 11/03/2022

TO: Robert Stoldal, Chairman
Board of Museums and History

THROUGH: Myron Freeman, Administrator
Division of Museums and History

FROM: Catherine Magee, Director
Nevada Historical Society

RE: Free Admissions to NHS for Calendar year 2023 ** For Possible Action**

I would like the Board to support free admissions for the following:

- Fridays in May “Older American Month”, free admissions to people 60 and over
- May-September, Blue Star Museums Program, free admission to the nation’s active-duty military personnel and their families
- Wednesdays in July, Artown, free admission for everyone

Robert Stoldal, Chairman of the Board of Museums and History

Date



MEMORANDUM

DATE: 11/03/2022

TO: Robert Stoldal, Chairman
Board of Museums and History

THROUGH: Myron Freeman, Administrator
Division of Museums and History

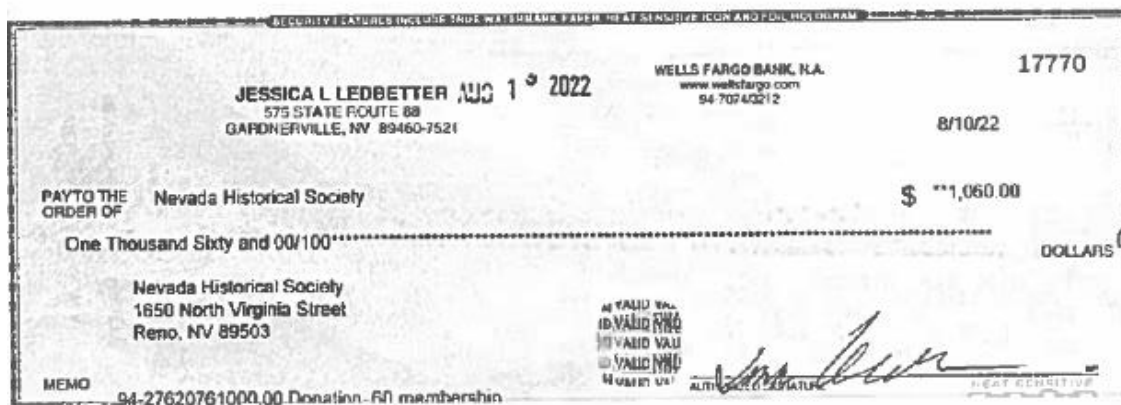
FROM: Catherine Magee, Director
Nevada Historical Society

RE: Ledbetter \$1000.00 restricted donation acceptance ** For Possible Action**

The Nevada Historical Society requests acceptance of restricted funds in the amount of \$1000.00 to BA 5035 account number 3517, NHS Conservation fund as requested by the donor.

Robert Stoldal, Chairman of the Board of Museums and History

Date





From: TRC <trcorp97@aol.com>
Sent: Wednesday, August 17, 2022 1:03 PM
To: Catherine Magee <cmagee@nevadaculture.org>
Subject: Re: donation question

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Conservation please

Sent from my iPhone

On Aug 17, 2022, at 12:09 PM, Catherine Magee <cmagee@nevadaculture.org> wrote:

Hi Jessica,

We received your membership renewal and donation, thank you!!!

The part of the form was torn off that listed the fund you would like your donation to go towards.

Here are the main categories on the membership form.

Yes I want to add an additional donation to my membership with a gift of

\$_1000.00_____

to be used for ___ public programming, ___ events, ___ collections, ___ conservation.

Please let me know which category you would like to choose.

Hope all is going well with you!

Cheers,

Catherine

[Catherine Magee, Ph.D.](#)

[Director, Nevada Historical Society](#)

[1650 N. Virginia St., Reno, NV 89503](#)

cmagee@nevadaculture.org

[\(O\) 775-688-1190 ext. 222](tel:(775)688-1190)



MEMORANDUM

DATE: 11/09/2022

TO: Robert Stoldal, Chairman
Board of Museums and History

THROUGH: Myron Freedman, Administrator
Division of Museums and History

FROM: Catherine Magee, Director
Nevada Historical Society

RE: Requesting 11,500.00 from Board approved special project BA 5035 Cat 48 ** For Possible Action**

I am requesting funds from BA 5035 Cat 48 Board Approved Special Projects for the following:

- Payment of a \$1500.00 deductible to State of Nevada Risk Management for NHS insurance claim date 08/04/2022, claim number #2023-PROP-0038
- Loan of \$10,000.00 to pay upfront replacement cost of archival housing materials lost and damaged due to leak in NHS Collections storage on 08/04/2022 #2023-PROP-0038
- NHS will have Risk Management reimburse BA 5035 Cat 48 for the cost of the replacement materials as noted on the Risk Management Property Claim Reimbursement Request Form (see attached Screenshot of Online Risk Management Property Claim Reimbursement Request Form).

Background:

On August 4, 2022 there was a roof leak in the NHS collections storage. This caused damaged and loss of archival collections storage materials and utilization of the disaster preparedness materials kept on hand for this purpose (See itemized list and cost of materials).

The state of Nevada holds insurance through the Risk Management Division and requires the NHS to pay the \$1500.00 insurance deductible. Risk Management also requires the NHS to pay for the replacement materials upfront, which Risk Management will then reimburse (see email dated November 3, 2022 from Crystal Cruson).

Robert Stoldal, Chairman of the Board of Museums and History

Date



Damaged items to be replaced due to roof leak: Claim #2023-PROP-0038

Nevada Historical Society 10/2022

Hollinger/Metal Edge Archival Supplies

- Archival storage record storage boxes with lids (item number 10770, 12 x 15 x 10 - Detached Lid - White (RSB-18))- quantity damaged 72
Price 9.55 each total **\$ 687.60**
- Archival Storage Boxes, barrier board telescoping boxes (SKU: 81040)- quantity damaged 53
Price 68.50 each **total \$3630.50**
- Archival Storage Boxes, ab print file box (item number 11720AB, 12 X 6.125 X 4.125) - quantity damaged 6
Price 11.05 each **total \$66.30**
- Archival File Folders (item number 11140, 11.75 X 9.625) reinforced straight cut tan letter file folder/100 pk- quantity damaged 3 pks
Price 44.05 each **total \$132.15**
- Archival Storage Boxes storage box with partition (item number ASBP15B, 15 X 12.5 X 6.25 buffered corrugated) - quantity damaged 6
Price 29.55 each **total \$177.3**
- Archival Storage Boxes (item number 10626AB, 15 X 11.5 X 1.5 ab acs box) - quantity damaged 5
Price 15.30 each **total \$76.50**
- Archival Storage Boxes (item number 10631AB, 14.5 X 11.5 X 3 ab acs box) quantity damaged 10
15.25 each **total \$152.50**
- Archival cardboard (item number BFC4060, 40 X 60 grey safecorr b flute board) - quantity damaged 1 pk of 25
Price 445.60 **total \$445.60**

Subtotal \$5,368.45

Shipping \$2125.45

Total \$7493.90



ULINE Emergency Preparedness Replacement Supplies

S-17293 Universal Sorbent Pads - 15 x 19", Light 200/carton

1 \$105.00/CT total \$105.00

S-7248 Universal Sorbent Rolls - 30" x 150', Heavy 1 roll

\$164.00/RL total \$164.00

S-11180 Clear Poly Sheeting - 6 Mil, 20' x 100', 1 roll

\$144.00/RL total \$144.00

S-10353 Uline Deluxe Paper Towels 24 rolls/case 2 cases

\$55.00/CT total \$110.00

S-10479 Uline N95 Standard Industrial Respirator with Valve 10/carton 3 boxes

\$16.00/BX total \$48.00

S-14180X Uline Extra Tough Nitrile Gloves - Powder-Free, XL 50/carton 2 boxes

\$17.00/BX total \$34.00

S-14180L Uline Extra Tough Nitrile Gloves - Powder-Free, Large 50/carton 2 boxes

\$19.00/BX total \$38.00

S-14180M Uline Extra Tough Nitrile Gloves - Powder-Free, Medium 50/carton 2 boxes

\$19.00/BX total \$38.00

S-14180S Uline Extra Tough Nitrile Gloves - Powder-Free, Small 50/carton 2 boxes

\$19.00/BX total \$38.00

SUBTOTAL = \$719.00

Shipping \$ 111.55

Total \$ 830.55

University Products Emergency Preparedness Replacement Supplies

535-1925, Unbuffered 100% Cotton Blotting Paper- 20 x 30 in., 10 sheet package 10 packs

\$44.45 total \$444.50

492-2550, Reemay Spunbonded Polyester- 25.5 in. x 100 yds. 1 roll

\$146.00 total \$146.00

Subtotal \$590.50

Shipping \$124.01

Total \$714.51

Total Reimbursement request \$ 9,038.96



From: Crystal Cruson <crystal.cruson@admin.nv.gov>
Sent: Thursday, November 3, 2022 8:34 AM
To: Catherine Magee <cmagee@nevadaculture.org>
Cc: Myron Freedman <mfreedman@nevadaculture.org>; Annette Teixeira <a.teixeira@admin.nv.gov>
Subject: RE: Claim #2023-PROP-0038

Good Morning,

How would you like to go about ordering the specific supplies on the list? The agency can go ahead and order all the items and once received, Risk Management will reimburse the agency for all of it. All we will need is the reimbursement form off our website, proof of payment, and of course before anything is paid we will need the \$1,500 dollar deductible.

Thank you,

Crystal Cruson | Program Officer I

Nevada Department of Administration | Risk Management Division

Phone Number: (775)687-1752 | F: (775)687-3195 | E: crystal.cruson@admin.nv.gov
www.risk.nv.gov

Teleworking Thursdays (Best way to contact me is via Email or Teams)

Screenshot of Online Risk Management Property Claim Reimbursement Request Form

Print Form

Department of Administration
RISK MANAGEMENT

**PROPERTY/AUTO CLAIM
REIMBURSEMENT REQUEST**



Settlement

The repairs and or replacement of the above-mentioned claim have been made to our satisfaction. Proof of payment and copy of all paid invoices are attached. We formally request Risk Management to reimburse our agency using the following coding:

Budget # GL Fund
Agency Org Sub
APPR Unit Object

Contact

Authorized Signature Title
Phone Date Submitted

Form: rnmreim

NEVADA MUSEUMS & HISTORY

Steve Sisolak | Governor

Myron Freedman | Administrator

Tracey Sprague | Director

LOST CITY MUSEUM

721 South Moapa Valley Blvd.

P.O. Box 807

Overton, NV 89040

NEVADA

MUSEUMS & HISTORY



LOST CITY MUSEUM

REPORT TO THE
BOARD OF MUSEUMS AND HISTORY December 8-9, 2022

I. Private Funds Budget Summary B/A 5038

<u>State Fiscal Year 2022</u>	<u>GL /Cat#</u>	<u>SFY 2023 Budget</u>	<u>Actuals YTD</u>	<u>Percentage YTD</u>
Cash From Prev Fiscal Year	2511	86,176	86,176	100.00%
Cash Bal Fwd New Fiscal Year	2512	0	0	0.00%

Comparison of Revenues Budgeted/ Received:

Memberships*	4008	9,042	530	5.86%
Merchandise Sales*	4025	172,093	16,643	9.67%
Gifts & Donations	4251	5,924	16,643	280.95%
Private Grants	4265	8,875	0	0.00%
Treasurer's Interest	4326	475	0	0.00%
Outside Bank Account	4454	1,243	1,243	100.00%
Total Revenues:		\$197,652	\$35,060	17.74%

Comparison of Expenditures Budgeted/Expended:

Administration	35	5,464	1,150	21.06%
Archeology Special Projects	36	2,500	0	0.00%
Buildings & Grounds	37	0	0	0.00%
Shelving Unit Project	38	2,521	0	0.00%
Museum Store*	41	103,437	14,828	14.33%
Special Events	42	3,950	75	1.89%
Board Appr Special Projects	48	70,905	0	0.00%
Special Projects (Restricted)	55	8,875	0	0.00%
Total Expenditures:		\$197,652	\$16,053	8.12%

Available Unrestricted Cash 105,183

Revenue/Expenditure Comparison Narrative:

At the end of the first quarter, Lost City Museum (LCM) is in a comfortable place in terms of revenue versus expenditures; within a close range to what has been received and expended in previous fiscal years.

* Further detail available in the identified sections.

II. Museum Store Sales

Gross store sales revenue comparison against three previous fiscal years.

Fiscal Year	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL	Column1
FY 2023	\$3,803	\$4,454	\$8,386										\$16,643	
FY 2022	\$6,996	\$6,445	\$7,569	\$7,096	\$9,933	\$5,795	\$5,916	\$7,778	\$8,127	\$11,839	\$6,296	\$5,439	\$89,230	
FY 2021	\$3,388	\$4,469	\$2,679	\$4,126	\$2,104	\$476	\$2,956	\$5,541	\$10,524	\$9,351	\$6,694	\$6,099	\$58,408	
FY 2020	\$4,567	\$5,775	\$6,941	\$11,610	\$9,909	\$7,730	\$4,477	\$8,076	\$4,039	-\$1	\$0	\$337	\$63,460	
YTD	\$3,803	\$8,258	\$16,643	\$16,643	\$16,643	\$16,643	\$16,643	\$16,643	\$16,643	\$16,643	\$16,643	\$16,643	\$16,643	

YTD COMPARISON

54.37% 61.44% 79.22% 59.22% 43.75% 37.97% 33.45% 28.93% 25.35% 21.48% 19.86% 18.65%

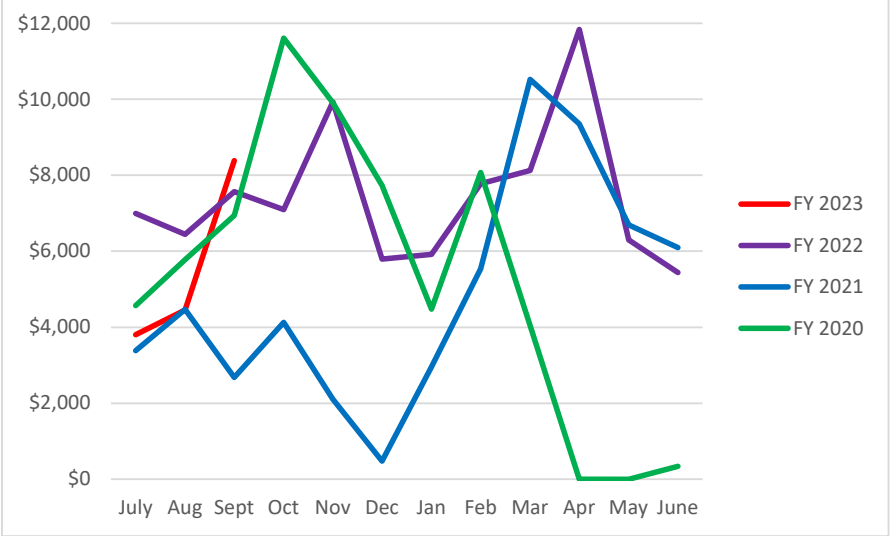
MONTHLY COMPARISON

54.37% 69.11% 110.78% 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.

Store sales chart comparison against three previous fiscal years.



Lost City Museum
Report to the Board - Dec. 8-9, 2022

Museum Store Profit and Loss Chart

FY2023	Revenues	Expenditures			Total	Net	% Net
	Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)	
July	3,803	-	2,302	-			0.0%
August	4,454	183	2,313	-			0.0%
September	8,386	6,936	3,093	-			0.0%
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%
FY23 Total	16,643	7,120	7,708	-	14,828	1,816	10.9%
FY22 Total	89,230	50,820	33,643	2,227	86,690	2,540	2.8%
FY21 Total	59,452	26,617	29,264	3,299	59,180	272	0.5%
FY20 Total	63,731	34,415	46,108	3,854	84,377	(20,646)	(32.4%)

Museum Store Sales Narrative:

As noted in the table above, the Museum Store has spent a little more money for merchandise compared to last fiscal year. This was in preperation for the increase of school groups that had started to book during this quarter. Clark Country School District is allowing more field trips now that we are moving out of the COVID19 pandemic restritctions. While June and July showed slightly lower revenue numbers in the store, the month of September saw an increase compared to last fiscal year. The Store Manager continues to spend time dealing with vendors regarding shipping and supply chain challenges, and she continues to look for new and interesting product to add to the store to expand our offerings.

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>		<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>	<u>Combined</u>
Individual	4								4	0	8
Family	5	2							5	2	14
Sustaining	1	1							1	1	4
Contributing									0	0	0
Patron									0	0	0
Benefactor									0	0	0
Senior	6	18							6	18	48
Student									0	0	0
FY 23	16	21	0	0	0	0	0	0	16	21	37
FY 22	15	21	21	26	9	15	20	16	65	78	143
FY 21	5	23	0	16	9	25	10	20	24	84	108
FY 20	31	14	22	14	18	16	0	0	71	44	115
YTD	16	21	16	21	16	21	16	21	16	21	37

YTD COMPARISON

106.67% 100.00% 44.44% 44.68% 35.56% 33.87% 24.62% 26.92%

QUARTERLY COMPARISON

106.67% 100.00% 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.

Membership Sales

Membership sales comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	\$0	\$280	\$250										\$530
FY 22	\$215	\$200	\$535	\$275	\$870	\$285	\$630	\$230	\$160	\$1,045	\$445	\$315	\$5,205
FY 21	\$195	\$315	\$180	\$370	\$200	\$425	\$240	\$325	\$335	\$570	\$170	\$580	\$3,905
FY 20	\$115	\$995	\$225	\$135	\$275	\$1,250	\$295	\$375	\$375	\$0	\$60	\$320	\$4,420
YTD	\$0	\$280	\$530	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$530

YTD COMPARISON

#DIV/0!	67.47%	55.79%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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MONTHLY COMPARISON

0.00%	140.00%	46.73%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
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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

Compared to the first quarter of FY2022, we sold one additional membership. Also, compared with FY2022, we did see more renewals and new memberships, which might be contributed to the fact that this is during the Hot & Dusty when we ran a membership drive during the whole month of August. We know that this membership drive has been successful in the past, as we saw a large increase in FY2020, pre-pandemic. Hopefully moving forward, we can reach these numbers once again.

V. Museum Attendance

Attendance chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	436	398	522										1356
FY 22	648	410	667	842	683	566	718	1006	1473	1113	677	562	9365
FY 21	279	435	334	561	198	7	330	657	932	1,011	573	519	5836
FY 20	833	991	994	2,010	1,429	707	1,069	1,166	506	0	0	0	9705
YTD	436	834	1,356	0	0	0	0	0	0	0	0	0	1,356

YTD COMPARISON

67.28% 78.83% 78.61% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

67.28% 97.07% 78.26% 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.

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 23	\$1,714	\$1,414	\$2,724										\$5,852
FY 22	\$2,186	\$1,695	\$2,765	\$3,155	\$3,229	\$1,896	\$3,355	\$4,458	\$4,268	\$5,566	\$3,433	\$3,508	\$39,514
FY 21	\$780	\$1,445	\$1,285	\$2,440	\$800	\$0	\$955	\$2,110	\$4,470	\$3,805	\$2,500	\$2,470	\$23,060
FY 20	\$2,855	\$2,950	\$3,555	\$6,125	\$5,185	\$2,847	\$3,940	\$4,640	\$3,235	\$0	\$0	\$0	\$35,332
YTD	1,714	3,128	5,852	0	0	0	0	0	0	0	0	0	5,852

YTD COMPARISON

78.41% 80.59% 88.05% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

78.41% 83.40% 98.52% 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 Narrative:

Lost City Museum has seen a slight decrease in visitation in during the summer months compared to FY22. This was probably due to the hotter temperatures and an increase of rainy weather/flash floods compared to the previous year.

We held an event on July 19th, which was the Journey to a Journal Tea Party.

"Journey to a Journal" was a Creative Aging art program where seniors 55+ created journal books to document their own histories. The program, instructed by local artist Jana Ward, taught the participants how to make paper, designed book pieces, and how to bind them in their own custom covers. A total of 10 participants participated in the eight class program. After the class came to a close in June, we held a tea party for participants to come back with their friends and families to show off the progress they made on journaling in their newly made journals.

During the month of July, Archaeologist Virigina Lucas made educational connections with over 150 people:

July 11 – Invited talk for Southern Nevada Gem & Mineral Society – 100 people

July 15 – Bone ID Workshop for Red Rock Search and Rescue – 35 people

July 16 – Ceramics Refit Workshop at Springs Preserve – 10 people

During the month of September, she also attended the SNAP meeting on Sept. 8th, which had 14 total participants.

In August we held our 4th annual Hot & Dusty Invitational. This installation highlighted 16 photographers from around the state of Nevada. Our closing reception was on Saturday, August 27th, and we had 30 attendees join us for the announcement of the winners.

VI. Fundraising Activities:

We are targeting to accrue funds in the restricted account for the Design and Construction of a Museum Storage building in the lower parking lot at Lost City Museum.

VII General Museum Activities

CIP project updates:

19-M33 Sewar upgrade project. Funded in the 2019 legislative session, this CIP remains incomplete at the writing of this report. Architects and Public Works did a site visit in August 2022 to discuss the bidding process to start the project. As of the end of the quarter, Public Works was in the process of finding a contractor to do the work. It is estimated that the project will start some time in late 2022, and will take at least 127 days of complete.

Pueblo Assessment and Restoration. Funded in the 2021 session, this project is almost complete. A conservationist who specializes in historic lumber collected data on the wooden beams. While his survey is complete, the report is not. Once the report is received (expected by the end of the year), we will be looking to reopen the pueblos to the public as it was determined there is no significant damage to the structures.

Staff Activities:

In-person events were held this quarter at Lost City Museum as noted in the attendance narrative earlier in this report.

Staff update- Tracey Sprague, the now former Curator II at Lost City Museum promoted into the Museum Director II position on August 8, 2022. A part-time Museum Attendant I position in the Museum Store and a Curator II position remains unfilled. Recruitment is planned.

On July 19, 2022, Lost City Museum hosted the Journey to a Journal tea party. Journey to a Journal was a Creative Aging art program where seniors 55+ created books to document their own histories. The eight-class program held in May and June 2022 and was instructed by local artist Jana Ward. Jana taught the participants how to make paper, designed book pieces, and how to bind them in their own custom covers. The tea party was the official closing of the workshop, bring back participants and their loved ones to share how they are using their journals while enjoying light refreshments.

During the month of August 2022, the Lost City Museum held its fourth annual Hot & Dusty Art Invitational. This year's art media was photography, with a theme of "Wild Nevada;" featuring animals within the beautiful state of Nevada. The Invitational had sixteen photographers represented from all over the state. During the closing reception, held on August 27, 2022, winners were announced in the categories of People's Choice, Docent Choice and Artist Choice.

Archaeologist Virginia Lucas participated in the following offsite outreach events:

July 11 – Invited talk for Southern Nevada Gem & Mineral Society – 100 people

July 15 – Bone ID Workshop for Red Rock Search and Rescue – 35 people

July 16 – Ceramics Refit Workshop at Springs Preserve – 10 people

Sept. 8 – SNAP Meeting – 14 people

Lost City Museum is open from Wednesday to Sunday from 8:30 am to 4:30 pm.

NEVADA MUSEUMS & HISTORY

Steve Sisolak | Governor

Myron Freedman | Administrator

Joshua Bonde Ph.D. | Director

NEVADA STATE MUSEUM

600 North Carson Street

Carson City, NV 89701

NEVADA

MUSEUMS & HISTORY



NEVADA STATE MUSEUM

REPORT TO THE
BOARD OF MUSEUMS AND HISTORY December 8-9, 2022

I. Private Funds Budget Summary B/A 5036

<u>State Fiscal Year 2023</u>	<u>GL /Cat#</u>	<u>SFY 2023 Budget</u>	<u>Actuals YTD</u>	<u>Percentage YTD</u>
Cash From Prev Fiscal Year	2511	605,095		0.00%
Cash Bal Fwd New Fiscal Year	2512	0	0	0.00%
<u>Comparison of Revenues Budgeted/ Received:</u>				
Facilities Charg	3801	4,450	300	6.74%
Anthropology Fees	3871	60,000	380	0.63%
Coin Press Sales	3872	200,000	3,276	1.64%
Memberships*	4008	20,760	7,025	33.84%
Photograph Sales	4010	2,945	598	20.31%
Merchandise Sales*	4025	177,964	46,132	25.92%
Gifts & Donations	4251	4,228	610	14.44%
Private Grants	4265	25,000	998	3.99%
Treasurer's Interest	4326	2,836	0	0.00%
Outside Bank Acct (MS)	4454	10,868	10,868	100.00%
Total Revenues:		\$509,051	\$70,187	13.79%
<u>Comparison of Expenditures Budgeted/Expended:</u>				
Anthropology	37	15,000	0	0.00%
Natural History	39	10,000	0	0.00%
Administration	41	59,901	2,244	3.75%
Education	42	6,542	1,226	18.74%
Exhibits	43	15,000	0	0.00%
History	45	18,648	447	2.40%
Board Appr Special Projects	48	415,662	0	0.00%
Museum Store*	49	185,297	21,165	11.42%
Coin Press	50	74,928	0	0.00%
Special Projects (Restricted)	55	182,209	791	0.43%
Restr Collection Storage Maint	56	130,959	0	0.00%
Total Expenditures:		\$1,114,146	\$25,873	2.32%

At the conclusion of Q1 overall revenue is at ~13% of projections, this is due in large part to Coin Press #1 being down the entire quarter. The limited revenue from the Coin Press Program is the Museum Store purchasing existing inventory from the program. Despite not having the Coin Press active revenue, the Museum Store is above projections, and membership revenue is doing well. The Museum is open 5 days a week and word is getting out that the Museum is open on Sundays. The Museum store is also seeing an uptick in sales on Sundays with the increase in attendance. Although revenue is down, the Museum expenditures fell well within the existing revenue.

Report is through September 30, 2022.

* Further detail available in the identified sections.

II. Museum Store Sales

Gross store sales revenue comparison against three previous fiscal years.

Fiscal Year	<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 2023	\$11,053	\$17,168	\$17,911										\$46,132
FY 2022	\$24,757	\$29,777	-\$21,384	\$6,694	\$9,388	\$6,228	\$8,089	\$14,220	\$16,158	\$13,638	\$16,444	\$14,152	\$138,162
FY 2021	\$26,205	-\$779	\$22,992	-\$13,098	\$33,232	\$3,044	\$6,926	\$15,963	\$11,946	\$13,451	\$32,779	\$25,302	\$177,964
FY 2020	\$28,512	\$81,778	\$29,889	\$16,118	\$18,073	\$14,698	\$7,092	\$17,194	\$3,879	\$0	\$0	\$3,099	\$220,331
YTD	\$11,053	\$28,221	\$46,132	\$46,132	\$46,132	\$46,132	\$46,132	\$46,132	\$46,132	\$46,132	\$46,132	\$46,132	\$46,132

YTD COMPARISON

44.65% 51.75% 139.16% 115.78% 93.70% 83.18% 72.59% 59.32% 49.11% 42.89% 37.20% 33.39%

MONTHLY COMPARISON

44.65% 57.65% -83.76% 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.

Store sales chart comparison against previous fiscal years.

Chart will be updated for next scheduled Board of Museums and History meeting.

Nevada State Museum
Report to the Board
Dec. 8-9, 2022

Museum Store Profit and Loss Chart

FY2023	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	11,053	-	1,720	-	1,720	9,333	84.4%
August	17,168	-	4,208	-	4,208	12,960	75.5%
September	17,911	7,558	6,084	1,594	15,237	2,674	14.9%
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%
FY23 Total	46,132	7,558	12,012	1,594	21,165	24,967	54.1%
FY22 Total	138,162	58,450	63,695	5,961	128,106	10,056	7.3%
FY21 Total	177,964	59,764	64,778	2,808	127,350	50,614	28.4%
FY20 Total	220,331	79,293	68,694	9,598	157,585	62,746	28%

Museum Store Sales Narrative:

Roughly 85% of vendors are now local. Supporting the local community and carrying items that somehow relate to the Museum as well as the State is a goal. It is still a work in progress, and we will continue to venture out for new and impressive one-of-a-kind merch! Many guests have said that they will come back to do their Christmas shopping! The shop is now open when there are special events. Store staff have created a welcoming and warm atmosphere with something for folks of all ages! Samantha has done a great job on social media, the store is featured every Sunday with a new item or artist.

The Museum Store out performed last years Q1 numbers, sales were highly profitable. This was due to late opening of account 5036 and the Museum Store utilizing left over merchandice from the previous store manager. September represents the change in revenue with a new purchasing philosophy and revenues exceeding previous years significantly. For FY2023 the Museum Store is 54% profitable, as compared to a previous recent high of 28% profitable pre-COVID. The Museum Store continues to outpace projections and is on pace out of the gate for a great year.

New Products:

Local artwork



Local made confections and branded items



New childrens materials



IV. Membership Program

Membership Figures

Memberships (new and renewals) chart comparison against 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>		<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>	<u>Combined</u>
Individual	3	25							3	25	28
Family	14	53							14	53	67
Sustaining	2	16							2	16	18
Contributing	0	2							0	2	2
Patron	1	1							1	1	2
Benefactor	0	2							0	2	2
Senior	19	69							19	69	88
Student	0	0							0	0	0
FY 23	39	168	0	0	0	0	0	0	39	168	207
FY 22	28	36	33	53	56	196	31	94	148	379	527
FY 21	34	60	13	89	21	91	23	87	91	327	418
FY 20	59	122	26	101	65	137	0	0	150	360	510
YTD	39	168	39	168	39	168	39	168	39	168	207

YTD COMPARISON

139.29% 466.67% 63.93% 188.76% 33.33% 58.95% 26.35% 44.33%

QUARTERLY COMPARISON

139.29% 466.67% 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.

Membership Sales

Membership sales comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	\$195	\$5,915	\$915										\$7,025
FY 22	\$760	\$785	\$1,800	\$705	\$2,240	\$1,275	\$2,535	\$4,380	\$4,925	\$1,955	\$1,710	\$1,295	\$24,365
FY 21	\$995	\$395	\$1,380	\$4,870	\$430	\$1,420	\$875	\$1,420	\$1,790	\$2,390	\$2,140	\$2,655	\$20,760
FY 20	\$1,545	\$4,360	\$1,840	\$2,355	\$835	\$1,695	\$3,405	\$1,835	\$5,245	\$0	\$0	\$0	\$23,115
YTD	\$195	\$6,110	\$7,025	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,025

YTD COMPARISON

389.74% 395.47% 210.01% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

25.66% 753.50% 50.83% 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.

Membership Program Narrative

For Quarter 1 new memberships are up 21.9% over previous year. Paid memberships are up 121.1%, and reactivated-lapsed accounts are up 316.7%. We also had 15 membership upgrades this quarter. The strong spike in Membership and reactivations is due to proactive engagement by the Membership Coordinator Kelly Brandt. By properly curating the Membership list and previous members lists and encouraging or in some cases notifying that memberships were due. As a result Memberships are up 200% over previous year and on pace to surpass yearly projections.

V. Museum Attendance

Attendance chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	2,911	2,581	2,360										7,852
FY 22	3,360	2,069	1,353	1,654	1,657	906	990	1,251	1,798	2,472	2,307	2,573	22,390
FY 21	1,567	1,338	1,380	1,250	240	581	716	943	1,323	1,553	1,886	2,452	15,229
FY 20	4,781	3,204	2,901	5,509	2,436	1,373	1,678	3,579	1,065	890	410	350	28,176
YTD	2,911	5,492	7,852	0	0	0	0	0	0	0	0	0	7,852

YTD COMPARISON

86.64% 101.16% 115.78% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

86.64% 124.75% 174.43% 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.

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 23	\$16,917	\$22,028	\$16,410										\$55,355
FY 22	\$16,134	\$15,624	\$7,280	\$7,888	\$9,916	\$3,716	\$8,020	\$7,470	\$11,916	\$12,270	\$11,790	\$17,930	\$129,955
FY 21	\$8,256	\$8,368	\$8,592	\$8,656	\$1,432	\$2,856	\$3,552	\$4,778	\$7,408	\$9,236	\$10,572	\$18,387	\$92,093
FY 20	\$23,060	\$18,236	\$19,712	\$14,936	\$8,184	\$6,484	\$10,172	\$14,184	\$6,048	\$0	\$0	-\$2,103	\$118,913
YTD	16,917	38,945	55,355	0	0	0	0	0	0	0	0	0	55,355

YTD COMPARISON

104.85% 122.63% 141.80% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

104.85% 140.99% 225.40% 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 Narrative:

Attendance is significantly up from last year. Strong attendance numbers are on pace to match if not surpass pre-COVID numbers. With the increase in attendance costs and the increased foot traffic Q1 admissions revenue surpassed previous year by approximately \$15,000. Increased presence on social media, being open an additional day of the week, and post-COVID reemergence could all be contributing factors to the success at the front door. Informal customer surveys are nearly unanimously favorable.



VII General Museum Activities

Personnel

Museum Director Joshua Bonde and Curator 2: Anthropology April Van Wyke started mid-July. Custodian 2 Seth Johnson began in September. Searches were initiated for the Vacant Exhibits Manager and Curator 2: Education Positions. The Museum continues to actively work on restaffing to pre-recession levels.



*New personnel on July 11: from left
Brett Fisher, Cayce Weislow, Josh
Bonde, April Van Wyke*

Education and Outreach

The education team continued to welcome school groups in for tours of the NSM and the Capitol Building. Education staff also ran two Family Fun Saturday events.

Education team volunteers have continued to run tours for the public of the Capitol.

Events

For Q1 the Museum hosted 3 Francis Humphrey Lectures

Big Horn Sheep, Jessica Wolff, Nevada Division of Wildlife

Early Textiles of the Great Basin, Pat Barker Museum Volunteer, BLM (retired)

Past, Present, and Future of the Sutro Tunnel, Chris Pattison, Sutro Tunnel Project

All three lectures were well attended and received. The FHLS was moved from the South Gallery to the Concourse which was very well received for better acoustics and flow.

In September the Museum hosted a weekend "Meet the Director" event to introduce the public to new Director Josh Bonde.

In September the Museum hosted a weekend "Meet the Director" event to introduce the public to new Director Josh Bond.

Curator's Corner programs were held covering Native American Basket's and Animal Adaptations to Desert.

Basket presentd for Curator's Corner



The First Lady Presents 2nd annual artifact and art exhibition at the Governor's Mansion was held to critical acclaim. Museum curatorial, exhibits, and facilities staff assisted and presented. Mrs. Sisolak was very happy with the evening.



Far left: Dr. Baumgardner showing Gov. and Mrs. Sisolak Natural History Items
Middle: Curator Jan Loverin explaining historic undergarments to Gov. Sisolak
Left: Dr. Camp with guests and Gov. and Mrs. Sisolak

Exhibits Department

Work continued on the Mint Landing Exhibit. Cases were retrofitted for lighting in the new Native American basket gallery under construction in the north building. Lighting in the firearms gallery were upgraded from fluorescent to LED. Staff set up and broke down the First Lady Presents program at the Governor's Mansion.

History Department

Staff work steadily to inventory, photograph, re-house artifacts and update PastPerfect entries.

Marjorie Russel Textile Research Center

BEHIND THE SCENES, TOURS AND PROGRAMS

Meet w NSM Friends – 1920s fashions – 10 people

Antique Quilt guild – 7 people

CONSULTATIONS/REQUEST REQUESTS

Janet Anders – Coptic textiles

Pam Elder –

Pam Elder –
Lorraine - Winters family clothing

Muriel Dickey – military uniforms Denise Koster – quilts
Dina Wood – UNR student
Vicki Ford – Caughlin artifacts Stephanie Fry – Harrah's Auto
Museum

SOCIAL MEDIA/CURATOR'S CORNER

Paper dresses, 1902s beaded dresses

GRANTS

LOANS ANDS EXHIBITION ASSISTANCE

Remove existing garments and replace w new garments in Nevada Stories

Assisted Carson City Historical Society w mannequins/mounting costumes
First Lady Presents – mount and install mannequin, Gov Mansion

COLLECTIONS

Work on numbering and chronologically organizing garments
Past Perfect – de-accession list
Work w Registrar on finding/identifying/photographing artifacts

PROJECTS

Re-do previous purchase orders for Steel Fixture cabinetry
Unload and install 9 Steel Fixture cabinets

Manpower application for Aurora Dansie

MEETINGS

Attended International Council of Museums (ICOM) conference – Prague, Czech Republic

Anthropology Department

NAGPRA Activities

Dr. Camp met with Lovelock Tribe to arrange NAGPRA return of ancestral remains.

Dr. Camp met with Fallon Shoshone Paiute Tribe THPO (Leilah Shepard).

Dr. Camp's notice of NAGPRA Inventory Completion published in the *Federal Register* for Washoe Tribe repatriation.

Drs Bonde Hattori and Camp met with Tribal Liaison and Archaeologists for Naval Air Station Fallon to discuss NAGPRA repatriation and consultation at

Drs. Bonde, Hattori, and Camp met with Tribal Liaison and Archaeologists for Naval Air Station Fallon to discuss NAGPRA repatriation and consultation at NSM.

Dr. Camp assisted the Nevada Historical Society (NHS) with NAGPRA and provided them with NSM files on their NAGPRA remains.

Dr. Camp met with Rochanne Downs (UNR NAGPRA Coordinator) to coordinate UNR and NSM NAGPRA efforts.

Dr. Camp arranged and hosted meeting with Rochanne Downs (UNR) and Madeline Van de Voort (BLM) to discuss NAGPRA repatriations.

Dr. Camp assisted Logan Simpson (consulting firm) with NAGPRA request.

Drs. Camp and Hattori produced NAGPRA status report for DM&H Board containing breakdown of Native American humans remains curated at NSM and NHS. Includes NAGPRA repatriation responsibilities and numbers for state and federal agencies.

Dr. Camp presented guest lecture on NAGPRA for UNR museology class.

Other Activities

Drs. Camp and Hattori gave tour for Washoe Tribe (50 people).

Dr. Camp judged basketry at the Washoe tribal festival at Meeks Bay, Lake Tahoe.

Dr. Camp and Rachel Delovio, and Mailani (Rachel's daughter) participated in First Lady Presents event at Governor's Mansion.

Drs. Camp and Hattori familiarized Carson City BLM District law enforcement officer with prehistoric artifacts from Nevada dry caves.

Dr. Camp presented on Emma Murphy basket for Curator's Corner.

Dr. Camp wrote and posted content for social media.

Ms. Delovio wrote and submitted NV Humanities grant application for the NSM's cultural programs.

Ms. Delovio provided NHS with additional information on NHS federal collections transferred to NSM.

Ms. Delovio and her daughter Mailani presented NSM's shark tooth sword and shark jaw at the First Lady Presents event.

Ms. Delovio worked with the Stewart Indian School Museum and Cultural Center in selecting objects for their exhibition at the Reno-Tahoe International Airport.

Dr. Hattori presented guest lecture on North America's oldest rock art in Nevada for national MENSA conference in Sparks.

Ms. April Van Wyke coordinated with SHPO to receive new archaeological (NHPA Sec. 106-related) paper and digital archives, and plan storage and preservation of the existing archives at Indian Hills.

Ms. Van Wyke began inventory of the NSM Anthropological publication series reprints and originals, and began coordination with State Printing to restore typesets to meet orders for out-of-print volumes.

Ms. Van Wyke researched software and hardware for building a GIS database of paleontological localities in possible collaboration with BLM, and to expand NSM's access to NVCRIS for archaeological records searches.

Ms. Van Wyke attended the Nevada Museum Association's annual conference in Virginia City.

Facilities Department

Facilities Department had a busy quarter. HVAC units were all serviced for the coming winter months at all locations. Exterior grounds are being well maintained and preparing for the winter months. New Custodian, Seth Johnson, was hired in September. He jumped right in and moving along. The museum attendance is picking up on Sundays since posting on social media every week.

The main goal for this quarter is disinfecting. With a busy summer, our goal was to focus and maintain a well sanitized facility, which so far, we have been successful in maintaining. With a fulltime custodian onboard, we are spending a little more time daily disinfecting all touchable surfaces, public and staff. We are continuing to go through the facility everyday disinfecting all common areas.

Below is a brief breakdown for the quarter: July:

Facilities:

Rooftop HVAC quarterly servicing
Orkin pest control monthly service
Koch elevators monthly service
Issued Keys and Alarm codes for 2 new staff members
Install Bell clapper in Loftin Park for July 4th annual bell ringing

Admissions: Weekend average is 175-200 visitors
Blue Star Museum Program (Military), free admission is 20

August: Orkin pest control monthly service

Facilities: Koch elevator monthly service
Quarterly emergency generator service and test
Two Events: Jazz Night & Open Studios Art

Admissions: Weekend average is 225 – 250 visitors
Blue Star Museum Program (Military), free admission is 20
Employee Pass, free admission is 70

September: Orkin Pest Control monthly service



Guests enjoying the Museum

- Facilities: Koch Elevator monthly service
Interior Fan coil units filter change (27 units)
O New Custodian Started, Keys and alarm codes issued
- Annual Fire System Testing (all three facilities)
- Minor repairs needed; facilities are working on correcting.
- Admissions: Weekend average is 200-225 visitors
Blue Star Program ended.

Research

Collaborative

Curator of Natural History Dr. Baumgardner participated in a bat survey at Fort Churchill State Park

Papers/Abstracts

Dr. Gene Hattori and Dr. Anna Camp

Camp, A., Hattori, E., and Barker, P. 2022, Fiber Artifacts, in Geoff Smith eds. In the Shadow of the Steamboat: A Natural and Cultural History of North Warner Valley Oregon, University of Utah Anthropological Papers #137.

Dr. Joshua Bonde

Bonde, J., Hall, B., Krumeraker, L., and Varricchio, D., 2022, Nevadadromeus schmitt (gen. et sp. nov.), a New Basal Neornithischian with affinities to the Thescelosaurinae, from the Upper Cretaceous (Cenomanian) Willow Tank Formation of southern Nevada, Journal of the Arizona-Nevada Academy of Science, v. 50 pp. 1-8.

Fetrow, A., Snell, K., Di Fiori, R., Long, S., **Bonde, J.,** and Suarez, M., 2022, Mid-Cretaceous Sevier Hinterland at Low Surface Elevation based on Carbonate Clumped Isotopes, Geological Society of America Abstracts with Programs, v. 54 (5).

Mission

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.



Memo

Date: November 8, 2022

To: Robert Stoldal, Chair
Board of Museums & History

From: Josh Bonde, Director
Nevada State Museum – Carson City

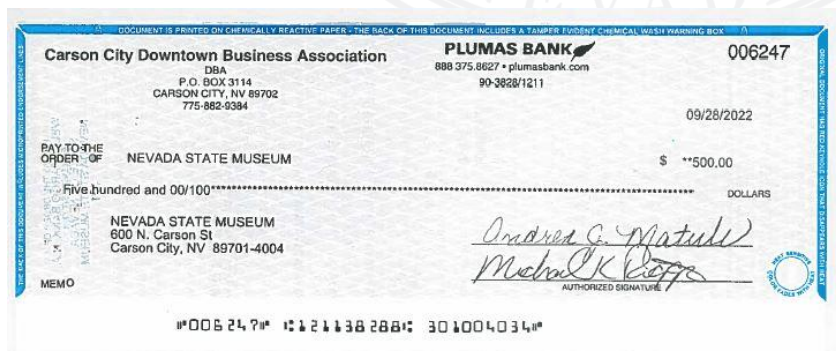
Re: Restricted Donation for special events

The Nevada State Museum, Carson City, has received a check in the amount of \$500 from the Carson City Downtown Business Association in support of this year's special event, El Dia De Los Muertos

These funds will be held in the State Treasurer's Office and expended out of B/A 5036 to support special event programming.

Approval: _____

Chairman, Board of Museums & History Date





Memo

Date: November 1, 2022

To: Robert Stoldal, Chairman
Board of Museums & History

From: Josh Bonde, Director
Nevada State Museum – Carson City

Re: New Unrestricted Donation

The Nevada State Museum, Carson City, has received a check in the amount of \$797.33 from the Wilma La Rocca Living Trust as a final balance of closing out the estate.

The funds have been disbursed to the Museum without restriction and will be expended out of B/A 5036, Category 55.

Approval: _____

Chairman, Board of Museums & History Date

STEVEN COBLER TTEE
 U/A DTD 01/21/2020
 WILMA LA ROCCA LIVING TRUST
 1134 MONUMENT PEAK DR
 CARSON CITY, NV 89701-8009

1039
 62-15/311

9/23/22 Date

Pay to the Order of Nevada State Museum \$ 797 33/100
 Seven hundred ninety-seven and 33/100 Dollars

E ☐ Edward Jones Treasurer at 700 Moore Road King of Prussia, PA 19406
 C ☐

For _____

1039



Memo

Date: November 8, 2022

To: Robert Stoldal, Chair
Board of Museums & History

From: Josh Bonde, Director
Nevada State Museum – Carson City

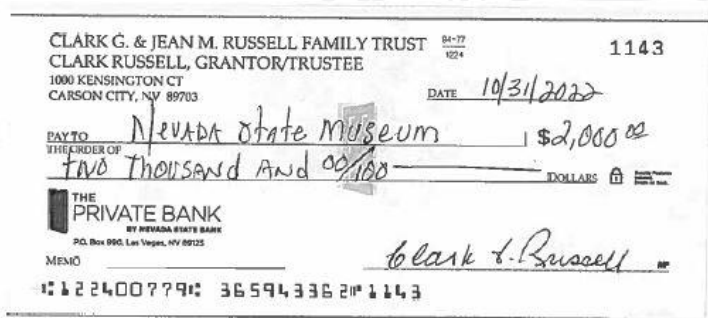
Re: Russell Family Trust Unrestricted Donation

The Nevada State Museum, Carson City, has received a check in the amount of \$2,000 from the Clark G. & Jean M. Russell Family Trust. This donation is unrestricted.

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





Memo

Date: November 8, 2022

To: Robert Stoldal, Chairman
Board of Museums & History

From: Josh Bonde, Director
Nevada State Museum – Carson City

Re: Special Event Restricted Donation – El Dia De Los Muertos

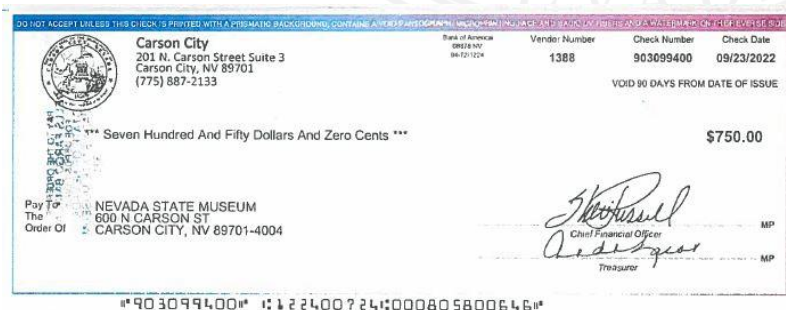
The Nevada State Museum, Carson City, has received a check in the amount of \$750 from Visit Carson City in support of this year's special event, El Dia De Los Muertos (The Day of the Dead) community cultural event.

These funds will be held in the State Treasurer's Office and expended out of B/A 5036 to support special event programming.

Approval: _____

Chairman, Board of Museums & History

Date





Memo

Date: November 2, 2022

To: Robert Stoldal, Chairman
Board of Museums & History

From: Josh Bonde, Director
Nevada State Museum – Carson City

Re: New Unrestricted Donation

The Nevada State Museum, Carson City, has received an unrestricted donation in the form of 10 1 oz. gold coins from Nancy Raven of Carson City.

The donation was made to the Museum without restriction or stipulation as to its use. The donor wishes for the Museum to liquidate the coins for the cash value. The gold coins are currently in the possession of the Nevada State Museum.

Approval: _____

Chairman, Board of Museums & History Date



Memo

November 2, 2022

To: Nancy Raven

From: Josh Bonde, Director, Nevada State Museum

Re: donation of \$17,000 in gold coins

Nancy Raven donates \$17,000 in the form of 10 gold coins to the Nevada State Museum.

Nevada State Museum gratefully acknowledges receipt of this gift.

Thank you for your support!

Nancy Raven

Nancy Raven

9/26/22

Date

MM

Josh Bonde, Director, Nevada State Museum

11/2/2022

Date

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

11.6.22. Hi Josh - Sorry - I didn't see your request asking about cashing the gold. Great show yesterday for "Dia" - and so glad you mentioned who the land originally

A DIVISION OF THE NEVADA DEPARTMENT OF TOURISM AND CULTURAL AFFAIRS

CARSONNV.MUSEUM.ORG

belonged to!!

p.s. I have just given all my baskets to Eugene & Anna.

Nancy



Memo

September 26, 2022

To:

From: Josh Bonde, Director, Nevada State Museum

Re: Monetary Donation for NSM unrestricted

Nancy Raven donates 10 gold coins (~\$17,000)

to the Nevada State Museum _____ for the purpose of
unrestricted support of the Museum.

The Nevada State Museum gratefully acknowledges receipt of this gift for the purposes stated above. Thank you for your support!

Nancy Raven

Donor Name/Signature

9/26/2022

Date

Joshua Bonde JMB

Receiver Name/Signature

9/26/2022

Date

JMB

Josh Bonde, Director, Nevada State Museum

9/26/2022

Date

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

RECEIPT OF DONATION

from NANCY RAVEN

THIS DOCUMENT IS TO CONFIRM THE DONATION

OF 10 Gold Coins (approx value \$17,000+)

TO Nevada State Mus.

RECEIVED BY Joshua Bonde

DATE: 9/26/2022

LOCATION Nevada State Museum

SIGNED 

Please respond on your letterhead regarding this donation to:

Nancy Raven, 2120 E. Long St., #225, Carson City, NV. 89706

*Do not share my name or of
this donation with any other group
N. Raven*

Wish is to cash coins in across the street.



Memo

Date: December 2, 2022

To: Robert Stoldal, Chairman
Board of Museums & History

From: Josh Bonde, Director
Nevada State Museum – Carson City

Re: New Restricted Donation

The Nevada State Museum, Carson City, has received a \$3,500 restricted donation for facility maintenance needs. The donor wishes to remain anonymous.

The donated funds have been disbursed to the Museum with restriction to use by facilities for emergency maintenance needs.

Approval: _____

Chairman, Board of Museums & History Date



NEVADA MUSEUMS & HISTORY

Steve Sisolak | Governor

Myron Freedman | Administrator

Hollis J. Gillespie | Director

NEVADA STATE MUSEUM LAS VEGAS

309 S. Valley View Blvd

Las Vegas, NV 89107

NEVADA

MUSEUMS & HISTORY



NEVADA STATE MUSEUM, LAS VEGAS

REPORT TO THE
BOARD OF MUSEUMS AND HISTORY December 8-9, 2022

I. Private Funds Budget Summary B/A 5039

<u>State Fiscal Year 2023</u>	<u>GL /Cat#</u>	<u>SFY 2023 Budget</u>	<u>Actuals YTD</u>	<u>Percentage YTD</u>
Cash From Prev Fiscal Year	2511	161,886	0	0.00%
Cash Bal Fwd New Fiscal Year	2512	0	0	0.00%
<u>Comparison of Revenues Budgeted/ Received:</u>				
Photo Sales	4010	65	0	0.00%
Memberships*	4008	3,460	655	18.93%
Merchandise Sales*	4025	50,000	11,822	23.64%
Gifts & Donations	4251	2,000	142	7.10%
Private Grants	4265	15,000	831	5.54%
Treasurer's Interest	4326	1,500	0	0.00%
Total Revenues:		\$72,025	\$13,450	18.67%
<u>Comparison of Expenditures Budgeted/Expended:</u>				
Administration	35	38,102	1,649	4.33%
Collections	39	1,000	0	0.00%
Natural History	47	1,500	0	0.00%
Board Appr Special Projects	48	121,584	3,003	2.47%
Museum Store*	49	30,617	907	2.96%
Special Projects (Restricted)	55	41,106	0	0.00%
Total Expenditures:		\$233,909	\$5,558	9.76%

Revenue/Expenditure Comparison Narrative:

Most of the variance between projected and year to date reflect the slow emergence from Covid shutdowns. Fixed expenses are not fully matched by revenues, Yet, there has been increasing visitation and store sales from last July that are encouraging signs that we may end up in good territory by the end of fourth quarter.

Report is through June 30,, 2022.

* Further detail available in the identified sections.

II. Museum Store Sales

Gross store sales revenue comparison against three previous fiscal years.

Fiscal Year	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 23	\$3,511	\$3,431	\$4,880										\$11,822
FY 22	\$3,386	\$4,234	\$3,633	\$3,586	\$5,900	\$2,761	\$2,752	\$5,571	\$6,158	\$6,008	\$6,369	\$4,688	\$55,045
FY 21	\$836	\$40	\$329	\$878	\$643	\$0	\$0	\$0	\$1,560	\$4,032	\$5,038	\$3,976	\$17,334
FY 20	\$4,133	\$4,975	\$2,843	\$4,191	\$2,944	\$5,726	\$3,939	\$4,431	\$3,163	\$0	\$0	\$0	\$36,344
YTD	\$3,511	\$6,942	\$11,822	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,822

YTD COMPARISON

103.69% 91.11% 105.06% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

103.69% 81.04% 134.32% 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.

Store sales chart comparison against previous fiscal years.

Chart will be updated for next scheduled Board of Museums and History meeting.

Nevada State Museum Las Vegas
Report to the Board
Dec. 8-9, 2022

Museum Store Profit and Loss Chart

FY2023	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	3,511	-	-	-	-	3,511	100.0%
August	3,431	-	-	-	-	3,431	100.0%
September	4,880	907	-	-	907	3,973	81.4%
October	-				-	-	0.0%
November	-				-	-	0.0%
December	-				-	-	0.0%
January	-				-	-	0.0%
February	-				-	-	0.0%
March	-				-	-	0.0%
April	-				-	-	0.0%
May	-				-	-	0.0%
June	-				-	-	0.0%
FY23 Total	11,822	907	-	-	907	10,916	92.3%
FY22 Total	55,045	15,090	-	20,020	35,110	19,935	36.2%
FY21 Total	17,334	402	-	1,580	1,982	15,352	88.6%
FY20 Total	36,342	21,670	-	2,931	24,600	11,742	32.3%

Museum Store Sales Narrative:

The late opening of the FY 2023 Museum Store purchasing budget limited the amount of inventory purchases in the first quarter. Good sales keeping pace with expectations in the first quarter has necessitated increased purchases heading into the holiday buying season in the second quarter. New vendors offering unique and branded merchandise have continued to be added throughout the first quarter.

IV. Membership Program

Membership Figures

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

Membership	<u>Qtr 1</u>		<u>Qtr 2</u>		<u>Qtr 3</u>		<u>Qtr 4</u>		<u>TOTAL</u>		<u>TOTAL</u>
Categories	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</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>	<u>Combined</u>
Individual	4	2							4	2	6
Family	6	2							6	2	8
Sustaining	0	1							0	1	1
Contributing	0	0							0	0	0
Patron	0	0							0	0	0
Benefactor	0	0							0	0	0
Senior	4	0							4	0	4
Student	0	0							0	0	0
FY 23	14	5	0	0	0	0	0	0	14	5	19
FY 22	3	8	5	15	3	4	9	17	20	44	64
FY 21	7	13	9	5	3	4	12	31	32	54	86
FY 20	18	41	7	23	6	15	0	31	31	110	141
YTD	14	5	14	5	14	5	14	5	14	5	19

YTD COMPARISON

466.67% 62.50% 175.00% 21.74% 127.27% 18.52% 70.00% 11.36%

QUARTERLY COMPARISON

466.67% 62.50% 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.

Membership Sales

Membership sales comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	\$0	\$0	\$655										\$655
FY 22	\$0	\$370	\$180	\$370	\$120	\$230	\$135	\$240	\$140	\$110	\$410	\$80	\$2,385
FY 21	\$215	\$20	\$55	\$330	\$315	\$170	\$0	\$100	\$525	\$640	\$760	\$330	\$3,460
FY 20	\$940	\$885	\$745	\$2,190	\$2,105	\$1,070	\$521	\$129	\$380	\$0	\$0	\$0	\$8,965
YTD	\$0	\$0	\$655	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$655

YTD COMPARISON

#DIV/0! 0.00% 119.07% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

#DIV/0! 0.00% 363.69% 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.

Membership Program Narrative

The museum membership program continues with slow improvement simply because there is no available staff to move this forward now. As the museum begins filling its multiple vacancies, membership will be a priority for a new museum attendant, guided by the Administrative Assistant IV, and III.

V. Museum Attendance

Attendance chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	5106	4556	3493										13155
FY 22	1926	2287	3012	4382	4901	3444	3753	4562	4602	7064	6155	4228	50316
FY 21	350	0	204	0	0	0	0	0	128	2952	4247	2552	10433
FY 20	6709	6598	4774	7734	6502	4724	5131	6221	0	0	0	0	48393
YTD	5,106	9,662	13,155	0	0	0	0	0	0	0	0	0	13,155

YTD COMPARISON

265.11% 229.34% 182.08% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

265.11% 199.21% 115.97% 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.

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 23	\$0	\$53,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,740
FY 22	\$53,172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,172
FY 21	\$53,172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,172
FY 20	\$53,172	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,172
YTD	0	53,740	0	0	0	0	0	0	0	0	0	0	53,740

YTD COMPARISON

0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

0.00% #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0! #DIV/0!

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

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

Museum Attendance Narrative:

Museum Attendance dipped somewhat during the FY2023 first quarter, which is typical during the hot weather and vacation months. NSMLV attendance tends to increase from new or popular programs offered at the Springs Preserve. Both the Springs Preserve and NSMLV continue to limit programming while both sites recover from Covid-related staff reductions. Typically, as local schools return to session, family attendance drops. This drop has not previously made a significant impact on attendance because schools provided the means for classes to visit as a whole. We understand many school principals are not approving field trips- the springs has also noticed limited groups this year. The shortage of bus drivers is ongoing and that seems to be affecting everyone in the public schools, so losses in both demographics are now more apparent in our attendance numbers. However, as families and schools settled into the school year, we have seen an increase in visitor attendance in the second quarter. Another positive note, we confirmed our March teacher open house which usually attracts upwards of 150 new teachers to introduce them to the museum and school programs.

VI. Fundraising Activities:

The Friends have been increasingly successful at individual fund raising events, auctions, and annual campaigns. They have also successfully completed the most recent grant that pays for the round trip transportation between the museum and nearby schools of the "Museum in a Box" curriculum and artifact trunks. With the increase in demand over the last year, this grant was renewed for \$17,000, exceeding prior funding of \$11,000. award that ended June 30, 2022. This is the most funding the Friends of the Nevada State Museum Las Vegas have received to date.

VII General Museum Activities

Exhibits Wes Southerland, Exhibits Manager

- Closed the Changing Gallery, moved out all artifacts to storage. Built Mila walls into two block style walls at the Nevada Museum of Art's request for upcoming exhibit. NMA will be on site Monday, 11-7-2022 with paint and a crew to re-paint the gallery white. Then they'll be back the following week with artwork to install the exhibit.
- Worked with volunteers Margaret, Pam, and Tom to move everything out of the Changing Gallery, cut and installed new vinyl for department work carts, outside doors and equipment areas. Moved the two 12' long panoramic photographs of Tonopah to the Research Library. Figured out a custom mount for an LED magnifying lens that sits over a Trilobite fossil.
- Worked with Maggie in the Library to develop a small exhibit case for the library and worked with her on a potential historic postcard exhibit for the Changing Gallery for summer 2023.

Facility Maintenance

Wes Southerland, Acting Facilities Supervisor

- Freight Elevator Pump was installed along with 80 gallons of oil. During the last three months while the freight elevator was down, the call button stopped working and I'm waiting on a part that Otis Elevator had to order. Once that is installed, we can have it inspected again for a permit.
- One of the two new water heaters was installed. This is the start of the Central Plant CIP. Met with Public Works and contractors for CIP for roof ladder access harnesses. Met with CIP planners for chillers, boilers, commercial water heaters, and cooling towers.

- A recent power outage at the Springs Preserve required NSMLV to shut down everything including the backup generator. Since the restoration of power, we have had several trouble alarms going off on our fire alarm panel. Johnson Controls has been called to repair.
- Leaks are still occurring in the Research Library. Neither Public Works nor the Roofing Company have found roof leaks. However, pipes in the ceiling were found to be “sweating” and may be causing water to drip from the ceiling. Further intervention will need to be conducted by a Facility Supervisor or Maintenance worker with experience in plumbing/roofing repairs.

Library, Manuscripts, and Photographs

Maggie Bukowski, Librarian & Curator of Manuscripts and Photos

- Three new collections were brought in, a collection of scrapbooks from the international women’s group, Beta Sigma Phi and a large collection of books/manuscript/maps relating to the Spanish Trail, Death Valley, and early exploration of Nevada, and a collection of aerial photographs from the 1990s that depict the growth of the Las Vegas area. Two unsolicited donations of postcards were mailed to the museum and accepted as we did not have them in our collection yet.
- I attended the first meeting of the reconvened State Historic Records Advisory Board as a member. The meeting was for new members to get to know each other and establish functions and roles moving forward. I gave a presentation about what the Cahlan Research Library holds and how I can provide help to a Truckee Meadows Community College genealogy group.
- A new volunteer, Catherine Finnegan, started work on the Nuclear Testing books and Photographs that were recently donated by the Nuclear Testing Archive housed at DRI. Catherine has been cataloguing the books into Past Perfect and preserving and adding context information to the photographs. In September, a Regent Service Intern from UNLV, Ashlie Swainston, started work ten hours per week. She is working to help process collections in the backlog.
- 44 research requests were answered totaling around 65 hours of work.

- Records added/edited:
 - Manuscripts: 15
 - Photographs: 167
 - Library: 0



MEMO

To:	State of Nevada Division of Museums & History Board of Directors
From:	Hollis J. Gillespie, Director, Nevada State Museum Las Vegas
Date:	17 November 2022
Re:	Approval of unrestricted donation

Comments:

Please approve the donation of \$500 given by the International Women's Forum. The donor makes no restrictions, but I ask the funds to be earmarked in an eventual NSMLV museum endowment. The funds will be deposited into Account 5039 category 4251-Gifts and Donations.

Associated payment documentation is included with this memo.

Thank you.

Approved

Robert Stoldal, Chair, Board of Museums and History

Date

NEVADA MUSEUMS & HISTORY

Steve Sisolak | Governor

Myron Freedman | Administrator

Dan Thielen | Director

NEVADA STATE RAILROAD MUSEUM

2180 S. Carson Street

Carson City, NV 89701

NEVADA

MUSEUMS & HISTORY



NEVADA STATE RAILROAD MUSEUM-CARSON CITY

REPORT TO THE
BOARD OF MUSEUMS AND HISTORY December 8-9, 2022

I. Private Funds Budget Summary B/A 5037-01

<u>State Fiscal Year 2023</u>	<u>GL /Cat#</u>	<u>SFY 2023 Budget</u>	<u>Actuals YTD</u>	<u>Percentage YTD</u>
			0	
Cash From Prev Fiscal Year	2511	504,781	504,781	100.00%
Cash Bal Fwd New Fiscal Year	2512	0	0	0.00%
<u>Comparison of Revenues Budgeted/ Received:</u>				
Facilities Charge	3801	2,980	0	0.00%
Merchandise Sales*	4025	170,000	61,944	36.44%
Gifts & Donations	4251	5,000	180	3.60%
Private Grants	4265	20,000	0	0.00%
Friends of the RR	4266	6,053	0	0.00%
Treasurer's Interest	4326	20,000	0	0.00%
Total Revenues:		\$224,033	\$62,124	27.73%
<u>Comparison of Expenditures Budgeted/Expended:</u>				
Administration	35	81,891	1,099	1.34%
Exhibits	37	50,000	10,698	21.40%
Docent Expenses	43	441	0	0.00%
Museum Store*	45	159,199	23,532	14.78%
Board Appr Special Projects	48	73,935	1,863	2.52%
Special Projects (Restricted)	55	363,348	1,420	0.39%
Total Expenditures:		\$728,814	\$38,611	5.30%

Revenue/Expenditure Comparison Narrative:

This quarter reflects the substantial activity of the musuem related to the Great Western Steam Up.

Report is through September 30, 2022.

* Further detail available in the identified sections.

II. Museum Store Sales

Gross store sales revenue comparison against three previous fiscal years.

Fiscal Year	<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 23	\$38,645	\$13,984	\$9,315										\$61,944
FY 22	\$15,880	\$12,512	\$5,858	\$7,953	\$9,659	\$8,710	\$3,792	\$4,806	\$6,771	\$8,894	\$11,394	\$14,772	\$111,003
FY 21	\$6,335	\$5,993	\$7,867	\$7,250	\$3,383	\$3,815	\$4,036	\$4,517	\$7,531	\$9,850	\$9,270	\$18,612	\$88,460
FY 20	\$15,536	\$9,024	\$11,969	\$14,004	\$5,624	\$12,689	\$5,002	\$5,737	\$2,842	\$0	\$20	\$3,533	\$85,977
YTD	\$38,645	\$52,629	\$61,944	\$61,944	\$61,944	\$61,944	\$61,944	\$61,944	\$61,944	\$61,944	\$61,944	\$61,944	\$61,944

YTD COMPARISON

243.35% 185.36% 180.85% 146.77% 119.44% 102.26% 96.24% 89.55% 81.57% 73.02% 64.37% 55.80%

MONTHLY COMPARISON

243.35% 111.76% 159.00% 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.

Store sales chart comparison against previous fiscal years.

Chart will be updated for next scheduled Board of Museums and History meeting.

Nevada State Railroad Museum-Carson City
Report to the Board
Sept. 8-9, 2022

Museum Store Profit and Loss Chart

FY2022	Revenues	Expenditures	Total			Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	38,645		3,962			34,683	89.7%
August	13,984		3,982			10,002	71.5%
September	9,315	9,426	5,595	568		3,720	39.9%
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%
FY 23 Total	61,944	9,426	13,539	568	23,532	38,412	62.0%
FY 22 Total	111,003	63,066	30,790	3,265	97,121	13,882	12.5%
FY 21 Total	88,461	58,592	53,639	3,824	116,055	(27,594)	(31.2%)
FY 20 Total	85,977	45,208	57,275	5,411	107,894	(21,917)	(25.5%)

Museum Store Sales Narrative:

During this quarter the store saw a total of \$61,944 in sales about a 44.7% increase compared to the first quarter of FY'22. This growth in revenue can be attributed to the store's support in museum events, particularly the Great Western Steam Up and an increase in museum visitation. Following the success of the Great Western Steam Up the store kicked off FY23 with a total of \$38,645 in sales for the month of July, which is about 35% of the total of FY'22 sales. During the four event days the store made \$26,708.60, a little less than a third of the quarter's total sales, highlighting the importance of the store participating and supporting in museum events. Another key factor in this quarter's sales is the increase in museum visitation, which was up almost 109% (not including visitation from the Great Western Steam Up) compared to the first quarter of FY'22. Report is through September 30, 2022.

IV. Membership Program

Membership Figures

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

Membership	<u>Qtr 1</u>		<u>Qtr 2</u>		<u>Qtr 3</u>		<u>Qtr 4</u>		<u>TOTAL</u>		<u>TOTAL</u>
Categories	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>				<u>Combined</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		63									0
Family		178									0
Sustaining		127									0
Contributing		10									0
Patron		3									0
Benefactor											0
Senior Couple		322									0
Senior		198									0
Students		0									0
Lifetime		11									0
FY 23	0	912	0	0	0	0	0	0	0	0	0
FY 22	23	105	14	98	12	72	9	128	58	493	551
FY 21	11	53	9	55	20	105	26	69	66	282	348
FY 20	9	115	10	98	12	72	9	128	40	413	453
YTD	0	912	0	912	0	912	0	912	0	0	0

YTD COMPARISON

0.00% 868.57% 0.00% 449.26% 0.00% 331.64% 0.00% 226.30%

QUARTERLY COMPARISON

0.00% 868.57% 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.

Membership Program Narrative

The Nevada State Railroad Museum does not have a membership program. Membership increased nearly 30% in this quarter. This is primarily due to the GWSU event. This is a tremendous boost and we will continue to grow this great organization. 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. This report has some glitches in the data but our membership numbers are improving. Report is through September 30, 2022.

V. Museum Attendance

Attendance chart comparison against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	11,769	1,744	1665	1,176									16,354
FY 22	2,273	1,540	941	1,663	1389	490	828	1098	1166	3590	2019	1872	18,869
FY 21	1,087	1,100	1,185	1,024	192	402	604	774	1,096	1,360	2,072	2,076	12,972
FY 20	2,131	1,924	2,031	1,506	960	1,238	816	1,188	299	0	0	0	12,093
YTD	11,769	13,513	15,178	16,354	0	0	0	0	0	0	0	0	16,354

YTD COMPARISON

517.77% 354.39% 319.27% 254.85% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

517.77% 113.25% 176.94% 70.72% 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.

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 23	\$11,000	\$10,595	\$11,922										\$33,517
FY 22	\$14,550	\$10,367	\$6,833	\$9,480	\$7,329	\$8,435	\$1,432	\$5,346	\$7,100	\$10,912	\$9,628	\$15,677	\$107,089
FY 21	\$8,026	\$7,394	\$8,929	\$7,774	\$1,196	\$2,248	\$2,986	\$3,465	\$6,193	\$8,005	\$10,112	\$15,187	\$81,515
FY 20	\$16,201	\$14,695	\$15,076	\$13,446	\$4,663	\$4,727	\$5,401	\$5,574	\$2,584	\$0	\$0	\$4,062	\$86,428
YTD	\$11,000	\$10,595	\$11,922	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,517

YTD COMPARISON

75.60% 42.52% 37.55% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

75.60% 102.20% 174.49% 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 Narrative:

The Great Western Steam Up provided 8,000 paid visitor and estimated 2000 non-paying drifters. It was a terrific showing. Museum attendance starts to balance out this time of the year with all the other activites in the area. The museum uses this time to do reach out for the upcoming Santa Train event. Report is through September 30, 2022.

Nevada State Railroad Museum-Carson City
Report to the Board
Sept. 8-9, 2022

Train Ride 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 23	\$0	\$1,098	\$2,529	\$13,200									\$16,827
FY 22	\$8,230	\$519	\$834	\$9,286	\$5,997	\$16,080	\$0	\$0	\$0	\$4,608	\$2,686	\$1,730	\$49,970
FY 21	\$3,194	\$806	\$3,640	\$4,112	\$1,697	\$0	\$0	\$0	\$0	\$1,846	\$2,308	\$7,188	\$24,791
FY 20	\$15,620	\$4,588	\$6,288	\$9,956	\$0	\$11,670	\$0	\$0	\$0	\$0	\$0	\$0	\$48,122
YTD	\$0	\$1,098	\$3,627	\$16,827	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,827

YTD COMPARISON

0.0% 12.6% 37.8% 89.2% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

MONTHLY COMPARISON

0.0% 211.6% 303.2% 142.1% 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:

The museum had to limit motocar rides due to limited volunteers. Steam Train is still popular with the public and the Harvest Train brought in a large amount of riders and families to enjoy the festivities . Report is through Oct.24, 2022.

VII General Museum Activities

The museum hosted the Great Western Steam Up (GWSU), July 1-4. The event brought in ten visiting steam locomotives from Nevada and California. Many of the locomotives operated and had ties to Nevada railroading. The Great Western Steam Up featured train rides, steam-powered machinery, blacksmithing demonstrations, food trucks, live entertainment, a beer garden, various local artisans and vendors, presentations by Union Pacific's Senior Manager of Heritage Operations Ed Dickens, and more. Over 8,000 visitors attended during the four-day event. It was the largest ticketed event in Carson City's history, according to Visit Carson City. The Great Western Steam Up drew visitors from all over the United States and Canada, as well as from Europe and New Zealand. Thanks to our many partners, including the Board of Museums and History for their support of this wildly successful event. The event recovered the costs associated to putting it on.

The GWSU filled the hotels in the area. It is estimated that 50% of visitors stayed at least one night in hotels and purchased food from restaurants and spent \$120 per day on those activities. We targeted families, adventure tourists and railfans. Our advertising was regional in Northern California, Utah, Las Vegas. We placed ads in railroading magazines and other tourism related print venues. It is estimated that our efforts reached 250,000 individuals. We received tremendous earned-media and had multiple news stations on hand.

This event has increased our membership by 30% and affected another event. Our Harvest Train was sold out for the first time ever.

We received support from multiple organizations including Visit Carson City, the Friends of the Nevada Southern Railroad, the Virginia and Truckee Historical Society, Union Pacific, Southern Pacific, the Carson City Chamber of Commerce and many other organizations.

NSRM and the California State Railroad Museum reached an agreement regarding a loan. NSRM sent Virginia & Truckee locomotive No. 18, the *Dayton*, and Coach 17, also known as the Commissioner's Car. In return, CSRM loaned Virginia & Truckee locomotives No. 12, the *Genoa*, and No. 21, the *J. W. Bowker* (renamed the *Mexico*, but was still referred to as the *Bowker*), to NSRM. The loans are for two years for each piece of equipment. Numbers 12 and 21 arrived at NSRM before the Great Western Steam Up and are on display in the Jacobsen Interpretive Center currently.

To thank the museum's volunteers for their hard work during the Great Western Steam Up, the museum offered a train ride with the *Inyo* and V&T Coach 4 during Labor Day weekend. Several volunteers took up the museum on the offer.

Work continues apace on the replica locomotive Lyon. We are experiencing some issues with firebox size and concerns about its operation. Our efforts are directed at a proof-of-concept steam operation in 2026.

Report is through September 30, 2022.

VI. Fundraising Activities:

NSRM CC has completed the Great Western Steam Up and generated enough funds to cover all costs and have some small funds to continue activities at NSRM.

The Museum accepted a donation of \$45,000 from the Silberstein Trust.

STEVE SISOLAK Governor
 MYRON FREEDMAN Administrator
 DANIEL THIELEN Director, *Nevada State Railroad Museum, Carson City*

NEVADA MUSEUMS & HISTORY



November 10, 2022

Memo: Vera Broder Silberstein

It is requested that the Board of Museums and History accept the donation of \$45,000 from the Vera Silberstein trust.

The Vera Silberstein Trust has donated substantial sums to the Nevada State Railroad Museum in the Vera Broder Silberstein's name. We are delighted with this unrestricted donation.

Vera was born on the family ranch outside of Folsom, California in 1922. Vera's loved the arts, the ballet, and was considered an expert on antique glass. Vera was fascinated by the study of American history, especially California history. She was an exceptionally bright, precocious and serious student graduating from Folsom High School at age 16. At age 18 Vera graduated from Sacramento Jr. College (now known as Sacramento State University) with an Associate Degree in English and Drama then transferred to and graduated from College of the Pacific (now University of the Pacific) where she prepared for a career as a teacher.

Vera married Richard F. Silberstein just after World War II and settled in Sacramento. Later, they returned to Fresno. She was a fixture in Hope Valley and the Tahoe Region and was a gifted writer and storyteller. Vera died on September 19, 2015.

We are very fortunate to be remembered by her estate.

Daniel Thielen

Director

Approved by Chair, Board of Museums and History.

November 9, 2022

VIA FEDERAL EXPRESS

Daniel Thielen, Director
Nevada State Railroad Museum
3476 Gregory Court
Carson City, Nevada 89705

Re: Vera Silberstein Gift Trust Distribution (the "Trust")

Dear Mr. Thielen:

We are Trust counsel to D. Steven Blake, Trustee of the Vera Silberstein Gift Trust. Mr. Blake is now distributing additional Trust assets to the charitable residuary beneficiaries. To that end, enclosed you will find the following items:

1. Morgan Stanley Check No. 1256 in the amount of \$45,000.00; and
2. Receipt on Distribution.

Mr. Blake has distributed the majority of the Trust's assets at this time and is withholding a reserve of approximately \$114,000.00 to cover the Trust's final administrative expenses (any remaining amounts will ultimately be distributed).

Please execute the enclosed Receipt on Distribution and return it to our office in the enclosed stamped return envelope at your earliest convenience.

Sincerely,

DOWNEY BRAND LLP



Sil Reggiardo
Enclosures

cc: D. Steven Blake

RECEIPT ON DISTRIBUTION

(Vera Silberstein Gift Trust)

The undersigned, Daniel Thielen, Director, Nevada State Railroad Museum, a beneficiary of the Vera Silberstein Gift Trust (the "Trust"), hereby acknowledges receipt from D. Steven Blake, Trustee, of the following property, representing a preliminary distribution of Nevada State Railroad Museum's interest in the Trust estate:

Morgan Stanley Check No. 1256 in the amount of \$45,000.00

Dated: _____

Daniel Thielen, Director
Nevada State Railroad Museum



VERA SILBERSTEIN GIFT TRUST

Morgan Stanley

1256

D. STEVEN BLAKE

1307 CEDAR PLACE

DAVIS, CA 95616

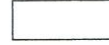
UNITED STATES

Pay to the

Order of

Made St. Paul/Mary \$ 45,000.00

Forty - five thousand and no/100 Dollars



Expense
Analyzer

D. Steven Blake

MP

1 made

0404000804:8902068119521 1256

For Beneficiary Distribution

UMB Bank, N.A.
Kansas City, MO 64106
1-800-688-3462

Museum Store Remodel Design

Name of Museum Director: Daniel Thielen

Program: Museum Store

Contact person: Thielen

Completion Date: June 2023

Administrator Approval: _____

SUMMARY INFORMATION:

Decision Unit Synopsis:

This request is to enhance the store budget to design a remodel of the museum store. The store currently is constrained. Its design prevents more than about 8 people at a time in the area. One browser in a wheelchair stops all traffic. During the pandemic, restrictions prevented more than 4 people at a time in the store.

With the new HVAC renovation taking place, the entire museum will be cooled for the first time. It removes the need to have a A/C boundary between the Store and interpretive center. This opportunity will make it possible to open up the walls and make the store more inviting and accessible.

DETAILED INFORMATION:

Description:

This project will require professional design services and are estimated to be \$24,000. I intend to use Cavin and Associates for a/e services as they are familiar with our site and mission.

The design will incorporate ADA requirements, fire code issues, sprinklers, electrical and perhaps minor structural attention.

We will obtain permission for an agency project from SPWD.

Background:

The museum store is a very tightly contained area and has limited movement. It is not inviting due to the requirement to keep doors close to cool the area. The Interpretive Center has not been cooled and it becomes unbearable in the summer. The new capital improvement projects at the museum remedies the situation and allows the museum to have an open floor plan to accommodate much more inventory and, by design, require all visitors to enter the store and consider merchandise purchases.

Final Budget Concept Paper

Justification:

We anticipate our store to double its revenue in the following year. To achieve this, we have created a budget that provides much more inventory. Now we need to bring the customers in.

Fiscal Impact:

The design portion of this activity is estimated to be \$24,000.

Funds are available in budget CAT 55-01.

Performance:

We will manage our performance by our P/L statement and customer interactions. We will know very rapidly that we have achieved success.

Daniel P. Thielen

From: Paul Cavin <paul@paulcavindesign.com>
Sent: Monday, November 14, 2022 4:10 PM
To: Daniel P. Thielen
Subject: RE: Museum Store Remodel

WARNING - This email originated from outside the State of Nevada. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Daniel!

No problem! Happy to help! I looked and a handful of projects and proposals that we have done over the past couple of years that might have a similar scope of work of similar size. The design team would include Architectural, Mechanical, and Electrical (Mechanical would only be moving ductwork and registers around and dealing fire sprinkler modifications). Of course the scope of work varies from project to project, but this includes Construction Documents, Bidding Assistance, and Construction Administration. On the low end I found about \$20k and on the high end about \$28k. I think if you budgeted middle to high of those numbers you should be in the ballpark.

Thanks,

Paul Cavin, AIA

Paul Cavin Architect LLC

1575 Delucchi Lane, Suite 120
Reno, Nevada 89502
Office: (775) 284-7083
Mobile: (775) 842-0261
paul@paulcavindesign.com
www.paulcavindesign.com

From: Daniel P. Thielen <dthielen@nevadaculture.org>
Sent: Monday, November 14, 2022 3:34 PM
To: Paul Cavin <paul@paulcavindesign.com>
Subject: Museum Store Remodel

Paul,

I have been asked to request funds to remodel our museum store. This will involve changing our floor plan, opening a wall, addressing ADA, probably some fire code issues (moving alarm pull downs and sprinklers) and general construction (flooring, paint and shelving). We do not anticipate structural issues-we will work around the main members.

The store is about 900SF.

I would like to use your firm. Do you know how much I should budget for design? I do not want a full proposal-yet. I am still a bit salty that our board turned the last one down. Can you get me in the ballpark?

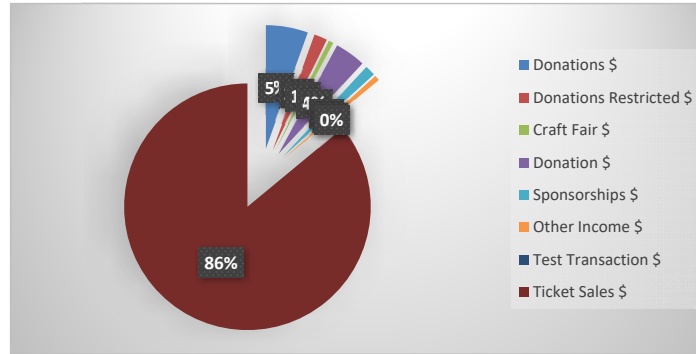
Daniel Thielen
Museum Director
Nevada State Railroad Museum
2180 S. Carson Street

Great Western Steam Up P&L

Jan1 - July31

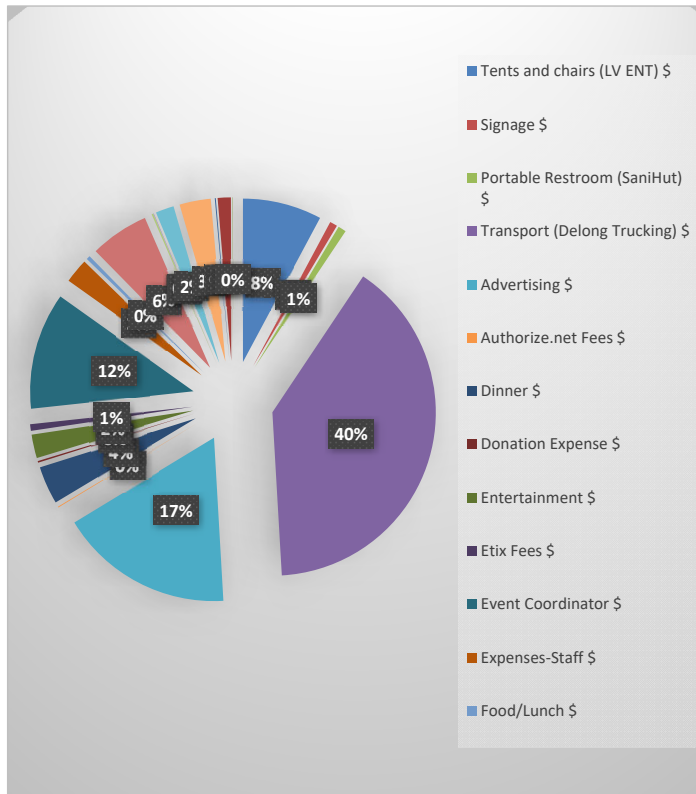
Income

Donations	\$	16,000.00
Donations Restricted	\$	5,000.00
Craft Fair	\$	1,850.00
Donation	\$	11,671.87
Sponsorships	\$	4,000.00
Other Income	\$	2,017.50
Test Transaction	\$	0.01
Ticket Sales	\$	249,215.35
Total	\$	289,754.73

Expenses

Red: Trust funds; Black: FNSRM

Tents and chairs (LV ENT)	\$	18,130.00
Signage	\$	1,725.00
Portable Restroom (SaniHut)	\$	1,852.00
Transport (DeLong Trucking)	\$	92,000.00
Advertising	\$	39,919.59
Authorize.net Fees	\$	191.55
Dinner	\$	8,683.73
Donation Expense	\$	366.27
Entertainment	\$	5,416.24
Etix Fees	\$	1,504.20
Event Coordinator	\$	26,763.19
Expenses-Staff	\$	5,606.01
Food/Lunch	\$	870.41
Merchant Services Fees	\$	13,478.77
Merchant Fraud Withdrawals	\$	361.12
Refunds	\$	100.00
Rentals	\$	4,210.80
Transportaion	\$	7,152.40
Memberships	\$	235.00
Voided Transfers	\$	3,017.50
Permits	\$	75.00
Total	\$	231,658.78



Income - Expenses	\$	58,095.95
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NEVADA MUSEUMS & HISTORY

Steve Sisolak | Governor

Myron Freedman | Administrator

Christopher MacMahon | Director

NEVADA STATE RAILROAD MUSEUM

600 Yucca Street

Boulder City, NV 89005

NEVADA

MUSEUMS & HISTORY



NEVADA STATE RAILROAD MUSEUM-BOULDER CITY

REPORT TO THE
BOARD OF MUSEUMS AND HISTORY December 8-9, 2022

I. Private Funds Budget Summary B/A 5037-02

<u>State Fiscal Year 2023</u>	<u>GL /Cat#</u>	<u>SFY 2023 Budget</u>	<u>Actuals YTD</u>	<u>Percentage YTD</u>
Cash From Prev Fiscal Year	2511	347,529	347,529	100.00%
Cash Bal Fwd New Fiscal Year	2512	0	0	0.00%
<u>Comparison of Revenues Budgeted/ Received:</u>				
Facilities Charge	3801	2,000	0	0.00%
Merchandise Sales*	4025	25,732	2,737	10.64%
Gifts & Donations	4251	73	219	300.00%
Private Grants	4265	3,800	0	0.00%
Friends of the RR	4266	1,809	450	24.88%
Total Revenues:		\$33,414	\$3,406	10.19%
<u>Comparison of Expenditures Budgeted/Expended:</u>				
Board Appr Special Projects	48	37,349	0	0.00%
Boulder City Railroad	52	24,109	1,117	4.63%
Special Projects (Restricted)	55	319,485	0	0.00%
Total Expenditures:		\$380,943	\$1,117	4.63%

Revenue/Expenditure Comparison Narrative:

Nothing to report.

Report is through September 30, 2022.

* Further detail available in the identified sections.

II. Museum Store Sales

Gross store sales revenue comparison against three previous fiscal years.

Fiscal Year	<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 23	\$274	\$1,280	\$1,183										\$2,737
FY 22	\$497	\$496	\$1,329	\$1,782	\$2,441	\$2,539	\$1,520	\$2,629	\$3,079	\$3,135	\$2,161	\$544	\$22,155
FY 21	\$85	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$647	\$732
FY 20	\$1,578	\$1,042	\$1,838	\$2,303	\$2,307	\$4,833	\$1,026	\$1,653	\$952	\$0	\$0	\$0	\$17,533
YTD	\$274	\$1,554	\$2,737	\$2,737	\$2,737	\$2,737	\$2,737	\$2,737	\$2,737	\$2,737	\$2,737	\$2,737	\$2,737

YTD COMPARISON

55.15% 156.42% 117.83% 66.68% 41.81% 30.13% 25.81% 20.68% 16.78% 14.07% 12.66% 12.35%

MONTHLY COMPARISON

55.15% 257.77% 89.00% 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.

Store sales chart comparison against previous fiscal years.

Chart will be updated for next scheduled Board of Museums and History meeting.

Nevada State Railroad Museum-Boulder City
Report to the Board
Sept. 8-9, 2022

Museum Store Profit and Loss Chart

FY2023	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	274	-	-	-			0.0%
August	1,280	-	-	30			0.0%
September	1,183	-	-	1,087			0.0%
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%
FY23 Total	2,737	-	-	1,117	1,117	1,620	59.2%
FY22 Total	22,155	9,228		4,627	13,855	8,300	37.5%
FY21 Total	732	111		367	478	254	34.7%
FY20 Total	85,977	45,208	57,275	5,411	107,894	(21,917)	(25.5%)

Museum Store Sales Narrative:

The museum shut down railroad operations in July to facilitate maintenance resulting in lower attendance and sales in the museum store throughout the month. Administrative Assistant John Walker has been working the store most weekends in an effort to reduce overhead costs.

IV. Membership Program

Membership Figures

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

Membership	<u>Qtr 1</u>		<u>Qtr 2</u>		<u>Qtr 3</u>		<u>Qtr 4</u>		<u>TOTAL</u>		<u>TOTAL</u>
Categories	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>		<u>New</u>	<u>Renew</u>	<u>Combined</u>
Individual									0	0	0
Family									0	0	0
Sustaining									0	0	0
Contributing									0	0	0
Patron									0	0	0
Benefactor									0	0	0
Senior Couple									0	0	0
Senior											
Students											
Lifetime											
FY 23	0	0	0	0	0	0	0	0	0	0	0
FY 22	0	0	0	0	0	0	0	0	0	0	0
FY 21	11	53	9	55	20	105	26	69	66	282	348
FY 20	9	115	10	98	12	72	9	128	40	413	453
YTD	0	0	0	0	0	0	0	0	0	0	0

YTD COMPARISON

0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

QUARTERLY COMPARISON

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.

Membership Program Narrative

NSRMBC has no state membership program. Instead, individuals wanting to support the museum do so by joining/supporting the *Friends of the Nevada Southern Railway*.

Total Friends memberships: 291, representing 691 individuals.

Family: 90

Senior Family: 47

Individual: 6

Senior Individual: 11

Volunteer: 129

Honorary: 8

V. Museum Attendance

Attendance chart (Train Ridership Only)

	<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 23	172	877	1,002										2051
FY 22	395	520	1,072	1,652	1,379	8,679	1246	2218	1685	1503	2935	870	24,154
FY 21	0	0	0	404	306	0	0	93	473	279	1,266	735	3,556
FY 20	791	698	1,459	796	791	7,021	1,272	2,148	716	0	0	0	15,692
YTD	172	1,049	2,051	0	0	0	0	0	0	0	0	0	2,051

YTD COMPARISON

43.54% 114.64% 103.22% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

43.54% 168.65% 93.47% 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.

Attendance Traffic (Display Pavilion Only)

	<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 23		1,957	644										2,601
FY 22	379	469	728	935	1,173	885	0	0	0	4,737	3,567	2,903	15,776
FY 21	1,208	907	1,024	654	424	339	399	502	616	717	936	899	8,625
FY 20	2,380	1,189	594	1,774	1,062	2,865	857	1,502	512	0	0	0	12,735
YTD	0	1,957	2,601	0	0	0	0	0	0	0	0	0	2,601

YTD COMPARISON

0.00% 230.78% 165.04% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

0.00% 417.27% 88.46% 0.00% 0.00% 0.00% #DIV/0! #DIV/0! #DIV/0! 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 Narrative:

The museum does not charge admission and relies on a beam splitter to obtain counts. Due to the unreliable nature of this method, counts should be viewed as approximations.

Nevada State Railroad Museum-Boulder City
Report to the Board
Sept. 8-9, 2022

Train Ride 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 23	\$15,346	\$22,171	\$15,676										\$53,193
FY 22	\$8,230	\$519	\$7,245	\$10,748	\$9,860	\$72,063	\$91,776	\$13,555	\$50,684	\$37,050	\$55,607	\$37,320	\$394,657
FY 21	\$0	\$5,805	\$6,075	\$10,310	\$22,692	\$12,285	\$16,875	\$11,475	\$15,891	\$12,435	\$9,070	\$53,971	\$176,884
FY 20	\$6,507	\$4,796	\$10,691	\$15,200	\$36,850	\$94,631	\$17,680	\$20,016	\$22,144	\$6,135	\$0	\$0	\$234,650
YTD	\$15,346	\$37,517	\$53,193	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$53,193

YTD COMPARISON

186.5% 428.8% 332.6% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

MONTHLY COMPARISON

186.5% 4271.9% 216.4% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0% 0.0%

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

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

Train Ride Receipts Narrative:

Summer train ride schedules operated Saturdays and Sundays at 10am and 12pm in August, and a 2pm run added in September due to extreme heat.

The museum did not run trains through much of July to facilitate maintenance of locomotive 844 and key pieces of the excursion train.

VII General Museum Activities

Locomotive & Rolling Stock Maintenance. The museum suspended railroad operations in the month of July to facilitate the inspection and maintenance of locomotive 844 that is required by federal law. These repairs were completed successfully and the locomotive returned to service. The museum is required to obtain waivers to operate several pieces of equipment every five years due to their age. The museum successfully completed the renewal process with the Federal Railroad Administration and their inspectors in late summer.

Great Western Steam Up. Dr. MacMahon and 15 volunteers from Boulder City traveled to Carson City to assist with this successful event. Volunteers from Boulder City performed admirably and received praise from nearly all the staff at Carson City for their selflessness and willingness to help no matter how menial the task. Boulder City is researching the possibility of hosting a similar event in 2026 and will update the Board once a determination for or against is made following a thorough cost/benefit analysis.

Summer Operating Schedule: Due to extreme heat and the lack of air conditioning in the locomotives, the museum operated at a reduced schedule for the health and safety of its crews. Trains ran at 10:00am and 12:00pm in August; and 10:00am, 12:00, and 2:00pm in September. This also reduces costs to the museum by reducing wear on the equipment by running excessive trains when attendance is historically low and ticket sales fail to cover the costs of operation.

Story Time Trains: The museum's Story Time Trains that run the third Saturday of every month (except December), proved popular in August and September selling out the 10:00am trains both months.

Rail Safety Week: As an active partner with Operation Life Saver, the museum participated in Rail Safety Week at the end of September. The museum posted railroad safety tips throughout the week on its social media feeds, and on Saturday, September 24, Operation Life Saver Nevada set up a booth at the museum, while museum staff and volunteers discussed railroad safety with visitors on and off the train.



VI. Fundraising Activities:

Working with the Friends of the Nevada Southern Railway, we received an \$11,000 grant from the Union Pacific Railroad Foundation to replace our aging mobility lift. This ensures we will continue to provide access for guests with mobility impairments in the years to come.



MEMO

To: Robert Stoldal, Chairman
Board of Museums and History

From: Dr. Christopher MacMahon, Director
Nevada State Railroad Museum, Boulder City

Date: November 10, 2022

Re: Research Travel Funding Request

This is a request for the Board to fund travel to the California State Railroad Museum Library and Archives to facilitate research concerning the construction methods and interior designs of the Hall-Scott Motor Car Company in preparation for refurbishing Nevada Copper Belt motorcar 22. I am requesting the Board authorize an amount not exceed \$1,600.00 from the Magnuson Fund for this project. The itemized breakdown follows:

Airfare:	\$300
Hotel:	\$800
Transportation:	\$300
Per Diem:	\$200
TOTAL:	\$1,600.00

The Nevada State Railroad Museum Boulder City needs an operating motorcar for school tours and potential future weekday operations. Currently, the museum must run a train for school tours as small as 10 students which is not economical. A motorcar with a 30-50 seat capacity is ideal. Similarly, a motorcar could also facilitate future limited weekday operations for smaller numbers of guests where running a full train is not economical.

The body to Nevada Copper Belt motorcar 22 is currently stored at the railroad museum in Carson City and the museum currently has no near- or long-term plans for refurbishment or repurposing of this car body. Boulder City put forward a proposal to the railroad museum collections committee that was approved unanimously to transfer the car body to Boulder City for refurbishment in an historically accurate paint schematic and passenger compartment following the completion of research, design, and initial funding being secured. A modern powerplant would be installed like the work done when returning the McKeen Car to operation.

Following the restoration feasibility study already completed for this car, museum staff determined the car's 1916-1918 appearance would be the most appropriate. The car was acquired by the NCB secondhand from the Salt Lake & Utah Railroad, however the car remained in an *as built* configuration. This configuration has the highest passenger capacity (56) of the car's



service on the NCB, but more importantly, allows museum staff to use builder's photos to replicate the interior as it would have been when the car arrived in Nevada and how Nevadans would have experienced it during the first years of operation. After 1918, the NCB made a series of modifications to the car reducing the ability of staff to accurately replicate the car's appearance in the refurbishment process.

Because the Hall-Scott Motor Car Company's shops were in West Berkely, the California State Railroad Museum has multiple photographs and engineering documents pertaining to the construction of these motorcars. None of the collections are digitized, and all are part of separate collections rather than curated as a single entity requiring an in-person research process that will take multiple days. The California State Railroad Museum also houses a sister to this motorcar in its collection and an evaluation of this car will also be undertaken during this research trip if approved.

This initial research is necessary before any scope of work can be developed for the future refurbishment of the car and the fundraising to accomplish it.

Thank you for your consideration.

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NEVADA MUSEUMS & HISTORY

Steve Sisolak | Governor

Myron Freedman | Administrator

Sean Pitts | Director

NEVADA STATE RAILROAD MUSEUM

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NEVADA

MUSEUMS & HISTORY



NEVADA STATE RAILROAD MUSEUM-EAST ELY

**REPORT TO THE
BOARD OF MUSEUMS AND HISTORY December 8-9, 2022**

I. Private Funds Budget Summary B/A 5037-03

<u>State Fiscal Year 2023</u>	<u>GL /Cat#</u>	<u>SFY 2023 Budget</u>	<u>Actuals YTD</u>	<u>Percentage YTD</u>
Cash From Prev Fiscal Year	2511	33,898	33,898	100.00%
Cash Bal Fwr New Fiscal Year	2512	0	0	0.00%
<u>Comparison of Revenues Budgeted/ Received:</u>				
Facilities Charge	3801	350	1,400	400.00%
Gifts & Donations	4251	38,098	0	0.00%
Private Grants	4265	5,000		0.00%
Outsie Bank Acct	4454	1,368	1,368	
Total Revenues:		\$44,816	\$2,768	6.18%
<u>Comparison of Expenditures Budgeted/Expended:</u>				
Board Appr Special Projects	48	18,593	0	0.00%
East Ely Railroad	51	17,223	2,776	16.12%
Special Projects (Restricted)	55	9,000	0	0.00%
Total Expenditures:		\$44,816	\$2,776	16.12%

Revenue/Expenditure Comparison Narrative:

Report is through September 30, 2022.

* Further detail available in the identified sections.

V. Museum Attendance

Attendance chart

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 23	1145	974	858										2977
FY 22	845	930	794	591	298	190	111	158	283	569	875	907	6551
FY 21	710	571	747	626	97	73	102	121	257	471	792	1,089	5656
FY 20	1,117	775	798	570	176	174	110	127	52	0	0	0	3899
YTD	1,145	2,119	2,977	0	0	0	0	0	0	0	0	0	2,977

YTD COMPARISON

135.50% 119.38% 115.88% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00% 0.00%

MONTHLY COMPARISON

135.50% 104.73% 108.06% 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 Narrative:

NSRM-Ely consists of two buildings, the Depot and Freight Building. In July, we began using a new method to track visitors to the Freight Building. That resulted in an additional 300 visitors in July, 250 in August, and 250 in September that have been added to the total. When visits to both buildings are reported, the total visitation to the State's Museum in Ely has increased over last year.

The visitation to the Depot has declined slightly for the first time since the pandemic. The direct reason is the Nevada Northern Railway Foundation who unilaterally determined they would not sell tickets for the State's Museum on September 3. In talking to visitors, the Foundation ticket sellers are not informing visitors about the museum, but they discover us through our signage. NSRM-Ely does welcome visitors and provides an enhanced interpretive experience for all who make the effort to find and interact with our exhibits and staff.

VI. Fundraising Activities:

Work continues on the Freight Building's south side walkway funded by a grant from the Great Basin Heritage Area Partnership. More on this will be outlined in the General Museum Activities section.

VII General Museum Activities

NSRM-Ely has received news that the Freight Building Project and the Depot Seismic Retrofit Project have been recommended for funding through the State's Capital Improvement Program. We look forward to these long delayed projects being completed.

The second community meeting announcing the Freight Building plans was well attended and successful. LGA Architects, DMH Administrator Myron Freedman, and SPWB personnell were on hand to answer questions regarding the improvements to the building that will insulate, heat, and fire supress the structure. Once completed, it will be capable of year round use and be a significant benefit to our community. Leaders from tourism, education, business, and heritage organizations were invited and we experienced nearly universally positive comments.

Ely Staff have been working on the Freight Building Walkway replacement. The project is funded by a \$20,000 grant from the Great Basin Heritage Area Partnership which is providing the materials and we supply the labor. We have had over 40 hours of community volunteer assistance and look forward to more. The project has been delayed due to supply chain problems, delayed recieving of ordered materials, and inclement weather but we continue to make progress. The project is 70% completed as of this writing.

Local schools celebrate Nevada Statehood in the month of October. As the County's only heritage outreach program, NSRM-Ely's staff is busy taking a school program to the County's 4th graders. This year's outreach will include two visits to each classroom who requests our educational programming. One program focuses on First Nations, the second explores 19th Century Mining technology that brought non-native people to Nevada and White Pine County. Both programs feature artifacts from the collection that are durable and informative.

NSRM-Ely staff have participated in the Travel Nevada opportunity to boost eastern Nevada tourism. The Destination Development initiative gives communities an opportunity to define their natural and cultural resources, then work with marketing professionals to promote those resources into the future. It is a competitive but remarkable opportunity for a cohesive tourism plan that connects and unifies all involved. Sean attended the kick off meeting and the follow up planning session. He was asked to join the 3 person team to write and edit the application which was submitted in October.

We continue to make progress on many fronts. As always, I welcome your visit, comments, or concerns.