

**Meeting Minutes  
BOARD OF MUSEUMS AND HISTORY  
November 30, 2017**

**Location  
Old Overton Gym  
353 West Thomas Street  
Overton, NV 89040**

**BOARD MEMBERS PRESENT**

Robert Stoldal, Chairman  
Bryan Allison  
Dr. Alicia Barber  
Renee Diamond  
Dr. Doris Dwyer  
Robert Ostrovsky  
Seth Schorr  
Anthony Timmons

**BOARD MEMBERS EXCUSED**

Dr. Sarah Cowie  
Dan Markoff

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

Peter Barton, Division of Museums and History, Administrator  
Rebecca Palmer, State Historic Preservation Office, State Historic Preservation Officer  
Jim Bertolini, DCNR, State Historic Preservation Office, National and State Register Coordinator \*  
Guy Clifton, Department of Tourism and Cultural Affairs, Public Information Officer \*  
Carrie Edlefsen, Division of Museums and History, Administrative Services Officer  
Lauri Brown, Division of Museums and History, Administrative Assistant  
Sarah Bradley, Attorney General's Office, Deputy Attorney General  
Myron Freedman, Nevada State Museum, Carson City, Director \*  
Dr. Catherine McGee, Nevada Historical Society, Director \*  
Jenny Strayer, Lost City Museum, Director  
Ron Webster, Department of Tourism and Cultural Affairs, IT Supervisor \*  
Zacharia White, Department of Tourism and Cultural Affairs, IT Technician

**PUBLIC IN ATTENDANCE**

Mayor Van Camp, Ely City Hall & Fire Station, Ely, White Pine County \*  
Nathan Robertson, Ely City Hall & Fire Station, Ely, White Pine County \*  
Peter Goss, Sandstone Ranch/Spring Mountain Ranch, Blue Diamond Vicinity, Clark County  
Ben Van Alstyne, UNLV Anthropology student  
Cary Allison, Morgan Stanley, Financial Advisor \*

\* via teleconference

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1. The Chair called the first day of the meeting to order [stacked agenda] at 10:30am and confirmed a quorum was present and the meeting was posted in accordance with NRS 241. (1,2)

2. The Chair announced that Pete Dubé resigned as a board member. (3)
3. No public comment. (4)
4. The Chair took Item 5a, Acceptance of the Minutes for September 7, 2017. Anthony Timmons made the motion to approve the amended minutes for September 7, 2017. Member Dwyer seconded. Motion carried without dissent. (5a)
5. The Chair took Item 6b, Calendar for Next Meeting. The March 2018 meeting will be held on Friday, March 9, 2018 at a Carson city location TBD. Renee Diamond made the motion that the June quarterly meeting be conducted June 14 and 15, 2018 at the Nevada State Museum, in Las Vegas. Member Dwyer seconded. Motion carried without dissent. (6b)
6. The Chair took Item 7a, Nominations to the State Registers of Historic Places. There were no nominations at this time. (7a)
7. The Chair took Item 7b1, Nominations to the National Register of Historic Places. Fire Stations of Nevada, Multiple Property Documentation Form. Renee Diamond made the motion to accept Fire Stations of Nevada, Multiple Property Documentation Form. Member Timmons seconded. Motion carried without dissent. (7b1)
8. The Chair took Item 7b2, Ely City Hall & Fire Station, Ely, White Pine County. Dr. Dwyer made a motion to accept the Ely City Hall & Fire Station, Ely, White Pine County nomination. Member Barber seconded. Motion carried without dissent. (7b2)
9. The Chair took Item 7b3, Pioche Volunteer Fire House, Pioche, Lincoln County. Anthony Timmons made a motion to accept the Pioche Volunteer Fire House, Pioche, Lincoln County nomination. Member Diamond seconded. Motion carried without dissent. (7b3)
10. The Chair took Item 7b4, Church of Jesus Christ of Latter Day Saints Administration and Cultural Center. Chairman Stoldal made the motion to accept the Church of Jesus Christ of Latter Day Saints Administration and Cultural Center nomination. Member Ostrovsky seconded. Motion carried without dissent. (7b4)
11. The Chair took Item 7b5, Sandstone Ranch/Spring Mountain Ranch (Additional Documentation and Boundary Increase), Blue Diamond Vicinity, Clark County. Dr. Barber made the motion to accept the Sandstone Ranch/Spring Mountain Ranch (Additional Documentation and Boundary Increase), Blue Diamond Vicinity, Clark County nomination. Member Dwyer seconded. Motion carried without dissent. (7b5)
12. The Chair took Item 8a, Agency Reports, Dept. of Tourism and Cultural Affairs. Claudia Vecchio resigned her position as Department Director effective, November 1, 2017 after being with the department since November 1, 2011. David Peterson, Interim Director, provided a written report that Peter Barton shared with the board. (8a)
13. The Chair took Item 8b1-3, State Historic Preservation Office. Rebecca Palmer reported on the NRHP status update since 2005, Statewide Preservation Plan update 2020-2028 and the Preservation Survey in conjunction with the Statewide Preservation Plan update 2020-2028. Informational only. Discussion was held. No action was taken. (8b1-3)
14. The Chair took Item 8c1-10, Division of Museums and History. Peter Barton reported on the School Bus Transportation Reimbursement program launch; the <http://nvculture.org/museums> web launch; the NV 150 Foundation, Inc., dissolution and distribution of assets, the Battle Born Hall exhibit renewal project; SB 37, 1<sup>st</sup> quarter proceeds of \$53,779.26, *Nevada Magazine* 2018 focus on railroads; 2018 historic calendar; 2018 Travel Nevada Guide advertisement; 2018 *Events & Show* advertisements; SFY 2017 museum attendance review and the DMH personnel report. Discussion was held. No action was taken. (8c1-10)
15. The Chair took Item 8d, Public Information Officer – Guy Clifton. Mr. Clifton reported to the Board about the successful media on the Day of the Dead at the Nevada State Museum in Carson City. The photo exhibit at the Nevada State Museum in Las Vegas got great coverage. (8d)

16. The Chair took Item 8e1a, Nevada Historical Society, Reno, report on the status and future of the NHS *Quarterly*. Catherin McGee reported on the *Quarterly* regarding a possible online version. The winter/fall issue is set to be available March 2018. (8e1a)
17. The Chair took Item 8e1b, Nevada Historical Society, Reno, review and possible action to approve a contract for Independent Contractor Services with Howard Herz in an amount not to exceed \$60,000 for supporting processing of the American Gaming Collection. This item was taken out of order. Dr. Dwyer made the motion to approve the contract for Independent Contractor Services with Howard Herz in an amount not to exceed \$60,000 for supporting processing of the American Gaming Collection. Member Diamond seconded. Motion carried without dissent. (8e1b)
18. The Chair took Item 8e1c, Nevada Historical Society, Reno, notice of intent to dispose through the State Excess Property Program, approximately 500 linear feet of non-accessioned newspapers, which are available on microfilm. Does not require Board action or approval. Discussion was held. No action was taken though the Board generally voice opposition to disposal without exhausting efforts to relocate the original papers. (8e1c)
19. The Chair took Item 8e2, Nevada State Museum, Carson City. Myron Freedman reported on the status of the Coin Press No. 1, including the state of the contract with Asset Marketing, formerly d/b/a New York Mint. Discussion was held. No action was taken. (8e2)
20. The Chair took Item 8e3a, Nevada State Railroad Museum, Carson City. Mr. Barton stated that there was nothing new to report on the V&T Coach No. 17, work continues as previously reported. No action was taken. (8e3a)
21. The Chair took Item 8e3b, Nevada State Railroad Museum, Carson City. Renee Diamond made a motion to approve the contract for Independent Contractor service with Capurro Trucking for moving locomotives from and to the Comstock History Center in Virginia City and Museum, not to exceed \$7,000. Member Dwyer seconded. Motion carried without dissent. (8e3b)
22. The Chair took Item 8e4a, Nevada State Railroad Museum, Boulder City. Mr. Barton updated the board on the status of project 17-A009, master planning and design for expanded visitor facilities at the Nevada State Railroad Museum in Boulder City. Discussion was held. No action was taken. (8e4a)
23. The Chair took Item 8e5a, East Ely Railroad Depot Museum. Mr. Barton stated there nothing new to report to reestablish partnership for sale of site tickets and other matters of mutual benefit. Discussion was held. No action was taken. (8e5a)
24. The Chair took Item 8e6a, Lost City Museum, Overton. This item was taken out of order. Demonstration of 3D imaging of museum objects by museum intern, Benjamin Van Alstyne. Jenny Strayer gave her first report to the board regarding the ongoing issues with the Lost City Museum. Discussion was held. No action was taken. (8e6)
25. The Chair took Item 8e7a, Nevada State Museum, Las Vegas. Sarah Bradley reported on the letter dated November 2, 2017, concerning the Shuffield/LoPresti Family Trust. Discussion was held. No action was taken. (8e7a)
26. The Chair took Item 9a1, Collections Committee. This item was taken out of order. Myron Freedman updated the board on the Agency Project 17-A010, Master Plan and Schematic Design at Indian Hills Curatorial Center. Discussion was held. No action was taken. (9a1)
27. The Chair took Item 9e1, Finance Committee Report. This item was taken out of order. Robert Ostrovsky reported to the Board regarding the Morgan Stanley investments for July-September 2017 and review of quarterly performance. Discussion was held. No action was taken. (9e1)

28. The Chair took Item 9e2, Finance Committee Report. This item was taken out of order. Financial Advisor Cary Allison reported on the current Morgan Stanley Investment Portfolio. Member Ostrovsky made a motion for 61% equities investment and 39% fixed income investments for the Morgan Stanley Investment Portfolio. Member Timmons seconded. Motion carried without dissent. (9e2)
29. The Chair took Item 9e3, Finance Committee Report. This item was taken out of order. Member Ostrovsky reported to the Board the Independent Auditor report and financial statements for the Museum Dedicated Trust Fund for fiscal year ending June 30, 2017. Robert Ostrovsky made the motion to accept the Independent Auditor report and financial statements for the Museum Dedicated Trust Fund for fiscal year ending June 30, 2017 along with the implementation of QuickBooks to tie in with the POS system. Member Diamond seconded. Motion carried without dissent. (9e3)
30. The Chair took Item 9g1, Technology Report. This item was taken out of order. Member Schorr reported on the possible implementation of public Wi-Fi in the State museums. Rob Webster joined in the discussion regarding the intricacies of Wi-Fi with the state system and security issues. Bryan Allison made a motion to compile three bids for Wi-Fi for the NSMCC, NHS, and NSMLV to be presented at the next board meeting in March. Member Ostrovsky seconded. Motion carried without dissent. (9g)
31. The Chair adjourned the first day of the meeting at 4:20pm.

**Meeting Minutes  
BOARD OF MUSEUMS AND HISTORY  
December 1, 2017**

**Location  
Old Overton Gym  
353 West Thomas Street  
Overton, NV 89040**

**BOARD MEMBERS PRESENT**

Robert Stoldal, Chairman  
Bryan Allison  
Dr. Alicia Barber  
Renee Diamond  
Dr. Doris Dwyer  
Robert Ostrovsky  
Anthony Timmons

**BOARD MEMBERS EXCUSED**

Dr. Sarah Cowie  
Dan Markoff  
Seth Schorr

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

Peter Barton, Division of Museums and History, Administrator  
Carrie Edlefsen, Division of Museums and History, Administrative Services Officer  
Lauri Brown, Division of Museums and History, Administrative Assistant  
Sarah Bradley, Attorney General's Office, Deputy Attorney General  
Jenny Strayer, Lost City Museum, Director  
Zacharia White, Department of Tourism and Cultural Affairs, IT Technician

**PUBLIC IN ATTENDANCE**

No public in attendance.

\* via teleconference

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1. The Chair called the second day of the meeting to order [stacked agenda] at 10:30am and confirmed a quorum was present and the meeting was posted in accordance with NRS 241. (1,2)
  2. The Chair announced a tour of the Lost City Museum will be conducted before everyone has to leave for the airport. (3)
  3. No public comment. (4)
  4. The Chair took Item 6a, schedule for the next meeting for Friday, March 9, 2018, Carson City [State Museum or Stewart Indian School]. This Item was taken out of order. Chairman Stoldal made the motion to change the March 9, 2017 to March 12, 2017 to be held at the same location. Member Dwyer seconded. Motion carried without dissent.

5. The Chair took Item 9b, Strategic Planning. This item was taken out of order. The Chair distributed a document with ten suggested priorities and action steps for 2018 to stimulate discussion. Discussion was held. No action was taken. (9b)
6. The Chair took Item 9c, Major Gifts. This item was taken out of order. Member Ostrovsky had nothing to report. Discussion was held. No action was taken. (9c)
7. The Chair took Item 9d, Facility Use. Daniel Markoff was not available and nothing to report. No action was taken. (9d)
8. The Chair took Item 9f, Membership. Discussion was held. No action was taken. (9f)
9. The Chair took Item 9h, Museum Store. Mr. Barton reported the success of the Museum Store Sunday. Discussion was held. No action was taken.
10. The Chair took Item 9i1, NHS Relocation Committee. Mr. Barton updated the Board on discussion and meetings involving State Lands and the University of Nevada concerning the possible acquisition of the former Warren Nelson building and property on West 2<sup>nd</sup> Street in Reno. Discussion was held. No action was taken.
11. The Chair took Item 9j, Nevada State Prison. Dr. Barber stated that there has not been any activity since the last board meeting. Discussion was held. No action was taken.
12. The Chair took Item 9k, Possible action to commission two new committees: 1-Marketing. Dr. Dwyer made a motion to create a committee for marketing. Member Allison seconded. Motion carried without dissent. Anthony Timmons made a motion that Member Timmons and Member Allison be on the marketing committee. Member Allison seconded. Motion carried without dissent. (9k1) 2-East Ely RR Depot. Dr. Dwyer made a motion to create a committee for the East Ely RR Depot. Member Allison seconded. Motion carried without dissent. Chairman Stoldal made a motion to appoint Dr. Dwyer the member of the East Ely RR Depot. Member Diamond seconded. Motion carried without dissent. (9k2)
13. The Chair took Item 10(1), Policy Governing Preparation, Dissemination and Recording Minutes of the Board of Museums and History. Chairman Stoldal made the motion to accept the policy governing preparation, dissemination and recording minutes of the Board of Museums and History. Member Diamond seconded. Renee Diamond made a motion to amend the motion to include the changes recommended by Sarah Bradley regarding the policy governing preparation, dissemination and recording minutes of the Board of Museums and History. Member Dwyer seconded. Motion carried without dissent. (10(1))
14. The Chair took Item 10(2), Private Funds Budgeting, Expenditure and General Control. Renee Diamond made a motion to approve private funds budgeting, expenditure and general control as is. Member Ostrovsky seconded. Motion carried without dissent. (10(2))
15. The Chair took Item 10(3), Membership. Renee Diamond made the motion to accept the membership policy to include the Springs Preserve (NSMLV) membership \$30, family \$60. Member Allison seconded. Motion carried without dissent. (10(3))
16. The Chair took Item 10(4), Policy Governing Open Meeting Law Compliance. Bryan Allison made a motion to approve the policy governing open meeting law compliance to include the new committee for East Ely RR Depot. Member Barber seconded. Motion carried without dissent. (10(4))
17. The Chair took Item 10(5), Investment Policy. Robert Ostrovsky made the motion to approve the investment policy as is. Member Diamond seconded. Motion carried without dissent. (10(5))
18. The Chair took Item 10(6), Admission and Train Ride Fees. Robert Ostrovsky made a motion to accept the admission and train ride fees as recommended by staff. Member Dwyer seconded. Motion carried without dissent. (10(6))

19. There were no budget changes approved by the Division Administrator in the last quarter. (11a1)
20. The Chair took Item 11b1, Request to increase authority in Budget Account 5036, Nevada State Museum – Carson City, RGL 3578 by \$46,314 for additional funds received from BLM through the existing funding support agreement. Offset in category 20, by a like amount (\$46,314). These funds will support BLM curation and interpretation. Renee Diamond made a motion to approve the request to increase authority in budget account 5036, NSMCC, RGL 3578 by \$46,314. Member Ostrovsky seconded. Motion carried without dissent. (11b1)
21. The Chair took the Consent Agenda. Anthony Timmons made a motion to accept all items on the consent agenda. Member Barber seconded. Motion carried without dissent. (Consent Agenda)
22. The Chair took Item 12, Board Member Comment on Non-agendized Items. Anthony Timmons wanted recognize the passing of former University of Nevada President, Joseph Crowley, and his contributions to the State of Nevada. (12)
23. The Chair took Item 13, Future Museum Board Agenda Items. The possibility of creating a *Quarterly* committee. (13)
24. The Chair took Item 14, Visit Lost City Museum. The Board will move, as a body to the Lost City Museum, 721 S. Moapa Valley Blvd., Overton and continue the meeting with a tour of the museum led by director Jenny Strayer. Discussion was held. No action was taken. (14)
25. Item 15, there was no public comment. (15)
26. The Chair adjourned the meeting at 1:27pm following a tour of the Lost City Museum.





**Board of Museums and History  
National and State Registers – Staff Report  
March 9, 2018**

**National Register of Historic Places**

None.

**Nevada State Register of Historic Places**

Lampe, Wilhelm & William, Ranch (Historic District), Gardnerville, Douglas County

The Wilhelm & William Lampe Ranch is nominated as an historic district. The Board processed this ranch as a National Register nomination in June of 2017. Since that time, the owners have requested additional listing in Nevada's State Register. The National Register nomination is substituting for State Register documentation. The version provided to the Board reflects revisions made by staff in the previous months in response to National Park Service requests for more information.

The primary significance of the ranch is under Criterion A in the area of Agriculture as an important reflection of agricultural development of Carson Valley between 1872 and 1965, specifically the homesteading of the area by early German immigrants. The Lampe family, an important family in the valley's extensive German network, was the most important family to develop the property, giving the ranch complex its current layout, setting, and architectural character. The Lampe family purchased the property in 1887 and held it until 2002 when they sold it to the current owners, who operate the Jacobs Family Berry Farm on the remaining acreage. The property is also significant under Criterion C for the architectural significance of the Ranch House, a rare late example of the Gothic Revival style. The ranch complex retains strong integrity to the period of significance, although the family sold the vast majority of the ranch's farmland for development in 1965.

- Staff recommends listing of the property in the State Register.

Stodieck, Louis & Elmer, Ranch (Historic District), Minden, Douglas County

The Stodieck Ranch is significant under Criterion A in the area of Agriculture for its significance to Carson Valley's mid-nineteenth and early twentieth century ranching operations associated with one of the prominent ranching families of the Carson Valley, the Stodiecks. The context for agriculture in the Carson Valley is established in the draft National Register Multiple Property Documentation Form titled *Agriculture on Nevada's Upper Carson River in Douglas and Ormsby/Carson Counties*. The Stodieck family was a successful ranching family in the valley and operated three ranches in Douglas County in the community of Waterloo south of Minden. The centerpiece of these ranches was the Frederick Wilhelm Stodieck Ranch at 1367 Wilhelm Place, established in 1868 directly east of the nominated Louis Stodieck Ranch. The Louis Stodieck property reflects the second-generation expansion of the family's ranch operations in





the valley as the dairy industry blossomed in the region during the early twentieth century. The property is protected by conservation easements and remains in agricultural use.

It has experienced modifications and upgrades related to ongoing farm operations, many of which would have met the *U.S. Secretary of the Interior's Standards for Treatment of Historic Properties*, with some work that would not. However, the overall property retains sufficient integrity of design and association as a working ranch to remain eligible for the State Register.

- Staff recommends listing of the property in the State Register.

#### **Listed Properties since September 2017**

None

#### **Pending Nominations to the National Register**

- Staff continues to draft a nomination on behalf of the City of Fallon for the Maine Street Historic District. Board review is expected at its December meeting. As a note, this historic district will have a large number of affected property owners who may wish to attend the review meeting and provide comment.
- As part of a focus on large-scale history and documentation projects, staff will be completing reconnaissance-level surveys of several rural downtown areas to evaluate potential as historic districts. Furthermore, efforts to document the state's agricultural history and built environment continue, with large efforts planned in 2018 for agriculture in Washoe and Storey Counties, and possibly other areas in the state. Staff is working with (and seeking) supportive property owners for nominations as part of these efforts.
- Staff continues to support private citizens and other entities that are pursuing nominations of property to the National Register. Nominations that are in draft at present include the El Rancho Hotel & Casino in Wells (Elko County), and the Lund Grade School in Lund (White Pine County). As staff is not authoring these nominations, the timeline for their submission to the Board is unknown at present. Staff hopes they will be available for review in the 2018 calendar year.

#### **Pending Nominations to the Nevada State Register**

- There are several active inquiries for State Register nominations, but no completed nominations have been received. It is unknown when any completed nominations will be available for Board review.



NEVADA  
**STATE HISTORIC  
PRESERVATION OFFICE**

Department of Conservation and Natural Resources

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

February 14, 2018

**MEMORANDUM**

**TO: BOARD OF MUSEUMS AND HISTORY**

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

**SUBJECT: STAFF REPORT**

Please accept my apologies as I am unable attend the March 12, 2018 meeting.

The SHPO launched the *SurveyMonkey* public survey on February 3, 2018 and to date over 480 people have taken the survey and provided their comments on the goals for preservation in Nevada, cultural resources that are threatened that the public feels must be preserved, the specific threats that these resources face, and some possible methods or tools that could be used to preserve and protect these important cultural resources.

Comstock History Center staff has postponed the opening of the Summer of Love exhibit focusing on the role of the Red Dog Saloon and Virginia City in the creation of the psychedelic movement until the summer of 2019 tourist season due to issues related to the replacement of the Dayton locomotive with the #27 locomotive.

For the June Board of Museums and History meeting, we will be providing you with an opportunity to comment on our draft Certified Local Government (CLG) materials (revised CLG agreement, CLG manual, CLG annual evaluation form, and a model ordinance for local governments).

Attached is the list of pending and listed National Register and State Register resources reviewed by the Board from 2000 to present as requested. This document only includes nominations reviewed by the Board.

## **BACKGROUND**

In budget hearings conducted during the 79<sup>th</sup> General Legislative Session (2017), Legislators learned that school visits to museums, once common, have declined considerably in recent years due mainly to a lack of funding for transportation to bring students from the classroom to one of Nevada's seven State museums. Typically, Nevada curriculum standards include teaching Nevada history primarily in 4<sup>th</sup> Grade but also in other grades.

Nevada's State museums serve as incubators for creating and celebrating identity and teaching critical skills that go far above and beyond just history education. Engagement and learning through storytelling, supplemented by authentic and unique objects, help build a future of engaged citizens and leaders. There is simply no substitute for experiencing hands-on, a Nevada State museum.

Legislators responded to this growing crisis by allocating new funding to provide for bus transportation cost offset to bring students back into the informal learning environments in our State museums. The Division is now launching a pilot program in the 2017-2019 school years that provides educators with the ability to request both a school tour and reimbursement for bus transportation in a single, web-based transaction.

## **HOW IT WORKS & ELIGIBILITY**

K-12 educators from public, private, and charter schools across the Silver State are encouraged go to the Division website at <http://nvculture.org/museums/> and review a brochure that details the location, themes and content of each of the seven Nevada State museums. While the school bus transportation program was envisioned primarily as a means to get 4<sup>th</sup> grade students into the geographically nearest Nevada State museum, consideration will be given to providing the transportation offset funding for other than 4<sup>th</sup> grade students and other than the nearest State museum so long as funding is available. (Funding is apportioned based on county enrollment as a percentage of total statewide enrollments.)

The on-line registration form to request a tour date, time, and transportation cost offset is found on each of the Museum's websites. It can easily be completed and submitted on-line. Requests should be made no less than 20 days prior to the desired date for your tour.

Within 7 days of submitting your request, a museum educator or staff from the museum will contact you via phone or email to confirm date and time and other details such as special needs or accommodations for lunch. Once all details are clear and the date and time for the tour is accepted, you will be provided a tour confirmation number. No tour is confirmed by the museum until the confirmation number is assigned and provided.

Within 30 days after a class visits the museum, the request for transportation cost offset will be processed and payment will be made to the district or school via electronic payment. Transportation payment is limited to the amount requested when the reservation was made. If a charter bus was used to provide transportation, please present an invoice or other documentation to justify the cost to museum staff at the time of the tour or within five business days thereafter.

**NOTE:** Clark County schools must individually be registered as vendors with the Nevada State Controller's Office. We cannot make payment to the Clark County School District and have your school be reimbursed. Please make certain your administrative office confirms active status as a Nevada vendor prior to reserving your class at a Nevada State museum. Information on vendor registration can be found by connecting to: [goo.gl/WhXRpB](http://goo.gl/WhXRpB)

## LIMITATIONS

- Each class is limited to receiving a bus transportation offset one time per school year.
- The Division of Museums & History is not responsible for additional transportation costs caused by circumstances outside its control.
- Funding is available on a first-come, first-serve basis until the allocated funds are exhausted and each County is apportioned funds based on their percentage of K-12 enrollment as a percentage of statewide total enrollments.
- For schools traveling long distances that may require an overnight stay, no funds from this program are available for lodging, food, or any other per diem costs.

## FURTHER INFORMATION

For further information on the museum school tour program, please contact staff at the Museum you are interested in. For information on details of the bus transportation funding program, please contact the Nevada Division of Museums and History, 412 E. Musser Street, Suite # 2, Carson City, NV 89701 or call (775) 687-7340, x 301. You may also email your inquiry to [dmhfiscal@nevadaculture.org](mailto:dmhfiscal@nevadaculture.org).

We sincerely hope that Nevada educators will take advantage of this new program, designed to enhance your classroom education with a visit to a Nevada State Museum.



Dear Las Vegas Museum Alliance Members,

**Please join us on March 21, 2018 for a day and evening of celebrating Nevada's rich cultural offerings at the Nevada Museum Showcase event hosted by the Springs Preserve and Nevada State Museum Las Vegas!**

The Springs Preserve is partnering with the Nevada State Museum to host an event commemorating and celebrating our state's historic heritage. The event will jointly take place at the Springs Preserve and Nevada State Museum in Las Vegas. Exhibitors who participate will have the opportunity to showcase Nevada's vibrant history.

We invite you to exhibit at the showcase at the Springs Preserve during our free day event (9 a.m. – 5 p.m.) the general public and an evening invite-only advocacy event (6 p.m. – 8 p.m.) for elected officials and guests.

Please let us if you have an interest in being an exhibitor, or if you have any questions about the event. For additional information, contact Dawn Barraclough at 702-822-7733 or [dawn.barraclough@springspreserve](mailto:dawn.barraclough@springspreserve).

Thank you so much for your consideration!

## **Nevada Museum Showcase**

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### **Nevada Museum Showcase Event**

- The Las Vegas Springs Preserve, in partnership with the Nevada State Museum plans to host a Nevada Museum Showcase on March 21, 2018 at the Springs Preserve and Las Vegas Nevada State Museum.
- The focus of the event is to celebrate Nevada's vibrant history and to encourage people to visit many of the State's museums and other historical establishments.
- Nevada Museum Association (NMA) and Las Vegas Museum Alliance (LVMA) members are invited to be exhibitors and set up booths and tables to showcase their unique organizations.
- This event consists of two parts:
  1. Members of the NMA and LVMA would be able to set up booths and tables at the Springs Preserve and Nevada State Museum for members of the public during the day. (11:00 a.m. to 5:00 p.m.)
  2. Elected officials, guests of the invited museums will be invited to attend a private evening reception at the Preserve/ State Museum so that NMA and LVMA members can showcase their unique organizations to those respective audiences. The evening event will run from 6:00 p.m. to 8:30 p.m.
- To encourage attendees to visit both the Preserve and Museum, booths and tables will be located in the Nevada State Museum and the Origen Museum or Springs Amphitheater.
- Hors d'oeuvres and beverages will be served at the evening reception.
- The Springs Preserve and Nevada State Museum have been discussing on whether to make the day a "free day" so that members of the public can visit the Preserve and Museum at no cost.



Client/Organization Springs Preserve Corporate	Sales Rep Briana Johnson	Booking Contact Dawn Barraclough	Booking Tel (702) 877-8800	Event # E04044
Address 333 S Valley View Blvd		Booking Email dawn.barraclough@lvvwi	Booking Fax	Guests 70 (Pln)

**Springs - Museum Alliance**  
**Springs Preserve**  
 333 S Valley View Blvd  
 Las Vegas, NV 89107

EVENT DETAILS							
Date	Description	Arrival	Banquet Room	Start	Bar	Banquet Room	End
3/21/2018-Wed	Cocktail Reception	NA	Sp Origens Museum Rotunda/NV State Museu	6:00 pm	NA	Sp Origens Museum Rotunda/NV State Museu	8:00 pm

MENU				
Food/Service Items	Qty	Unit	Price	Total
<b>Food</b>				
<b>Stationed appetizers in two locations 50 servings in each</b>	100	Per Guest	33.00	3,300.00

**Divine Signature Sliders**

Angus beef, crumbled bleu cheese, candied onions, and crispy bacon jam.

**Turkey Swedish Meatballs**

hand-made turkey meatballs with celery, carrots, onions, and herbs, seasoned with nutmeg and cardamom.

**Bloody Mary Shrimp Cocktail**

**Chicken Satay with Peanut Sauce**

**Tomato Basil & Buffalo Mozzarella Bruschetta**

Fresh tomato relish with Tuscan herbs atop thick-cut, toasted ciabatta crostini.

**Signature Divine Deviled Eggs**

Farm fresh eggs filled with mashed yolks accented with two distinct flavors: italian basil pesto, and jalapeno bacon

**DESSERTS 1/2 of each at each location**

<b>Cake Pops</b>	6	Per Dozen	26.00	156.00
<b>Cookies</b>	6	Per Dozen	26.00	156.00

1/22/2018 - 6:57:53 PM

Page 1 of 2



**Labor**

<b>Event Lead</b> up to 3 hours of service	1	Per Staff	150.00	150.00
<b>Uniformed Eager to Please Staff</b> With all required cards for up to 3 hours of service	3	Per Staff	135.00	405.00
<b>Plate-Up Chef</b> hours of service	2	Per Staff	150.00	300.00
<b>Bartender</b> With all required cards for up to 3 hours of service	2	Per Staff	150.00	300.00

**Rental**

<b>Glassware at both bars</b>				
<b>Linen Cleaning Fee 10 132 round black linens</b>	10	Each	6.50	65.00

15% Springs Partner Discot	-541.80
----------------------------	---------

**Special Requests**

2 Locations - Nevada State Museum and Origen Rotunda- staff in each location

client providing all beverages to be served - normal corkage fee waived including soda, water, beer and wine.

client providing centerpieces

	Food	Beverage	Liquor	Labor	Rental	oral/ Decor	Misc NON	Misc Tax	Total
Subtotal	3,070.20	0.00	0.00	1,155.00	65.00	0.00	0.00	0.00	4,290.20
Gratuity	202.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	202.63
Admin	472.81	0.00	0.00	0.00	14.30	0.00	0.00	0.00	487.11
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	3,745.64	0.00	0.00	1,155.00	79.30	0.00	0.00	0.00	4,979.94

Subtotal	4,290.20	Total Value	4,979.94
Tax (8.25%)	0.00	Paid	0.00
Admin (15.4%)	487.11	Balance	4,979.94
Gratuity (6.6%)	202.63		

Thank you for considering us for catering your upcoming function. Please let us know if you have any questions concerning any of the items on this proposal.

NC  
PH

April 18-21, 2018 | Las Vegas, Nevada  
Annual Meeting of the National Council on Public History



## Recharge at #ncph2018

*Public historians have important work to do*

- 80+ sessions, workshops, and working groups exploring our shared purpose: putting history to work in the world.
- Plug into a powerful network of professional development opportunities.
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- Get to know the real Las Vegas with 8 fantastic tours!

<http://bit.ly/ncph2018>



**National Council on Public History**

127 Cavanaugh Hall-IUPUI

425 University Blvd.

Indianapolis, IN 46202-5148

**Division of Museums and History**  
**Personnel Vacancy Log**

MUSEUM	POSITION	PCN #	FTE	VACANT	STATUS
Nevada State Museum - CC	Curator II [SB244] [new]	00045	1.00	1/1/2018	Search yielded 10 candidates; five presently in review/interview. Hiring target is 1 April 2018.
Nevada Historical Society	Curator II/Education	00016	1.0	12/3/2017	Open recruitment underway until recruiting need is met
Nevada State Museum - LV	Museum Attendant II	00056	1.0	5/22/2017	Agency placed hold
Lost City Museum	Exhibit Preparator	00003	1.0	1/11/2018	Under Agency Review for possible reclass

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



**Nevada Board of Museums & History**  
**Board Orientation Manual**  
**TABLE OF CONTENTS**

Section 1	Division Overview *
Section 2	Museum Locator Map
Section 3	Key Division, Museum, & SHPO Contacts *
Section 4	Board Contact Information *
Section 5	Board Governance & Committees*
Section 6	Schedule of Meetings
Section 7	Governing Statute & Authority: NRS 381*
Section 8	Mission, Vision, & Strategic Objectives
Section 9	Board & Commission Manual
Section 10	Contracting Basics
Section 11	Ethics
Section 12	Dedicated Trust Fund Status Report: June 2017 *
Section 13	Museum Attendance Overview *
Section 14	Museum Volunteer Service Overview
Section 15	Admission & Train Ride Fares *
Section 16	SFY 2017 Museum Dedicated Trust Fund Audit Report *
Section 17	Board Adopted Policies
Section 18	Office of State Historic Preservation: National & State Register of Historic Places, Comstock Historic District Appeals



Division of Museums and History  
Policy Directive Log

2.7.2018

POLICY TITLE	ISSUED BY			EFFECTIVE DATE	APPLIES TO	
	DTCA	DM&H	BOARD		ALL	MUSEUM
NRS 353.335: Gifts & Grants		X		6/20/2013	X	
DM&H Service Animal Policy		X		11/4/2015	X	
Banking Deposit Per NRS 353.250		X		2/17/2016	X	
Museum Store Inventory Adjustment		X		2/17/2016 — Rescinded: 1/22/2018	X	
Reconciliation of Cash Deposits—Preparation of Deposits		X		6/30/2016 — Superseded by Internal Controls:		
Internal Controls: Agency Specific		X		10/26/2017	X	
DMH School Tour - Bus Cost Policy		X		10/26/2017	X	
Local Purchasing, Receiving, Posting & Invoice Processing		X		11/16/2017	X	
Museum Store Inventory Adjustments		X		1/22/2018	X	
NSRM-CC Policy of Train Operations		X		1/22/2018	X	
NSRM-CC Train Fare & Scheduling Policy		X		6/30/2015		NSRM-CC
BM&H Membership Policy		X	X	6/30/2015		NSRM-CC
Preparation, Dissemination, Recording Meeting Minutes Policy				9/7/2007r	X	
BM&H Admission and Train Ride Fee Policy			X	12/4/2008r		Board
BM&H Investment Policy			X	9/7/2007r	X	
BM&H Meeting Notice, Open Meeting Law Compliance Policy			X	6/14/2007r		Board
BM&H Private Fund Base Financial Policy			X	12/4/2008r	X	
2002 Board Approved Code of Ethics for the Division			X	9/7/2007r	X	
200 - Leave	X			6/11/2002	X	
201 - Special Leave	X			12/1/2015	X	
204 - Fiscal Management	X			12/1/2015	X	
205 - Opportunistic Revenue, Awards; State Clearinghouse	X			12/1/2015	X	
226 - Outside Employment	X			12/1/2015	X	

[illegible]



# NATIONAL ENDOWMENT FOR THE ARTS

50th Anniversary  
ARCHIVE



Select a page

Home

## BLUE STAR MUSEUMS

Blue Star Museums is a collaboration among the National Endowment for the Arts, Blue Star Families, the Department of Defense, and museums across America. Each summer since 2010, Blue Star Museums have offered free admission to the nation's active-duty military personnel and their families, including National Guard and Reserve, from Memorial Day through Labor Day. See the map below or select from the list of states for museums that participated in the Blue Star Museums 2017 summer season.

The list of museums participating in 2018 will be available later this Spring. Museums interested in participating should email [bluestarmuseums@arts.gov](mailto:bluestarmuseums@arts.gov). Please note: Even if your museum has participated in the past, you must sign up again to participate in 2018.

For more information on Blue Star Museums, please see the [Frequently Asked Questions](#).

**Blue Star Museums Parent Toolkit:** A Guide for Before, During, and After Your Family Trip to the Museum (created by [Blue Star Families](#))

-- Select State --

### MEDIA RESOURCES

- [News](#)
- [Contact Us](#)
- [FAQ](#)
- [PR Toolkit](#)



# DIVISION OF MUSEUMS AND HISTORY BOARD APPROVED ADMISSION FEES AND FREE ADMISSION DAYS SFY 2018

Museums	BOARD APPROVED SFY 2017	BOARD PROPOSED SFY 2018	SFY 2018
	Adults (18 and over)	Adults (18 and older)	Children (17 and under) <sup>1</sup>
Nevada State Museum - Carson City	\$8.00	\$8.00	Free
Nevada State Railroad Museum - Carson City	\$6.00	\$8.00	Free
Nevada State Railroad Museum, Carson City: combination museum admission & train ride <sup>2</sup>	N/A	\$15.00 for admission and unlimited train rides with wristband	Children 12 and over = \$9.00 Children 4-11 = \$5.00
Nevada State Railroad Museum - EERDM <sup>3</sup>	See Note 3	See Note 3	Free
Nevada Historical Society Exhibit Galleries	\$5.00	\$5.00	Free
Nevada State Museum - Las Vegas <sup>2</sup>	See Note 2	See Note 2	Free
Lost City Museum	\$5.00	\$5.00	Free

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

## FREE ADMISSION DAYS

	May	September	October	December	
	Archaeological Week (1 day)	Smithsonian Day <sup>4</sup>	Nevada Day <sup>4</sup>	History for the Holidays	Open House
Nevada State Museum - Carson City	N/A	X	X	N/A	N/A
Nevada State Railroad Museum - Carson City <sup>5</sup>	N/A	X	X	N/A	Yes <sup>6</sup>
Nevada State Railroad Museum, Boulder City <sup>5</sup>	N/A	N/A	N/A	N/A	Yes
Nevada State Railroad Museum - EERDM	N/A	N/A	X	N/A	Yes
Nevada Historical Society	N/A	N/A	X	X	Yes
Nevada State Museum, Las Vegas	N/A	N/A	X	N/A	No
Lost City Museum	N/A	X	X	N/A	Yes

Blue Star  
Museum<sup>7</sup>

Schedule effective July 1, 2017

### NOTES

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

<sup>2</sup> Fees are collected by LVSP with revenue transfer based on 10% of the sale of adult admissions sold by the LVSP on days the State Museum is open with a guarantee of \$53,172 annually. Visitation in excess of the base guarantee of \$53,172 will result in the transfer of an additional 10% of all such admissions.

<sup>3</sup> Until terminated by the Nevada Northern Railway in April 2017, patrons paid one entry fee to the Nevada Northern Railway complex, with \$2.00 for each adult being provided to the East Ely Depot Museum for their part of the visitor experience. Evidence of visitation was through a ticket stub retained by the EERDM staff. Discussions concerning fee collection for SFY 2018 are underway with an intent to continue to collect \$2.00 per adult visitor.

<sup>4</sup> Nevada Day is celebrated in 2017 on Friday, October 27th. Museums statewide will offer FREE admission on Friday the 27th. On account of the Nevada Day parade in Carson City on Saturday, October 28th, the Nevada State Museum, Carson City, and the Nevada State Railroad Museum, Carson City, will offer two free admission days; October 27th and 28th.

<sup>5</sup> FREE admission only with coupon from Smithsonian magazine at participating museums.

<sup>6</sup> Train Ride fares are not offered "FREE" except for Blue Star program subject to conditions noted in # 8.

<sup>7</sup> Blue Star Museum Program affords FREE admission to active duty service personnel and families (up to 5) from Memorial Day through Labor Day.

<sup>8</sup> Blue Star program on museum admission only; not train rides at Carson City.

<sup>9</sup> This is a new category aimed at increasing revenue during special events such as Halloween trains, Steam Punk, etc. For \$15.00 adults can have all-day museum admission and unlimited train rides with a wristband purchased at entry. Children are not charged for museum admission but do pay a reduced fee for train rides. In pilot testing, this program has proven to increase overall revenue and visitor on-site time.

It's been a pretty strong past few months for all our museums and if you pick up the latest Reno News & Review, you'll see an interview with Nevada State Museum Curator of History Bob Nylen.

<https://www.newsreview.com/reno/press-agent/content?oid=25858737>

The Nevada State Museum's historic Coin Press No. 1 received coverage with the resumption of monthly demonstrations. Here is a link to a story in the Nevada Appeal:

<https://www.nevadaappeal.com/news/local/coin-press-demonstrations-resume-at-nevada-state-museum/>

The Nevada State Museum Carson City's Frances Humphrey Lecture Series drew both television and newspaper coverage in the north, including a cover page of the Reno News & Review.

<https://www.newsreview.com/reno/school-spirit/content?oid=25628667>

<http://www.kolotv.com/content/news/Lecture-on-the-future-of-the-Stewart-Indian-School-on-Saturday-469849913.html>

Nevada State Museum Las Vegas Director Dennis McBride continues to be a go-to voice for media on a variety of subjects, including the report of the government's secret UFO program and a vintage Las Vegas motel.

<https://www.reviewjournal.com/news/politics-and-government/no-secret-government-ufo-program-would-be-complete-without-nevada-ties/>

<http://dtlv.com/2017/11/03/franklin-motel-fergusons-downtown-family-legacy-preserved/>

NSMLV was mentioned as a great place to view fossils in this Las Vegas Sun story:

<https://lasvegassun.com/news/2017/dec/31/history-in-the-ground-the-earth-under-your-feet-te/>

The school bus reimbursement program drew coverage around the state. Here's a sampling:

<http://pvtimes.com/news/nevada-state-museums-launch-school-transportation-reimbursement-program>

<https://carsonnow.org/story/12/05/2017/nevada-state-museums-launch-pilot-school-transportation-reimbursement-program>

The new program “Museum Store Sunday” brought coverage North and South, including a nice mention in the Las Vegas-Review Journal and on two of Reno’s three major television stations.

<https://www.reviewjournal.com/local/local-nevada/nevada-museums-offer-goods-discounts-on-museum-store-sunday/>

<https://www.ktnv.com/positivelylv/dining-and-entertainment/black-friday-deals-only-in-las-vegas>

<http://www.kolotv.com/content/news/Museum-Store-Sunday-460154703.html>

<https://www.nevadaappeal.com/news/local/black-friday-small-business-saturday-and-museum-sunday/>

<http://ux.rgi.com/story/life/2017/11/20/best-ways-shop-local-reno-year/882794001/>

<http://www.carsonnow.org/story/11/20/2017/state-museums-participating-first-museum-store-sunday>

NSMCC’s autumn book signing received local coverage:

<https://www.nevadaappeal.com/news/local/autumn-book-signing-at-nevada-state-museum/>

NSMLV’s photo project with the Las Vegas News Bureau brought tremendous TV and print coverage in Southern Nevada.

<http://news3lv.com/features/video-vault/video-vault-las-vegas-news-bureau-has-been-documenting-the-valley-since-1947>

The Nevada State Museum received a shout-out in Northeast Oregon for the “Finding Fremont” exhibit.

<http://www.gonortheastoregon.com/index.php/2017/11/22/making-history-fun-for-the-whole-family/>

NSMCC was mentioned in this Elko Free Press article on crescents:

[http://elkodaily.com/lifestyles/stories-of-old-nevada-great-basin-crescents/article\\_68c1bf62-a027-513a-ace1-80849bbf3aa8.html](http://elkodaily.com/lifestyles/stories-of-old-nevada-great-basin-crescents/article_68c1bf62-a027-513a-ace1-80849bbf3aa8.html)

The East Ely Depot Museum was touted and received a great headline in this "Only in Your State" online feature:

<http://www.onlyinyourstate.com/nevada/nostalgic-nevada-railway-museum/>

NSMCC's Day of the Dead celebration received print and television coverage, including this nice piece from Channel 2 in Reno:

<http://www.ktvn.com/story/36764301/nevada-state-museum-hosts-day-of-the-dead-festivities-in-carson-city>

<http://www.carsonnow.org/story/11/04/2017/day-dead-celebration-presented-wnc-latino-cohort-and-nevada-state-museum>

Jan Loverin, NSMCC's curator of textiles was mentioned in this California newspaper for a presentation on the history of underwear:

<http://www.sierrawave.net/brief-history-underwear-saturday-independence/>

NSRRMBC's planned expansion earned some nice coverage in Southern Nevada:

<https://www.reviewjournal.com/business/tourism/officials-see-boulder-city-railroad-museum-as-tourism-draw/>

Our annual Santa Train at NSRRMCC had both television and print coverage:

<http://www.kolotv.com/content/news/Special-Santa-Train-for-kids-battling-illnesses-461776903.html>

<http://www.ktvn.com/story/36983317/special-santa-train-ride-for-kids-battling-cancer>

The Tahoe Daily Tribune plugged the Nevada State Museum as a great place to visit

<https://www.tahoe-dailytribune.com/news/7-winter-day-trips-outside-the-tahoe-basin/>



**REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 MARCH 12, 2018**

**I. Private Funds Budget Summary**

	<u>GL./Cat#</u>	<u>Budget</u>	<u>Actuals</u>	<u>Year to Date</u>
Cash From Prev Fiscal Year Unrestricted	2511	137,965	137,965	100.00%
Cash From Prev Fiscal Year Restricted	2511	1,100,920	1,100,920	100.00%
<b><u>Comparison of Revenues Budgeted/ Received:</u></b>				
Memberships*	4008	17,111	12,070	70.54%
Photograph Sales	4010	8,902	5,327	59.83%
Printing Sales	4011	1,512	532	35.18%
Merchandise Sales*	4025	15,476	8,671	56.03%
Gifts & Donations	4251	3,278	1,272	38.80%
Private Grants	4265	1,074,764	15,428	1.44%
Treasurer's Interest	4326	1,663	3,433	206.41%
Trans From Museums (Quarterly Fees)	4665	28,260	19,440	68.79%
<b>Total Revenues Received:</b>		<b>\$1,150,966</b>	<b>\$66,172</b>	<b>5.75%</b>
<b><u>Comparison of Expenditures Budgeted/Expended:</u></b>				
Administration	35	45,108	10,295	22.82%
NHS Quarterly	37	14,337	450	3.14%
Museum Store*	41	12,991	7,183	55.29%
Collection Storage Project	45	27,937	1,520	5.44%
Board Appr Special Projects	48	111,852	431	0.39%
Photo	49	1,942	477	24.57%
Special Projects (Restricted)	55	2,175,684	29,027	1.33%
<b>Total Expenditures:</b>		<b>\$2,389,851</b>	<b>\$49,383</b>	<b>2.07%</b>
<b><u>Available Unrestricted Cash</u></b>			<b>\$168,354</b>	

The above figures reflect the second quarter of fiscal year 2018 revenues and expenditures as of December 31, 2017.

\* Further detail available in the below identified sections.

## II. Museum Store Sales

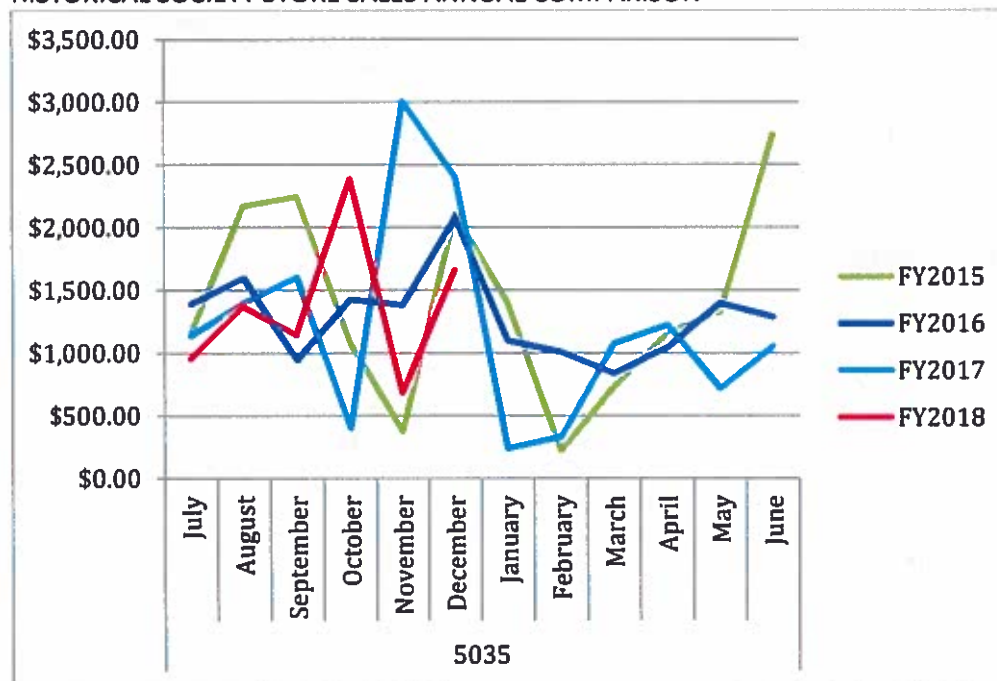
Store sales chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	956	1,368	1,143	2,382	682	1,661	0	0	0	0	0	0	8,192
FY 17	1,138	1,398	1,602	401	3,004	2,398	239	330	1,074	1,220	717	1,050	14,570
FY 16	1,388	1,596	944	1,425	1,383	2,074	1,099	1,007	835	1,044	1,394	1,287	15,476
FY 15	1,194	1,938	2,578	934	373	2,104	2,072	1,509	-912	1,123	1,158	2,621	16,693
FY 14	725	1,174	1,272	2,754	3,484	2,364	1,235	-306	3,396	1,609	1,131	3,457	22,295
YTD	956	2,324	3,467	5,849	6,531	8,192	0	0	0	0	0	0	14,570
YTD Comp	84.0%	91.7%	83.8%	128.9%	86.6%	82.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comp	84.0%	97.9%	71.3%	593.7%	22.7%	69.3%	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.

### HISTORICAL SOCIETY STORE SALES ANNUAL COMPARISON



### Museum Store Sales Narrative:

Sales in the museum store reflect five days of operation, Tuesday through Saturday. Our store is primarily staffed by docents with Dorothy Nell Barry's duties split between the store, admissions, memberships, and administrative duties. Our store foot traffic is augmented during our special exhibits and programs. The store is the main location for our public



Nevada Historical Society  
Report to the Board  
March 12, 2018

lectures, and it is open after hours during our Writers' Wednesday lecture series, and where appropriate, the store sells the featured authors' books.

The store's focus is primarily books, as we are known for our outstanding Nevada related book selection. The store is now even more visible because of its combined use as an event space. The Fenwick photographs and gaming materials for sale are donated by our supporters and benefit the NHS operations.

We are using the POS system to capture visitation data, including "store only" visitors to see if the store is a destination itself. In October there were 1 store visitors, in November 0 and in December 8. Report is December 31, 2017.

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

Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total Expenditure	Net Profit (Loss)	% Net Profit (Loss)
		Merchandise	Personnel	Oper/Other			
July	956	-	-	-	-	956	100.0%
August	1,368	730	-	223	953	415	30.3%
September	1,143	992	-	1,636	2,628	(1,485)	(129.9%)
October	2,382	529	-	44	573	1,809	75.9%
November	682	375	-	800	1,175	(493)	(72.2%)
December	1,661	1,741	-	113	1,854	(193)	(11.6%)
January	-	-	-	-	-	-	0.0%
February	-	-	-	-	-	-	0.0%
March	-	-	-	-	-	-	0.0%
April	-	-	-	-	-	-	0.0%
May	-	-	-	-	-	-	0.0%
June	-	-	-	-	-	-	0.0%
FY18 Total	8,192	4,367	-	2,816	7,183	1,010	12.3%
FY17 Total	14,570	5,271	-	2,584	7,856	6,715	46.1%
FY16 Total	15,476	10,389	-	2,367	12,756	2,720	17.6%
FY15 Total	16,693	4,439	765	2,650	7,854	8,839	53.0%
FY14 Total	22,092	12,375	-	1,847	14,222	7,870	35.6%

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

This section accounts for revenues and expenditures through September 30, 2017. Dorothy Nell Barry is our Administrative Assistant III who manages the admissions office, membership and museum store. We continue to evaluate store sales and will only purchase top sellers, primarily books.

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

Nevada Historical Society  
Report to the Board  
March 12, 2018  
**IV. Membership Program**

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

Membership	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>		<u>TOTAL</u>	
Categories	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual	46	0	6	77						129
Family	20	0	4	23						47
Sustaining	6	0	1	14						21
Contributing	6	0	0	0						6
Patron	1	0	0	0						1
Benefactor	0	0	0	0						0
Senior	16	0	3	18						37
<b>FY 18</b>	95	0	14	132	0	0	0	0	109	132
<b>FY 17</b>	147	0	178	0	128	0	128	0	581	0
<b>FY 16</b>	99	0	188	0	159	0	52	0	498	0
<b>FY 15</b>	86	0	175	0	97	0	133	0	491	0
<b>FY 14</b>	67	0	143	0	122	0	89	0	421	0
<b>YTD</b>	95	0	14	132	0	0	0	0	109	132
<b>YTD Comparison</b>	64.63%	#DIV/0!	33.54%	0.00%	0.00%	0.00%	0.00%	0.00%		
<b>Monthly Comparison</b>	64.63%	0.00%	7.87%	#DIV/0!	0.00%	0.00%	0.00%	0.00%		

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

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

Nevada Historical Society  
Report to the Board  
March 12, 2018

### Membership Sales

Membership sales comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	640	2,595	910	2,100	1,885	3,940	0	0	0	0	0	0	12,070
FY 17	750	2,520	1,081	2,535	1,345	3,925	2,225	2,420	2,955	2,360	770	1,700	24,586
FY 16	950	1,315	910	1,155	3,925	3,775	2,110	3,410	1,725	2,260	940	1,625	24,100
FY 15	1,020	1,505	1,410	2,180	765	5,535	1,660	1,245	1,235	2,715	2,780	1,655	23,705
FY 14	840	1,605	630	2,175	1,735	2,634	1,785	1,580	2,110	2,705	2,030	1,145	20,974
YTD	640	3,235	4,145	6,245	8,130	12,070	0	0	0	0	0	0	12,070
YTD Comparison	85.33%	98.93%	95.27%	90.69%	98.77%	99.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	85.33%	102.98%	84.18%	82.84%	140.15%	100.38%	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 membership data is compiled by the Dorothy Nell Barry and docents. This is the first quarter we have data about new versus renewal. In addition to the categories we also have Institutional members (52 renewals no new). This reflects memberships through September 30, 2017.

### V. Museum Attendance Figures

Attendance chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	640	2,765	740	440	331	462	0	0	0	0	0	0	5,378
FY 17	2,244	1,459	1,240	1,555	1,992	1,660	257	220	587	578	693	718	13,203
FY 16	1,994	1,507	1,620	1,791	1,659	1,531	1,492	1,637	1,337	1,785	2,091	1,551	19,995
FY 15	2,352	1,432	1,597	1,928	1,554	1,698	1,642	1,774	1,734	1,746	1,889	1,910	21,256
FY 14	1,493	1,512	1,616	2,274	1,713	1,867	1,801	1,765	1,877	1,932	2,355	2,034	22,239
YTD	640	3,405	4,145	4,585	4,916	5,378	0	0	0	0	0	0	5,378
YTD Comparison	28.5%	92%	84%	71%	58%	53%	0%	0%	0%	0%	0%	0%	
Monthly Comparison	28.5%	189.5%	59.7%	28.3%	16.6%	27.8%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

### Museum Attendance Narrative:

The NHS continues to evaluate attendance figures more accurately using the POS system instead of the door counter, we've added 2 new fields this quarter to better track our school tour numbers. Dorothy Barry created barcodes that are scanned with a \$0 charge to ensure

Nevada Historical Society  
Report to the Board  
March 12, 2018

we are capturing data only. Visitor signifies the person is not a member of any of the DMH museums. The barcodes Dorothy created are: visitor adult, visitor child, member adult, member child, library member, library visitor, store member, store visitor, tour chaperon, tour children, student (college). We captured data for school tour visits as visitor child and visitor adult.

The breakdown of visitors to NHS in October is: 239 visitor adult, 23 visitor child, 34 member adult, 0 member child, 29 library member, 37 library visitor, 0 store member, 1 store visitor, 14 tour chaperone, 56 tour children, and 7 college students.

The breakdown of visitors to NHS in November is: 39 visitor adult, 5 visitor child, 20 member adult, 0 member child, 27 library member, 39 library visitor, 0 store member, 0 store visitor, 25 tour chaperone, 174 tour children, and 2 college students.

The breakdown of visitors to NHS in December is: 61 visitor adult, 10 visitor child, 6 member adult, 0 member child, 33 library member, 52 library visitor, 0 store member, 8 store visitor, 67 tour chaperone, 244 tour children, and 1 college students.

This reflects attendance through December 31, 2017.

## VI. Attendance Receipts

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 18	616	660	460	515	635	340	0	0	0	0	0	0	3,226
FY 17	810	710	655	400	357	375	400	285	735	495	710	625	6,557
FY 16	467	509	469	470	811	330	905	640	655	610	415	695	6,976
FY 15	571	694	674	680	357	281	606	496	509	750	481	883	6,983
FY 14	347	652	310	400	444	240	528	483	537	524	648.19	648.39	5,762
YTD	616	1,276	1,736	2,251	2,886	3,226	0	0	0	0	0	0	3,226
YTD Comparison	76.05%	83.9%	79.8%	87.4%	98.4%	97.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	76.05%	92.96%	70.23%	128.75%	177.87%	90.67%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

## Museum Receipts Figures Narrative:

During this quarter our special exhibit *Nevada Families in Focus: the Currys and the Mayers* remained open. This reflects attendance receipts through December 31, 2017.

## VII. Fundraising Activities

- The main fundraising activity was our Nevada Day Event.

## **VIII. General Activities**

### **New Events**

- We started a new occasional lecture series to highlight the American Gaming Archives (AGA). We ask people with relevance to Gaming History, local and nationwide, to have an informal "fireside" chat. Our first speaker was Bill Watson with Mike Fischer as the interviewer. We digitally recorded the event and archived it as part of our AGA collections. This evening lecture was extremely well attended and received.
- We had our first of four Reno Living History project days, funded in part by a Nevada Humanities Grant.
- NHS is working with the Reno Philharmonic on an exhibit to celebrate Reno Phil's 50<sup>th</sup> anniversary. Dr. Engrid Barnett is the contract curator for the exhibit. Barnett is a music Geographer, bass player for the Reno Phil, and was the guest curator for the successful NHS *Sagebrush Psychedelic* exhibit.
- An exhibit celebrating the 25<sup>th</sup> anniversary of Reno Air is on display in our museum store/event area.

### **Daily Operations**

- Christine Johnson was promoted to the position of Collections Manager [Curator III, PCN 00015]. This new position combines her former duties as Registrar and Curator of Artifacts with additional duties to oversee and coordinate all collections activities and records.
- Research questions
  - **Library Staff responded to 8 mail requests, 70 email requests and 82 phone requests. Each request averages between 15 minutes to 2 hours.**
  - Catherine responded directly to 7 email photo research requests and 4 telephone photo requests.
- Photo requests and cataloging
  - Catherine, Shery, the Library Staff and docents have taken over the Photo requests, research, and orders.
  - 25 photo orders total.
  - Shery, Michael and Karalea answered photo inquiries in the research room. Catherine and Shery respond to email and phone inquiries.
  - 17 photo requests were handled by Shery. Catherine handled 4 photo requests.
  - Catherine continues to work with Team Photo for photography cataloging project.

- Tours and events
  - Shery continues to oversee docents work schedules for daily work, events and tours.
  - Shery schedules school tours including working with DMH staff for funded school bussing.
  - The docents continue with their excellent support of NHS daily operations in particular manning the store, providing tours to the public, special groups and school groups.
  - Writers' Wednesday and High Noon are our continuing monthly programs augmented by the monthly docent lecture series.
- Collections
  - Christine continues to work to our to ensure compliance with all state policies, NAGPRA and the new bill SB244 for research requests, exhibits and collections.
  - Karalea continues to troubleshoot and clean up the PastPerfect database.

### **Building Improvements**

- The outdated infrastructure continues to hamper NHS efficient operations.
- Parking continues to be an issue. We get almost daily complaints from visitors and docents. Additionally, it was discovered that UNR athletics sells NHS parking spaces for football and basketball games. In addition during UNR games, UNR patrons are directed to park in and around NHS. This has most alarmingly resulted lack of handicapped access to NHS (see image).
- Magee emailed UNR parking and athletic staff on 1/3/2018 regarding this issue and included the image below. UNR has not responded.





## Nevada Historical Society

### Report to the Board

March 12, 2018

NHS AGA temporary staff and docent (at NHS every week Tuesday –Saturday) unable to access RTC Access van due to basketball parking blocking NHS ramp.

- The CIP project to repair and update the compact shelving began and is in process.
  - All newspapers will be moved off site.
    - The newspapers were moved and stored in our offsite storage, Reno on Barnett Way, which is now at capacity (see image).
    - During the newspaper inventory process NHS staff discovered some newspapers from 1865 to 1929 were accessioned. Therefore we decided to keep all newspapers.
    - Numerous duplicate newspapers were identified, and duplicate newspapers are being donated to other organizations.
  - All collections on the bottom shelves were packed and moved offsite.



Barnett Way off-site storage: all dapped rows have shelves completely full with newspapers- there are only two rows for artifacts which are also full.

### NHS Quarterly

- The tentative date for the 2017 issues has been pushed back to March.

### 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.



Nevada Historical Society

Report to the Board

March 12, 2018

**Current Operations**

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

Catherine Magee, Director

13 February 2018

Department of Tourism and Cultural Affairs  
 Division of Museums and History  
 Nevada Historical Society Quarterly Subscription Summary  
 FY2014 - FY2018  
 as of November 30, 2017

Asscoiated Quarterly Fiscal		
Year	Fees Earned	Costs to Produce
FY2014	16,340.00	6,806.75
FY2015	18,100.00	7,530.00
FY2016	14,500.00	7,217.04
FY2017	19,440.00	-
FY2018	-	-
Totals	<u>68,380.00</u>	<u>21,553.79</u>

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

## NEVADA MUSEUMS & HISTORY



20 February 2018

Memo

*Catherine E. Magee*

To: Board Members, Peter Barton, Carrie Edlefsen; Division of Museums and History

From: Catherine E. Magee, Director Nevada Historical Society

Re: Free Admission for seniors on Fridays in May

I would like the Board to support NHS's and DMH's decision to offer free admission to seniors, 60 and over, on Fridays in the month of May as part of Washoe County's Senior Services efforts to recognize "Older American Month".

Peter Barton approved this, prior to getting board approval, as the Washoe County Senior Services needed to create a publication prior the Board meeting in March.

Thank you,

Catherine E. Magee, PhD  
Director, Nevada Historical Society



**REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 MARCH 12, 2018**

**I. Private Funds Budget Summary**

**Private Funds Budget Summary B/A #5036**

**State Fiscal Year 2018**

	<u>GL /Cat#</u>	<u>Total Budget</u>	<u>Year to Date Actuals</u>	<u>Percentage Year to Date</u>
Cash From Prev Fiscal Year Unrestricted	2511	123,661	123,661	100.00%
Cash From Prev Fiscal Year Restricted	2511	888,561	888,561	100.00%
			<u>1,012,222</u>	

**Comparison of Revenues Budgeted/ Received:**

BLM Cooperative Agreement	3578	116,400	17,712	15.22%
Facility Rentals	3801	1,085	0	0.00%
Charges for Services - Anthro	3871	37,859	87	0.23%
Coin Press Sales	3872	148,244	4,890	3.30%
Memberships*	4008	20,919	10,000	47.80%
Photograph Sales	4010	2,109	100	4.74%
Merchandise Sales*	4025	132,000	62,606	47.43%
Book & Pamphlet Sales	4052	66	0	0.00%
Gifts & Donations	4251	3,067	1,293	42.15%
Private Grants	4265	9,266	7,175	77.43%
Treasurer's Interest	4326	1,777	2,812	158.25%
Outside Bank Account	4454	10,000	10,000	100.00%
<b>Total Revenues Received:</b>		<b>\$482,792</b>	<b>\$116,674</b>	<b>24.17%</b>

**Comparison of Expenditures Budgeted/Expended:**

BLM Cooperative Agreement	20	116,400	19,374	16.64%
Anthropology	37	3,000	545	18.18%
Natural History	39	17,094	0	0.00%
Administration	41	59,376	21,372	35.99%
Education	42	18,621	13,555	72.79%
Exhibits	43	22,645	728	3.22%
History	45	9,654	4,782	49.54%
Board Appr Special Projects	48	125,241	2,580	2.06%
Museum Store*	49	139,456	61,744	44.28%
Coin Press	50	45,700	12,109	26.50%
Special Projects (Restricted)	55	829,918	82,215	9.91%
Restricted Collection Storage Maintenance	56	107,909	0	0.00%
<b>Total Expenditures:</b>		<b>\$1,495,014</b>	<b>\$219,006</b>	<b>14.65%</b>

**Available Unrestricted Cash**

**\$87,988**

Nevada State Museum  
Report to the Board  
March 12, 2018

The above figures reflect the second quarter of fiscal year 2018 revenues and expenditures as of December 31, 2017.

\* Further detail available in the below identified sections.

## II. Museum Store Sales

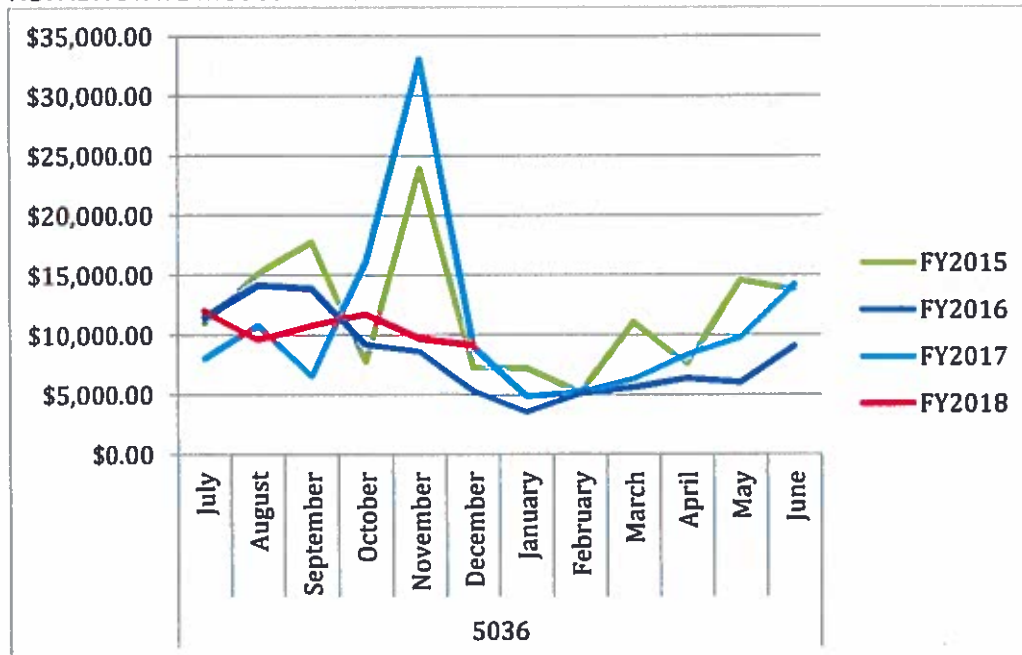
Store sales chart comparison against four previous fiscal years.

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
FY 18	12,046	9,604	10,825	11,769	9,704	9,147	0	0	0	0	0	0	63,094
FY 17	7,865	10,832	6,554	16,123	33,059	8,973	4,913	5,215	6,334	8,343	9,785	14,373	132,370
FY 16	11,512	14,171	13,869	9,202	8,618	5,319	3,559	5,098	5,579	6,333	6,005	9,042	98,307
FY 15	11,208	14,131	18,193	7,776	23,288	8,263	6,963	5,206	10,470	8,447	14,532	13,707	142,184
FY 14	10,663	19,637	12,589	19,661	10,858	8,522	6,648	6,365	7,274	10,460	6,285	14,028	132,969
YTD	12,046	21,650	32,474	44,243	53,947	63,094	0	0	0	0	0	0	63,094
YTD Comparison	153.16%	115.79%	128.60%	106.93%	72.48%	75.65%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	153.16%	88.66%	165.16%	72.99%	29.35%	101.93%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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

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

### NEVADA STATE MUSEUM STORE SALES ANNUAL COMPARISON



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

Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	12,046	995	3,212	327	4,534	7,512	62.4%
August	9,604	10,688	4,922	2,261	17,871	(8,267)	(86.1%)
September	10,825	6,153	4,857	932	11,942	(1,117)	(10.3%)
October	11,769	3,645	4,857	559	9,061	2,707	23.0%
November	9,704	5,563	4,870	1,005	11,438	(1,734)	(17.9%)
December	9,147	3,602	6,793	2,061	12,457	(3,310)	(36.2%)
January	-	-	-	-	-	-	0.0%
February	-	-	-	-	-	-	0.0%
March	-	-	-	-	-	-	0.0%
April	-	-	-	-	-	-	0.0%
May	-	-	-	-	-	-	0.0%
June	-	-	-	-	-	-	0.0%
FY18 Total	63,094	30,647	29,511	7,144	67,303	(4,209)	(6.7%)
FY17 Total	132,370	48,681	58,272	16,004	122,957	9,412	7.1%
FY16 Total	98,307	63,703	57,265	8,437	129,405	(31,098)	(31.6%)
FY15 Total	142,184	70,935	52,871	5,369	129,175	13,009	9.1%
FY14 Total	132,988	63,238	52,966	4,567	120,770	12,218	9.2%

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

Revenues and expenses this quarter tracked well below the same time during the previous two years when excellent NV150 and NSM75 sales were taking place, especially in medallion sales. Soon after that robust period, the Coin Press broke down and was out of commission for a year. The Coin Press was made operational for demonstrations again in December, 2017 and controls are in place to insure its longevity. However, the silver supplier, Northwest Territorial Mint unexpectedly went out of business. We immediately identified new suppliers and asked them to apply to be NV State vendors. It is worth noting that November and December sales numbers compare well to 2016, due in part to the Nov 19, Fall Book Signing program, and Nov 26, Museum Store Sunday. December saw higher medallion sales due to restarting Coin Press demonstrations. Store expenses also remain high due to retirement of long-time volunteers necessitating more paid staff hours. Report is through December 31, 2017.



#### IV. Membership Figures

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

Membership Categories	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>		<u>TOTAL</u>	
	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual	8	18	4	18						48
Family	13	19	7	11						50
Sustaining	1	11		7						19
Contributing										0
Patron										0
Benefactor				1						1
Senior	34	64	12	28						138
<b>FY 18</b>	56	112	23	65	0	0	0	0	79	177
<b>FY 17</b>	92		85		197		179		553	0
<b>FY 16</b>	75		43		170		179		467	0
<b>FY 15</b>	105		43		76		183		407	0
<b>FY 14</b>	67		197		65		45		374	0
<b>YTD</b>	56	112	23	65	0	0	0	0	79	177
<b>YTD Comparison</b>	100.00%	100.00%	5629.11%	11236.72%	0.00%	0.00%	0.00%	0.00%		
<b>Monthly Comparison</b>	60.87%	#DIV/0!	27.06%	#DIV/0!	0.00%	0.00%	0.00%	0.00%		

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

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

#### **Membership Figures Narrative:**

In January of 2016 when Mary Covington started in the membership position we had 439 current members and 242 overdue. In February of 2018 we have 603 current members with 182 overdue. There will always be a certain number of overdue as this is a rolling month-to-month process, however the overdue numbers have been significantly reduced and continue to stay at a low, stable rate. The above numbers track with this stable trend of new and renewing members. Report reflects activity through December 31, 2017.

## Membership Sales

Membership sales comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	1,115	2,330	1,535	2,000	1,970	1,050	0	0	0	0	0	0	10,000
FY 17	770	1,470	1,490	1,045	1,100	1,875	3,470	3,390	2,615	3,335	4,240	1,620	26,420
FY 16	395	915	700	505	1,635	535	1,750	4,009	2,550	1,805	3,755	2,365	20,919
FY 15	1,165	995	945	395	1,760	1,050	795	870	1,065	590	5,965	2,930	18,525
FY 14	360	665	1,350	580	7,740	1,675	1,430	845	670	485	675	1,200	17,675
YTD	1,115	3,445	4,980	6,980	8,950	10,000	0	0	0	0	0	0	10,000
YTD Comparison	144.81%	153.79%	133.51%	146.18%	152.34%	129.03%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Monthly Comparison	144.81%	158.50%	103.02%	191.39%	179.09%	56.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

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

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

## Membership Program Narrative:

In October of 2016 we had \$660 in new and renewed memberships. In November of 2016 we had \$2550. During this time we benefitted from 10 months of continued communications with the membership through E-blasts, newsletters, calendar postings, press promotions, a successful annual appeal, and increased visibility in the community due to the 75<sup>th</sup> anniversary celebration.

In December of 2015 we received \$535 in dues. In December of 2016 we received \$1,770. The increased figure can be attributed to regular renewal notices and communications along with the items mentioned in the previous paragraph. Similarly, October 2017 brought in \$1,535 reflecting continued membership with very few non-renewals. November of 2017 dues received were \$1,970, reflecting stable renewals, but not as many new memberships as in Nov. of 2016 which makes sense given the heightened activity of the annual appeal and the 75<sup>th</sup> celebration. December of 2017 is down, though a few non-renewals are still in the notification process, accounting for the majority of the difference.

Our current membership is stable, active, responsive, and they attend our events and lectures in increasing numbers

Nevada State Museum  
Report to the Board  
March 12, 2018

**V. Museum Attendance Figures**

Attendance chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	3,698	3,318	2,716	5,046	3,414	2,020	0	0	0	0	0	0	20,212
FY 17	3,565	2,936	2,385	4,154	2,143	2,073	1,363	1,696	2,613	3,495	3,658	3,413	33,494
FY 16	4,292	3,927	2,946	4,666	2,292	1,217	1,475	1,935	2,438	2,425	3,617	3,073	34,303
FY 15	4,388	4,550	2,860	4,004	2,751	1,695	2,351	2,219	2,902	3,837	4,029	3,397	38,983
FY 14	5,746	4,234	2,599	4,600	2,628	1,536	2,114	1,835	2,744	3,259	4,214	3,458	38,967
YTD	3,698	7,016	9,732	14,778	18,192	20,212	0	0	0	0	0	0	20,212
YTD Comparison	103.7%	107.9%	109.5%	113.3%	119.8%	117.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	103.7%	113.0%	113.9%	121.5%	159.3%	97.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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

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

**Museum Attendance Figures Narrative:**

The museum attendance was strong in the second quarter largely due to popular Nevada Day and Day of the Dead programs. The November number reported above is low by approximately 600 children who were not counted due to miscommunication on November 4, which was a sponsored day. The two Frances Humphrey lectures given in the quarter (no program in December) were attended at full capacity. Effective promotion and use of media helped get the word out about NSM and our activities. Report through December 31, 2017.

**VI. Attendance Receipts**

Current attendance receipts compared against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	20,978	19,220	16,464	15,742	9,704	5,984	0	0	0	0	0	0	88,092
FY 17	14,697	20,336	14,990	14,986	8,464	4,984	7,886	7,778	10,164	13,316	15,843	19,179	152,623
FY 16	17,227	21,480	18,023	15,064	9,384	4,551	7,287	8,692	9,211	10,336	11,351	18,737	151,342
FY 15	17,725	20,898	17,048	17,532	7,598	8,656	10,591	8,423	8,855	15,806	14,683	23,686	171,502
FY 14	18,320	18,497	19,750	14,308	8,882	7,301	9,553	7,326	10,144	16,152	14,472	21,736	166,441
YTD	20,978	40,198	56,662	72,404	82,108	88,092	0	0	0	0	0	0	88,092
YTD Comparison	142.7%	114.7%	113.3%	111.4%	111.8%	112.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	142.7%	94.5%	109.8%	105.0%	114.7%	120.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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

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

**Attendance Receipts Figures Narrative:**

Attendance receipts are higher over last year due in large part to programming. Report through December 31, 2017.

**VII. Fundraising Activities**

- \$2,250 raised to support Day of the Dead programs. \$3,000 promised from Reno Rodeo Foundation in support of the Coin Press.

**VIII. General Museum Activities**

- Planning and execution of programs for Nevada Day and Day of the Dead became the focus of NSM in October and November. The programs were very successful with high attendance. Not unexpected for Nevada Day, but Day of the Dead programs brought almost 2,000 people to the museum. For DOD, NSM partnered with the Latino Cohort from WNCC and Carson City Cultural Bureau to insure high participation from the Latino community. Contributions from Nevada Mining Association and Western Nevada Materials also supported the event. For Nevada Day, NSM partnered with Stewart Indian School to exhibit SIS images, and to bring elders to the museum to share stories about their SIS experiences. Curatorial staff assisted with loans to the Governor's Mansion for NV Day: USS Nevada silver tray and NV 150 Legacy Saddle.
- A Fall Book Signing program organized by Charmain Phillips featured a dozen Nevada authors and was heavily attended. Store receipts that day were close to \$2,000.
- Planning for Battle Born Hall continued during the quarter. History staff in particular were busy responding to the design contractor's (APA) planning documents calling for artifact suggestions. Staff cleared out existing exhibits in the Old Senate Chamber. George Baumgardner oversaw setting up temporary cases of key artifacts used in connection with docent tours of the Capitol. The artifact disbursement also resulted in a case being set up in the Bryan Building.
- The Coin Press was finally put back in service in December (after a collar broke in an earlier test.) To prepare, volunteers were recruited and trained in both the press's history and in its operation so demonstrations could resume. The press is now demonstrated by a team of two people, a Coiner and an Adjuster. New operational procedures were drawn up, and four teams were trained to conduct demonstrations. New dies were made to coin 30 mm medallions. On Demonstration Days, we instituted a program of purchasing silver planchets (blanks) in the Museum Store for coining on the press. This proved to be a popular activity. We provided information to several organizations interested in coining projects. We closed out the contract with Asset Management (New York Mint), and agreed to put a new contract together.

- In October, in-person interviews with conducted with 4 final candidates for Education Curator. Mina Stafford was the final selection and offered the position, which she accepted and is scheduled to begin February 12, 2018. Ms. Stafford is the Education Curator at Pima Air and Space Museum in Tucson, with earlier experience at historical sites in the East. She also has a long history of managing volunteer programs.
- Monthly Frances Humphrey lectures were sold out in October (Steve Hale giving Chatauqua performance as Stephen Mather,) and in November (Sherry Rupert talking about Stewart Indian School.) Behind the Scenes tours also continued at the museum and the Marjorie Russell Clothing Center.
- Myron met with Beth Ellis, the new director of the Children's Museum of Northern Nevada. The two will plan a partnership program in February to celebrate the Chinese New Year, with a mission to connect the museums to diverse audiences and to create greater experiences for visitors through organizational partnerships.
- Bob Nysten gave offsite lectures on: Prohibition in Nevada, Nevada Senator William Stewart, the Movie Virginia City, the Flying Wolves, and on the NSM World War I exhibit. Myron spoke to the Carson City Cultural Commission on local partnerships for Day of the Dead programs. Gene Hattori presented a program on Fort Churchill archaeology, including the Bob Stoldal eBay collection, and lectured at UNR Anthropology/Archaeology. Rachel Delovio and Myron Freedman participated in panel discussion for UNR Museum Studies program.
- Anthropology staff oversaw several repatriations to Pyramid Lake Paiute Tribe.
- Gene, Myron and Rachel joined in a SB-244 planning meeting in Las Vegas, organized by Peter Barton. Gene worked with State Personnel to draft an NPD-19 for Curator II position on behalf of the Division.
- Staff assisted in research for the Stewart Indian School Museum.
- A special note of appreciation to Guy Clifton, for his consistent and effective work promoting NSM activities in the media, and in all its various forms.

#### **Nevada State Museum Mission Statement**

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

- The museum preserves heritage for long-term public benefit.
- The museum presents heritage through unique and authentic educational experiences, enhanced by an environment of comfort, interaction, and inspiration.

Nevada State Museum  
Report to the Board  
March 12, 2018

- Audiences learn what makes Nevada special. They gain stronger identity, connection, and validation. They develop a broader point of view and a sense of responsibility.
- The museum extends benefits to the greatest audience, provides leadership in heritage education, and adheres to the highest standards of public-trust stewardship.

**Current Operations**

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



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

## NEVADA MUSEUMS & HISTORY



February 20, 2018

To: Nevada Board of Museums and History  
From: Myron Freedman, Director, Nevada State Museum, Carson City  
Subject: Request to Use Category 48 Funds for temporary Education personnel in FY 2018

I respectfully request funding in the amount of \$2,591 to cover a projected shortfall in the cost of temporary personnel to assist with conducting education programs, including school tours and special Saturday programs, through the end of the Fiscal Year. Absent a full-time Education Curator, two part-time staff temporary staff from Manpower working their maximum allotted hours have depleted budgeted Education funds. Also, an additional request for \$450 will cover the cost of supplies for the special programs including copies, art supplies, and water for volunteers.

Please see attached spreadsheet for cost breakdown.

Thank you,

Myron Freedman  
Nevada State Museum Director

Projection for Education Staff and Program Costs Through FY 2017-18  
20-Feb

	Reese Hours (limit 24 per week)	Nancy Hours (limit 10 per week)		Program Supplies	Notes
Rates	22.32	18.6			
Pay Periods					
Feb 11 - 24	36		\$ 804		Assist School Tours and Chinese New
		20	\$ 372		
Feb 25 - Mar 10	30		\$ 670		Assist with School Tours
		20	\$ 372		
Mar 11 - Mar 24	30		\$ 670		Assist with School Tours
		20	\$ 372		
Mar 25 - Apr 7	36		\$ 804	\$ 150	Assist School Tours and conducting
		20	\$ 372		
Apr 8 - Apr 21	30		\$ 670		Assist with School Tours
		20	\$ 372		
Apr 22 - May 5	36		\$ 804	\$ 150	Assist School Tours and Polynesian
		20	\$ 372		
May 6 - May 19	36		\$ 804	\$ 50	Assist School Tours and Family Fun
		20	\$ 372		
May 20 - Jun 2	30		\$ 670		Assist with School Tours
		20	\$ 372		
Jun 3 - Jun 16	36		\$ 804	\$ 50	Assist School Tours and Family Fun
		20	\$ 372		
Jun 17 - Jun 30	30		\$ 670	\$ 50	Assist with School Tours. Navy Week
		20	\$ 372		
Total Reese and Nancy			\$ 11,086		
Carson City School District Funds			\$ 8,495		
Labor Funds Needed			\$ 2,591		
Total Supply Funds Needed			\$ 450		
Total Funding Request			\$ 3,041		

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

## NEVADA MUSEUMS & HISTORY



March, 2018

To: Nevada Board of Museums and History  
From: Myron Freedman, Director, Nevada State Museum, Carson City  
Subject: Requests for Two Free Admission Days

### Request 1

I respectfully request permission to offer one day of free admission to the general public during Navy Week in June, 2018. The program that day will be a performance by one of the Navy bands. The date will be finalized once we have confirmation on details from the particular band that will be performing at the museum. The reasons are two-fold: to insure all veterans and their families are allowed in for free (active servicepersons will be free all summer under the Blue Star program) and, Navy Band performances require that no admission is charged to the public for attendance at their concerts. We intend to have the concert outside, but if for any reason the concert must be held indoors, we would like to be prepared to offer free admission to the museum.

### Request 2

I respectfully request permission to offer free admission to the general public on April 28, 2018, contingent on receiving sponsorships amounting to \$1,500. The museum is partnering with the Carson City Visitors Bureau for a day of Hawaiian cultural programming. The music and dance programs will be held inside the museum and we wish to eliminate any barriers that might prevent community members from taking part in the festivities that day.

Thank you.

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR**

A Contract Between the State of Nevada

Acting by and Through Its

Contracting Agency Name: Division of Museums and History  
Nevada State Museum, Carson City

Address: 412 E. Musser Street, Suite 2  
City, State, Zip Code: Carson City, NV 89701  
Contact: Peter Barton, Administrator  
Phone: (775) 687-7340  
Fax: (775) 687-4333  
Email: Pbarton@nevadaculture.org

and the Independent Contractor doing business as:

Contractor Name: Central Sierra Construction  
Address: 2551 Precision Dr.  
City, State, Zip Code: Minden, NV 89423  
Contact: William Park  
Phone: (775) 267-2943  
Fax: (775) 267-3642

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

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

1. The statutory requirements on the expenditure of public money in chapters 333, 338 and 341 of NRS do not apply to the expenditure of private money.

2. The Board may authorize independent contractors which may be funded in whole or in part from private money.

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

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

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

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Nevada State Board of Museums and History.
2. **DEFINITIONS.**
  - A. "State" – means the State of Nevada and any State agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
  - B. "Contracting Agency" – means the State agency identified above.

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

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

Effective from:	March 12, 2018	To:	June 30, 2018
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4. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (i) by delivery in person; (ii) by a nationally recognized next day courier service, return receipt requested; or (iii) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing.
5. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	INSURANCE SCHEDULE
ATTACHMENT BB:	N/A
ATTACHMENT CC:	CONTRACTOR'S RESPONSE

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

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

\$ 2,960	for	Removal of old failing stone mortar and repoint with new mortar.
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Total Contract or installments payable:	Upon satisfactory completion of work.
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Total Contract Not to Exceed:	\$ 2,960
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The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

7. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.
8. **BILLING SUBMISSION: TIMELINESS.** The parties agree that timeliness of billing is of the essence to the Contract and recognize that the State is on a Fiscal Year. All billings for dates of service prior to July 1 must be submitted to the state no later than the first Friday in August of the same calendar year. A billing submitted after the first Friday in August, which forces the State to process the billing as a stale claim pursuant to NRS 353.097, will subject Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the state of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to Contractor.
9. **INSPECTION & AUDIT.**
  - A. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.
  - B. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the State Auditor, the relevant State agency or its contracted examiners, the department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the state Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this Section.
  - C. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the state, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.
10. **CONTRACT TERMINATION.**
  - A. Termination Without Cause. Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The State unilaterally may terminate this contract without cause by giving not less than thirty (30) days notice in the manner specified in Section 4. If this Contract is unilaterally terminated by the State, Contractor shall use its best efforts to minimize cost to the State and Contractor will not be paid for any cost that Contractor could have avoided.
  - B. State Termination for Non-Appropriation. The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the state Legislature and/or federal sources. The State may terminate this Contract, and Contractor waives any and all claims(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.



- C. Termination with Cause for Breach. A breach may be declared with or without termination. A notice of breach and termination shall specify the date of termination of the Contract, which shall not be sooner than the expiration of the Time to Correct, if applicable, allowed under subsection 10D. This Contract may be terminated by either party upon written notice of breach to the other party on the following grounds:
- 1) If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
  - 2) If any State, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
  - 3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
  - 4) If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
  - 5) If it is found by the State that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
  - 6) If it is found by the State that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.
- D. Time to Correct. Unless the breach is not curable, or unless circumstances do not permit an opportunity to cure, termination upon declared breach may be exercised only after service of formal written notice as specified in *Section 4, Notice*, and the subsequent failure of the breaching party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared breach has been corrected. Upon a notice of breach, the time to correct and the time for termination of the contract upon breach under subsection 10C, above, shall run concurrently, unless the notice expressly states otherwise.
- E. Winding Up Affairs Upon Termination. In the event of termination of this Contract for any reason, the parties agree that the provisions of this Section survive termination:
- 1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
  - 2) Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the Contracting Agency;
  - 3) Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Contracting Agency;
  - 4) Contractor shall preserve, protect and promptly deliver into State possession all proprietary information in accordance with *Section 21, State Ownership of Proprietary Information*.

11. **REMEDIES.** Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. For purposes of an award of attorneys' fees to either party, the parties stipulate and agree that a reasonable hourly rate of attorneys' fees shall be one hundred and fifty dollars (\$150.00) per hour. The State may set off consideration against any unpaid obligation of Contractor to any State agency in accordance with NRS 353C.190. In the event that Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of Contractor to the State or its agencies, to the extent allowed by bankruptcy law, without regard to whether the procedures of NRS 353C.190 have been utilized.
12. **LIMITED LIABILITY.** The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor's tort liability shall not be limited.
13. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.
14. **INDEMNIFICATION AND DEFENSE.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor's duty to defend begins when the State requests defense of any claim arising from this Contract.
15. **REPRESENTATIONS REGARDING INDEPENDENT CONTRACTOR STATUS.** Contractor represents that it is an independent contractor, as defined in NRS 333.700(2) and 616A.255, warrants that it will perform all work under this contract as an independent contractor, and warrants that the State of Nevada will not incur any employment liability by reason of this Contract or the work to be performed under this Contract. To the extent the State incurs any employment liability for the work under this Contract, Contractor will reimburse the State for that liability.
16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the State, Contractor must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in *Attachment AA*, incorporated hereto by attachment. The State shall have no liability except as specifically provided in the Contract.

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

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

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

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

**B. General Requirements.**

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

**C. Evidence of Insurance.**

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

- 1) **Certificate of Insurance:** The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the State to evidence the insurance policies and coverages required of Contractor. The certificate must name the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized by the insurer to bind coverage on its behalf. The State project/Contract number; description and Contract effective dates shall be noted on the certificate, and upon renewal of the policies listed, Contractor shall furnish the State with replacement certificates as described within *Section 16A, Insurance Coverage*.

**Mail all required insurance documents to the State Contracting Agency identified on Page one of the Contract.**

- 2) **Additional Insured Endorsement:** An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85), signed by an authorized insurance company representative, must be submitted to the State to evidence the endorsement of the State as an additional insured per *Section 16 B, General Requirements*.
  - 3) **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.
  - 4) **Review and Approval:** Documents specified above must be submitted for review and approval by the State prior to the commencement of work by Contractor. Neither approval by the State nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its subcontractors, employees or agents to the State or others, and shall be in addition to and not in lieu of any other remedy available to the State under this Contract or otherwise. The State reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.
17. **COMPLIANCE WITH LEGAL OBLIGATIONS.** Contractor shall procure and maintain for the duration of this Contract any State, county, city or federal license, authorization, waiver, permit qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor shall provide proof of its compliance upon request of the Contracting Agency. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.
  18. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
  19. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
  20. **ASSIGNMENT/DELEGATION.** To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by State, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations nor duties under this Contract without the prior written consent of the State.
  21. **STATE OWNERSHIP OF PROPRIETARY INFORMATION.** Any data or information provided by the State to Contractor and any documents or materials provided by the State to Contractor in the course of this Contract ("State Materials") shall be and remain the exclusive property of the State and all such State Materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract.
  22. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The State has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the State for honoring such a designation. The failure to so label any document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any release of the records.
  23. **CONFIDENTIALITY.** Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.

24. **FEDERAL FUNDING.** In the event federal funds are used for payment of all or part of this Contract, Contractor agrees to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
- A. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
  - B. Contractor and its subcontracts shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
  - C. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
25. **LOBBYING.** The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
- A. Any federal, State, county or local agency, legislature, commission, council or board;
  - B. Any federal, State, county or local legislator, commission member, council member, board member, or other elected official; or
  - C. Any officer or employee of any federal, State, county or local agency; legislature, commission, council or board.
26. **GENERAL WARRANTY.** Contractor warrants that all services, deliverables, and/or work products under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.
27. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective only after approval by the State Board of Museums and History and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.
28. **DISCLOSURES REGARDING CURRENT OR FORMER STATE EMPLOYEES.** For the purpose of State compliance with NRS 333.705, Contractor represents and warrants that if Contractor, or any employee of Contractor who will be performing services under this Contract, is a current employee of the State or was employed by the State within the preceding 24 months, Contractor has disclosed the identity of such persons, and the services that each such person will perform, to the Contracting Agency.
29. **ASSIGNMENT OF ANTITRUST CLAIMS.** Contractor irrevocably assigns to the State any claim for relief or cause of action which Contractor now has or which may accrue to Contractor in the future by reason of any violation of State of Nevada or federal antitrust laws in connection with any goods or services provided under this Contract.
30. **GOVERNING LAW: JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract, and consent to personal jurisdiction in such court for any action or proceeding arising out of this Contract.



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

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

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

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

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

Approved as to form by:

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

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

ATTACHMENT AA  
INSURANCE SCHEDULE

**INSURANCE REQUIREMENTS:**

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

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

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

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

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

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

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

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

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

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

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

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

C. **NOTICE OF CANCELLATION:** Contractor shall for each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided or canceled except after providing thirty (30) days prior written notice been given to the State, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to (State of Nevada Representative's Name & Address). Should contractor fail to provide State timely notice, contractor will be considered in breach and subject to cure provisions set forth within this contract.

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



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

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

All certificates required by this Contract shall be sent directly to (State Department Representative's Name and Address). The State project/contract number and project description shall be noted on the certificate of insurance. The State reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATES RISK MANAGEMENT DIVISION.**

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

\_\_\_\_\_  
Independent Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature – State of Nevada

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

# ***Central Sierra Construction, Inc.***

General Building Contractor  
2551 Precision Dr., Ste. C, Minden, NV 89423  
775-267-2943 / 775-267-3642 Fax  
NV lic#23444B, CA lic#669130

Date: February 1, 2018

**Proposal submitted to:**  
Nevada State Museum  
Attn: Richard Parker

Phone: 775 687-4810

**Job Name: REPOINT MASONRY MONUMENT SIGN (PONY EXPRESS)**  
**Job Address: 600 NORTH CARSON STREET, CARSON CITY**

We hereby propose to provide all labor, material, and equipment to remove old failing stone mortar and repoint with new Type S mortar.

**\$2,960.00**

Exclusions: Permits and fees, any and all work not detailed about

Payment to be made as follows: Upon completion of work

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control.

Authorized Signature William A. Park

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance Of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: 2-1-18 Signature 

**CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR**

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

Contracting Agency Name: Division of Museums and History  
Nevada State Museum, Carson City  
Address: 412 E. Musser Street, Suite 2  
City, State, Zip Code: Carson City, NV 89701  
Contact: Peter Barton, Administrator  
Phone: (775) 687-7340  
Fax: (775) 687-4333  
Email: Pbarton@nevadaculture.org

and the Independent Contractor doing business as:

Contractor Name: Thompson Garage Doors  
Address: 171 S. 18<sup>th</sup> Street  
City, State, Zip Code: Sparks, NV 89431  
Contact: Kenneth Reyman  
Phone: (775) 356-6601  
Fax: (775) 356-6694

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

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

1. The statutory requirements on the expenditure of public money in chapters 333, 338 and 341 of NRS do not apply to the expenditure of private money.

2. The Board may authorize independent contractors which may be funded in whole or in part from private money.

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

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

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

1. **REQUIRED APPROVAL.** This Contract shall not become effective until and unless approved by the Nevada State Board of Museums and History.
2. **DEFINITIONS.**
  - A. "State" – means the State of Nevada and any State agency identified herein, its officers, employees and immune contractors as defined in NRS 41.0307.
  - B. "Contracting Agency" – means the State agency identified above.

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

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

Effective from:	March 12, 2018	To:	June 30, 2018
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4. **NOTICE.** All communications, including notices, required or permitted to be given under this Contract shall be in writing and directed to the parties at the addresses stated above. Notices may be given: (i) by delivery in person; (ii) by a nationally recognized next day courier service, return receipt requested; or (iii) by certified mail, return receipt requested. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing. If specifically requested by the party to be notified, valid notice may be given by facsimile transmission or electronic mail to the address(es) such party has specified in writing.
5. **INCORPORATED DOCUMENTS.** The parties agree that this Contract, inclusive of the following attachments, specifically describes the scope of work. This Contract incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT AA:	INSURANCE SCHEDULE
ATTACHMENT BB:	N/A
ATTACHMENT CC:	CONTRACTOR'S RESPONSE

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

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

\$ 6,459.45	For	Removal and Replacement of Existing Roll-up Door
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Total Contract or installments payable:	Upon satisfactory completion of Roll-Up Door Installation
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Total Contract Not to Exceed:	\$ 6,459.45
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The State does not agree to reimburse Contractor for expenses unless otherwise specified in the incorporated attachments. Any intervening end to a biennial appropriation period shall be deemed an automatic renewal (not changing the overall Contract term) or a termination as the result of legislative appropriation may require.

7. **ASSENT.** The parties agree that the terms and conditions listed on incorporated attachments of this Contract are also specifically a part of this Contract and are limited only by their respective order of precedence and any limitations specified.
8. **BILLING SUBMISSION: TIMELINESS.** The parties agree that timeliness of billing is of the essence to the Contract and recognize that the State is on a Fiscal Year. All billings for dates of service prior to July 1 must be submitted to the state no later than the first Friday in August of the same calendar year. A billing submitted after the first Friday in August, which forces the State to process the billing as a stale claim pursuant to NRS 353.097, will subject Contractor to an administrative fee not to exceed one hundred dollars (\$100.00). The parties hereby agree this is a reasonable estimate of the additional costs to the state of processing the billing as a stale claim and that this amount will be deducted from the stale claim payment due to Contractor.
9. **INSPECTION & AUDIT.**
  - A. Books and Records. Contractor agrees to keep and maintain under generally accepted accounting principles (GAAP) full, true and complete records, contracts, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with all State and federal regulations and statutes.
  - B. Inspection & Audit. Contractor agrees that the relevant books, records (written, electronic, computer related or otherwise), including, without limitation, relevant accounting procedures and practices of Contractor or its subcontractors, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location of Contractor where such records may be found, with or without notice by the State Auditor, the relevant State agency or its contracted examiners, the department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the state Legislative Auditor, and with regard to any federal funding, the relevant federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. All subcontracts shall reflect requirements of this Section.
  - C. Period of Retention. All books, records, reports, and statements relevant to this Contract must be retained a minimum three (3) years, and for five (5) years if any federal funds are used pursuant to the Contract. The retention period runs from the date of payment for the relevant goods or services by the state, or from the date of termination of the Contract, whichever is later. Retention time shall be extended when an audit is schedule or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.
10. **CONTRACT TERMINATION.**
  - A. Termination Without Cause. Regardless of any terms to the contrary, this Contract may be terminated upon written notice by mutual consent of both parties. The State unilaterally may terminate this contract without cause by giving not less than thirty (30) days notice in the manner specified in Section 4. If this Contract is unilaterally terminated by the State, Contractor shall use its best efforts to minimize cost to the State and Contractor will not be paid for any cost that Contractor could have avoided.
  - B. State Termination for Non-Appropriation. The continuation of this Contract beyond the current biennium is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by the state Legislature and/or federal sources. The State may terminate this Contract, and Contractor waives any and all claims(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the contracting Agency's funding from State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

- C. **Termination with Cause for Breach.** A breach may be declared with or without termination. A notice of breach and termination shall specify the date of termination of the Contract, which shall not be sooner than the expiration of the Time to Correct, if applicable, allowed under subsection 10D. This Contract may be terminated by either party upon written notice of breach to the other party on the following grounds:
- 1) If Contractor fails to provide or satisfactorily perform any of the conditions, work, deliverables, goods, or services called for by this Contract within the time requirements specified in this Contract or within any granted extension of those time requirements; or
  - 2) If any State, county, city, or federal license, authorization, waiver, permit, qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract is for any reason denied, revoked, debarred, excluded, terminated, suspended, lapsed, or not renewed; or
  - 3) If Contractor becomes insolvent, subject to receivership, or becomes voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court; or
  - 4) If the State materially breaches any material duty under this Contract and any such breach impairs Contractor's ability to perform; or
  - 5) If it is found by the State that any quid pro quo or gratuities in the form of money, services, entertainment, gifts, or otherwise were offered or given by Contractor, or any agent or representative of Contractor, to any officer or employee of the State of Nevada with a view toward securing a contract or securing favorable treatment with respect to awarding, extending, amending, or making any determination with respect to the performing of such contract; or
  - 6) If it is found by the State that Contractor has failed to disclose any material conflict of interest relative to the performance of this Contract.
- D. **Time to Correct.** Unless the breach is not curable, or unless circumstances do not permit an opportunity to cure, termination upon declared breach may be exercised only after service of formal written notice as specified in *Section 4, Notice*, and the subsequent failure of the breaching party within fifteen (15) calendar days of receipt of that notice to provide evidence, satisfactory to the aggrieved party, showing that the declared breach has been corrected. Upon a notice of breach, the time to correct and the time for termination of the contract upon breach under subsection 10C, above, shall run concurrently, unless the notice expressly states otherwise.
- E. **Winding Up Affairs Upon Termination.** In the event of termination of this Contract for any reason, the parties agree that the provisions of this Section survive termination:
- 1) The parties shall account for and properly present to each other all claims for fees and expenses and pay those which are undisputed and otherwise not subject to set off under this Contract. Neither party may withhold performance of winding up provisions solely based on nonpayment of fees or expenses accrued up to the time of termination;
  - 2) Contractor shall satisfactorily complete work in progress at the agreed rate (or a pro rata basis if necessary) if so requested by the Contracting Agency;
  - 3) Contractor shall execute any documents and take any actions necessary to effectuate an assignment of this Contract if so requested by the Contracting Agency;
  - 4) Contractor shall preserve, protect and promptly deliver into State possession all proprietary information in accordance with *Section 21, State Ownership of Proprietary Information*.

11. **REMEDIES.** Except as otherwise provided for by law or this Contract, the rights and remedies of the parties shall not be exclusive and are in addition to any other rights and remedies provided by law or equity, including, without limitation, actual damages, and to a prevailing party reasonable attorneys' fees and costs. For purposes of an award of attorneys' fees to either party, the parties stipulate and agree that a reasonable hourly rate of attorneys' fees shall be one hundred and fifty dollars (\$150.00) per hour. The State may set off consideration against any unpaid obligation of Contractor to any State agency in accordance with NRS 353C.190. In the event that Contractor voluntarily or involuntarily becomes subject to the jurisdiction of the Bankruptcy Court, the State may set off consideration against any unpaid obligation of Contractor to the State or its agencies, to the extent allowed by bankruptcy law, without regard to whether the procedures of NRS 353C.190 have been utilized.
12. **LIMITED LIABILITY.** The State will not waive and intends to assert available NRS Chapter 41 liability limitations in all cases. Contract liability of both parties shall not be subject to punitive damages. Damages for any State breach shall never exceed the amount of funds appropriated for payment under this Contract, but not yet paid to Contractor, for the Fiscal Year budget in existence at the time of the breach. Contractor's tort liability shall not be limited.
13. **FORCE MAJEURE.** Neither party shall be deemed to be in violation of this Contract if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Contract after the intervening cause ceases.
14. **INDEMNIFICATION AND DEFENSE.** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend, not excluding the State's right to participate, the State from and against all liability, claims, actions, damages, losses, and expenses, including, without limitation, reasonable attorneys' fees and costs, arising out of any breach of the obligations of Contractor under this contract, or any alleged negligent or willful acts or omissions of Contractor, its officers, employees and agents. Contractor's obligation to indemnify the State shall apply in all cases except for claims arising solely from the State's own negligence or willful misconduct. Contractor waives any rights of subrogation against the State. Contractor's duty to defend begins when the State requests defense of any claim arising from this Contract.
15. **REPRESENTATIONS REGARDING INDEPENDENT CONTRACTOR STATUS.** Contractor represents that it is an independent contractor, as defined in NRS 333.700(2) and 616A.255, warrants that it will perform all work under this contract as an independent contractor, and warrants that the State of Nevada will not incur any employment liability by reason of this Contract or the work to be performed under this Contract. To the extent the State incurs any employment liability for the work under this Contract, Contractor will reimburse the State for that liability.
16. **INSURANCE SCHEDULE.** Unless expressly waived in writing by the State, Contractor must carry policies of insurance and pay all taxes and fees incident hereunto. Policies shall meet the terms and conditions as specified within this Contract along with the additional limits and provisions as described in *Attachment AA*, incorporated hereto by attachment. The State shall have no liability except as specifically provided in the Contract.

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

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

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



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

**B. General Requirements.**

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

**C. Evidence of Insurance.**

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

- 1) **Certificate of Insurance:** The Acord 25 Certificate of Insurance form or a form substantially similar must be submitted to the State to evidence the insurance policies and coverages required of Contractor. The certificate must name the State of Nevada, its officers, employees and immune contractors as defined in NRS 41.0307 as the certificate holder. The certificate should be signed by a person authorized by the insurer to bind coverage on its behalf. The State project/Contract number; description and Contract effective dates shall be noted on the certificate, and upon renewal of the policies listed, Contractor shall furnish the State with replacement certificates as described within *Section 16A, Insurance Coverage*.

**Mail all required insurance documents to the State Contracting Agency identified on Page one of the Contract.**

- 2) **Additional Insured Endorsement:** An Additional Insured Endorsement (CG 20 10 11 85 or CG 20 26 11 85), signed by an authorized insurance company representative, must be submitted to the State to evidence the endorsement of the State as an additional insured per *Section 16 B, General Requirements*.
  - 3) **Schedule of Underlying Insurance Policies:** If Umbrella or Excess policy is evidenced to comply with minimum limits, a copy of the underlying Schedule from the Umbrella or Excess insurance policy may be required.
  - 4) **Review and Approval:** Documents specified above must be submitted for review and approval by the State prior to the commencement of work by Contractor. Neither approval by the State nor failure to disapprove the insurance furnished by Contractor shall relieve Contractor of Contractor's full responsibility to provide the insurance required by this Contract. Compliance with the insurance requirements of this Contract shall not limit the liability of Contractor or its subcontractors, employees or agents to the State or others, and shall be in addition to and not in lieu of any other remedy available to the State under this Contract or otherwise. The State reserves the right to request and review a copy of any required insurance policy or endorsement to assure compliance with these requirements.
17. **COMPLIANCE WITH LEGAL OBLIGATIONS.** Contractor shall procure and maintain for the duration of this Contract any State, county, city or federal license, authorization, waiver, permit qualification or certification required by statute, ordinance, law, or regulation to be held by Contractor to provide the goods or services required by this Contract. Contractor shall provide proof of its compliance upon request of the Contracting Agency. Contractor will be responsible to pay all taxes, assessments, fees, premiums, permits, and licenses required by law. Real property and personal property taxes are the responsibility of Contractor in accordance with NRS 361.157 and NRS 361.159. Contractor agrees to be responsible for payment of any such government obligations not paid by its subcontractors during performance of this Contract.
  18. **WAIVER OF BREACH.** Failure to declare a breach or the actual waiver of any particular breach of the Contract or its material or nonmaterial terms by either party shall not operate as a waiver by such party of any of its rights or remedies as to any other breach.
  19. **SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this Contract shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.
  20. **ASSIGNMENT/DELEGATION.** To the extent that any assignment of any right under this Contract changes the duty of either party, increases the burden or risk involved, impairs the chances of obtaining the performance of this Contract, attempts to operate as a novation, or includes a waiver or abrogation of any defense to payment by State, such offending portion of the assignment shall be void, and shall be a breach of this Contract. Contractor shall neither assign, transfer nor delegate any rights, obligations nor duties under this Contract without the prior written consent of the State.
  21. **STATE OWNERSHIP OF PROPRIETARY INFORMATION.** Any data or information provided by the State to Contractor and any documents or materials provided by the State to Contractor in the course of this Contract ("State Materials") shall be and remain the exclusive property of the State and all such State Materials shall be delivered into State possession by Contractor upon completion, termination, or cancellation of this Contract.
  22. **PUBLIC RECORDS.** Pursuant to NRS 239.010, information or documents received from Contractor may be open to public inspection and copying. The State has a legal obligation to disclose such information unless a particular record is made confidential by law or a common law balancing of interests. Contractor may label specific parts of an individual document as a "trade secret" or "confidential" in accordance with NRS 333.333, provided that Contractor thereby agrees to indemnify and defend the State for honoring such a designation. The failure to so label any document that is released by the State shall constitute a complete waiver of any and all claims for damages caused by any release of the records.
  23. **CONFIDENTIALITY.** Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Contract.

24. **FEDERAL FUNDING.** In the event federal funds are used for payment of all or part of this Contract, Contractor agrees to comply with all applicable federal laws, regulations and executive orders, including, without limitation the following:
- A. Contractor certifies, by signing this Contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency. This certification is made pursuant to Executive Orders 12549 and 12689 and Federal Acquisition Regulation subpart 9.4, and any relevant program-specific regulations. This provision shall be required of every subcontractor receiving any payment in whole or in part from federal funds.
  - B. Contractor and its subcontracts shall comply with all terms, conditions, and requirements of the Americans with Disabilities Act of 1990 (P.L. 101-136), 42 U.S.C. 12101, as amended, and regulations adopted thereunder, including 28 C.F.R. Section 35, inclusive, and any relevant program-specific regulations.
  - C. Contractor and its subcontractors shall comply with the requirements of the Civil Rights Act of 1964 (P.L. 88-352), as amended, the Rehabilitation Act of 1973 (P.L. 93-112), as amended, and any relevant program-specific regulations, and shall not discriminate against any employee or offeror for employment because of race, national origin, creed, color, sex, religion, age, disability or handicap condition (including AIDS and AIDS-related conditions.)
25. **LOBBYING.** The parties agree, whether expressly prohibited by federal law, or otherwise, that no funding associated with this Contract will be used for any purpose associated with or related to lobbying or influencing or attempting to lobby or influence for any purpose the following:
- A. Any federal, State, county or local agency, legislature, commission, council or board;
  - B. Any federal, State, county or local legislator, commission member, council member, board member, or other elected official; or
  - C. Any officer or employee of any federal, State, county or local agency; legislature, commission, council or board.
26. **GENERAL WARRANTY.** Contractor warrants that all services, deliverables, and/or work products under this Contract shall be completed in a workmanlike manner consistent with standards in the trade, profession, or industry; shall conform to or exceed the specifications set forth in the incorporated attachments; and shall be fit for ordinary use, of good quality, with no material defects.
27. **PROPER AUTHORITY.** The parties hereto represent and warrant that the person executing this Contract on behalf of each party has full power and authority to enter into this Contract. Contractor acknowledges that as required by statute or regulation this Contract is effective only after approval by the State Board of Museums and History and only for the period of time specified in the Contract. Any services performed by Contractor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Contractor.
28. **DISCLOSURES REGARDING CURRENT OR FORMER STATE EMPLOYEES.** For the purpose of State compliance with NRS 333.705, Contractor represents and warrants that if Contractor, or any employee of Contractor who will be performing services under this Contract, is a current employee of the State or was employed by the State within the preceding 24 months, Contractor has disclosed the identity of such persons, and the services that each such person will perform, to the Contracting Agency.
29. **ASSIGNMENT OF ANTITRUST CLAIMS.** Contractor irrevocably assigns to the State any claim for relief or cause of action which Contractor now has or which may accrue to Contractor in the future by reason of any violation of State of Nevada or federal antitrust laws in connection with any goods or services provided under this Contract.
30. **GOVERNING LAW: JURISDICTION.** This Contract and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the State of Nevada, without giving effect to any principle of conflict-of-law that would require the application of the law of any other jurisdiction. The parties consent to the exclusive jurisdiction of and venue in the First Judicial District Court, Carson City, Nevada for enforcement of this Contract, and consent to personal jurisdiction in such court for any action or proceeding arising out of this Contract.

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

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

\_\_\_\_\_  
Independent Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Independent Contractor's Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

APPROVED BY BOARD OF MUSEUMS AND  
HISTORY

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

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

\_\_\_\_\_  
Date

Approved as to form by:

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

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

\_\_\_\_\_  
Date

ATTACHMENT AA  
INSURANCE SCHEDULE

**INSURANCE REQUIREMENTS:**

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

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

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

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

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

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

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

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

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

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

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

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

C. **NOTICE OF CANCELLATION:** Contractor shall for each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided or canceled except after providing thirty (30) days prior written notice been given to the State, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to (State of Nevada Representative's Name & Address). Should contractor fail to provide State timely notice, contractor will be considered in breach and subject to cure provisions set forth within this contract.

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



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

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

All certificates required by this Contract shall be sent directly to (State Department Representative's Name and Address). The State project/contract number and project description shall be noted on the certificate of insurance. The State reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATES RISK MANAGEMENT DIVISION.**

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

\_\_\_\_\_  
Independent Contractor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature – State of Nevada

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

<b>Thompson Garage Doors</b> <b>171 S. 18th Street</b> <b>Sparks Nevada 89431</b>		<b>Proposal</b> Limit \$750,000  NV LIC.#12481B CA LIC.#718171
TEL (775) 356-6601 FAX (775) 356-6694		
PROPOSAL SUBMITTED TO <b>State of Nevada Department of Tourism</b>	PHONE <b>775-687-4810 xt. 254</b>	DATE <b>2/12/2018</b>
STREET <b>600 N. Carson St</b>	JOB NAME <b>Door replacement</b>	
CITY, STATE <b>Carson City, Nevada 89701</b>	JOB LOCATION <b>1026 Topsy Ln</b>	
CONTACT <b>Richard Parker richard.parker@nevadaculture.org</b>	FAX <b>775-687-4168</b>	JOB PHONE
We hereby propose to furnish, and install the following:		
Remove existing roll-up door and install (1) new 10 x 10, 22ga, rolling steel, insulated, tan, flat slat doors with right hand chain hoist, and two slide locks on bottom of door. Provide side guide seal, top brush seal, threshold at bottom of door on concrete for sealing of door. <div style="text-align: center; margin-top: 10px;"> <b>Total \$6,459.45</b> </div>		
Conditions for framing must meet Thompson Garage Doors specifications. Additional charges may be added for jamb work required for installation, removal of concrete, low headroom conditions, insufficient electrical supply, or any unusual circumstances which may impede the progress of completing work in a timely and orderly manner. <b>Note: Standard exclusions on page 2 as may apply.</b>		
We Propose hereby to furnish material -- complete in accordance with above specifications, for the sum of:		
<b>As quoted</b> _____		Dollars <u>see above</u>
Payment to be made as follows:		
<small>All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owners to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.</small>		Authorized Signature: <u><b>Kenneth R</b></u>
		Note: This proposal may be withdrawn by us if not accepted within <u>15</u> days.
Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.		Signature: _____
Date of Acceptance: _____		Signature: _____

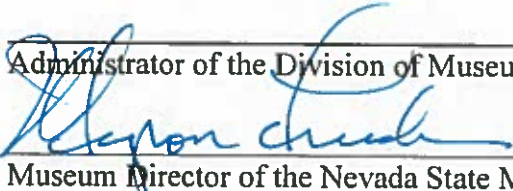


# Nevada State Museum

## Use of Coin Press No. 1 for Outside Organizations

**Effective** April 29, 2004; Amended June 29, 2006; October 21, 2011; June 2016;  
February 2, 2018

### Authorization

\_\_\_\_\_  
Administrator of the Division of Museums and History  
  
\_\_\_\_\_  
Museum Director of the Nevada State Museum

\_\_\_\_\_  
Date  
2/6/2018  
\_\_\_\_\_  
Date

### History

Coin Press No. 1 is owned by the Nevada State Museum, an agency of the State of Nevada. The Museum is located in the former U.S. Branch Mint in Carson City. The Coin Press operated at the Mint from 1870 to 1893. This unique artifact possesses major historical significance and provides exceptional educational opportunities. The Coin Press also has significant institutional value as a symbol of the former Mint and the Museum.

### Purpose

Coin Press No. 1 holds major historical significance, institutional value, and educational value. The primary goals of the Nevada State Museum are preservation of this unique artifact, and maintaining the value of the CC mintmark. The museum permits minting of commemorative medallions on Coin Press No. 1 for outside organizations. Such use supports the museum's educational mission by commemorating historical subjects, promoting the museum's educational services, raising funds for educational services, and benefiting community organizations. While serving educational purposes, the museum preserves the unique object for long-term public benefit. The press is exhibited and demonstrated at the museum, located within the historic Carson City Mint.

### Authority

1. NRS 381.0062 and NRS 381.0063 establish authority for the Administrator of the Division of Museums and History to authorize the Museum Director of the Nevada State Museum to implement this policy for use of Coin Press No. 1.

2. The Board of Museums and History authorizes the museum director to receive or expend collection-related funds through the museum's Private Dedicated Trust Fund budget.
3. As authorized under NRS 235.016, the museum pays the Nevada Division of Minerals a royalty for use of The Great Seal of the State of Nevada on medallions for sale. NRS 513.103 authorizes the Nevada Division of Minerals to use this revenue for county grants relating to abatement of abandoned mine hazards. See "Costs" below.
4. The press is included in the museum's permanent collection and is managed in accordance with standards for the permanent collection.

2.

### **Definition**

1. The museum defines outside organizations as public agencies, nonprofit organizations, and for-profit businesses.

### **Requirements**

In order to preserve and maintain the historical integrity of Coin Press No. 1 and to educate the public, outside organizations shall comply with the following requirements for every project involving use of Coin Press No. 1:

1. The project shall be historical and educational in nature, comport with Coin Press No. 1's rarity and significance, and benefit the citizens of Nevada and the general public.
2. Use by outside organizations must not jeopardize the care, condition, and historical integrity of Coin Press No. 1 and may be denied to avoid excessive wear and upon legal or ethical grounds, as determined by the Museum Director or designee.
3. Only authorized museum staff or designated representatives operate the press.
4. The reverse of medallions includes the Coin Press No. 1 standard design with the "CC" mintmark or the Great Seal of the State of Nevada.
5. Designs for the obverse of medallions are subject to approval by the museum director or designee.
6. Medallions are made of .999 silver, .999 silver with gold plating, or gold.

7. The total number of medallions produced will be limited to no more than 500, unless otherwise approved by the Museum Director.
8. All medallion holders, envelopes, or other packaging designs shall be approved by the Museum Director or designee and include the following credit: "This medallion was struck on the historic Coin Press Number One at the former U.S. Branch Mint, Carson City, currently the Nevada State Museum, [www.nevadaculture.org/nevadastatemuseumcarsoncity](http://www.nevadaculture.org/nevadastatemuseumcarsoncity)." Production of holders and packaging are the responsibility of the requesting organization.
9. With the exception of gold medallions, the museum receives two medallions at no charge from each series of medallions run on the press for inclusion in the permanent collection.
10. The museum retains ownership and control of each medallion die produced. Upon completion of the project, the museum stores and secures dies as part of the permanent collection. The outside organization must re-apply for any additional use of a die.
11. The museum reserves the right to use all dies for exhibits and educational programs in the future. Any other museum use of dies is subject to agreement by the outside organization.

3.

**Costs and Fees**

1. The outside organization pays the museum in advance the cost of the medallion die and design, and any special parts that need to be manufactured to satisfy the job specifications.
2. The outside organization pays the museum in advance the cost of 30 mm rounds, as determined by current market prices.
3. The outside organization pays packaging costs and shipping and handling costs.
4. The outside organization pays nonprofit or commercial use fees in accordance with the Cost and Fee Schedule for Use of Coin Press No. 1 by Outside Organizations. The fee covers production costs and supports the maintenance, restoration, repair, and interpretation of the Press and other Museum programs and services.
5. The outside organization pays temporary labor costs if needed as determined by the

Museum Director to meet production demands.

6. The outside organization pays a royalty of \$0.75 for each medallion using The Great Seal of the State of Nevada.

7. Silver Medallions

- A. In addition to costs 1-6, public agencies and private nonprofit organizations pay the museum a nonprofit use fee of \$12.00 (twelve dollars) for each silver medallion. A one-time Coin Press set-up fee of \$500 will also be charged (subject to change with price of precious metals.).
- B. In addition to costs 1-6, for-profit businesses pay the museum a commercial use fee of \$15.00 (fifteen dollars) for each silver medallion. A one-time Coin Press set-up fee of \$1,000 will also be charged (subject to change with price of precious metals.).

8. Gold Medallions

- A. In addition to costs 1-6, all outside organizations pay the museum a use fee of \$20.00 (twenty dollars) in advance for each gold medallion containing one quarter ounce or less of gold. A one-time Coin Press set-up fee of \$3,000 will also be charged (subject to change with price of precious metals.)
- B. In addition to costs 1-6, all outside organizations pay the museum a use fee of \$40.00 (forty dollars) in advance for each gold medallion containing more than one quarter ounce but less than three quarters ounce of gold. A one-time Coin Press set-up fee of \$5,000 will also be charged (subject to change with price of precious metals.).
- C. In addition to costs 1-6, all outside organizations pay the museum a use fee of \$75.00 (seventy-five dollars) in advance for each gold medallion containing more than three quarters ounce but less than one ounce of gold. A one-time Coin Press set-up fee of \$10,000 will also be charged (subject to change with price of precious metals.).
- D. In addition to cost 1-6, all outside organizations pay the museum a use fee of \$100.00 (one hundred dollars) in advance for each gold medallion containing one ounce of gold. A one-time Coin Press set-up fee of \$15,000 will also be charged (subject to change with price of precious metals.).

9. The museum shall receive a 10% royalty on net proceeds for commercial sales of all medallions.

### **Production**

1. Once a project request is approved, the outside organization pays all necessary costs within sixty days. Medallion production will not begin until material costs are covered by the outside organization.
2. Following approval, outside organizations allow six months for minting medallions. This includes making the die, ordering planchets, scheduling operation of the press, and scheduling museum staff. The outside organization is responsible for all packaging production and meeting delivery deadlines set by Museum staff.
3. Die design and card and envelope designs are to be completed in partnership with the Museum Director and/or designee.
4. Minting medallions occurs during the museum's open hours for the educational benefit of visitors.

### **Publicity**

1. Publicizing use of Coin Press No. 1 by an outside organization is not permitted until all parties sign the required agreement.
2. Promotions and promotional materials must be approved in advance by the Museum Director.
3. The museum director or designee approves press releases for the actual minting of medallions at the museum. This release must include the museum's admission fees, location, and hours.

### **Sale**

1. The Nevada State Museum Store and other stores in the Division of Museums and History hold the option of selling medallions, if medallions were intended for sale to the public.
2. Only museum representatives sell medallions on the premises of the museum, unless authorized by the museum director.



# Nevada State Museum

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

## Deaccession Record

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

**Accession Number** CM-3723-G-22,33,45,56,65,66,75,91

**Object Description** 8 wooden frames – these frames housed a collection of buttonhooks

**Original Source** Mrs. O'Rourke

**Date of Accession** 6-24-1989

**Monetary Value** 0

**Justification** These frames were erroneously given accession numbers, when the catalogue was cataloguing the buttonhooks. They do not meet any of the criteria for inclusion in the permanent collections, as stated in the Collections Management Policy A-3-1.

### Method of Disposition

☐ Transfer within Museum (Museum Director Approval)

☐ Transfer within Division (Administrator Approval)

☒ Removal out of Division (Board Approval)

Permanently discard

**Approved By**

**Date**

Jan Loverin

2-5-2018

Curator

Museum Director

2/14/18

Administrator, Division of Museums and History

Chair, Board of Museums and History



# Nevada State Museum

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

## Deaccession Record

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

**Accession Number** CM-3723-G-109,110

**Object Description** Unknown – these are identified in the catalog record as spats, but they are incomplete and not accurately identifiable.

**Original Source** Mrs. O'Rourke

**Date of Accession** 6-24-1989

**Monetary Value** 0

**Justification** These items are a piece of an object, which has been cut off. They are a piece of white cotton with a button and buttonhole. They were erroneously catalogued, as they do not meet any of the criteria from the Collections Management Policy A-3-1.

### Method of Disposition

☐ Transfer within Museum (Museum Director Approval)

☐ Transfer within Division (Administrator Approval)

☒ Removal out of Division (Board Approval)

Permanently discard

**Approved By**

**Date**

Jan Loverin  
Curator

205-2018

[Signature]  
Museum Director

2/14/18

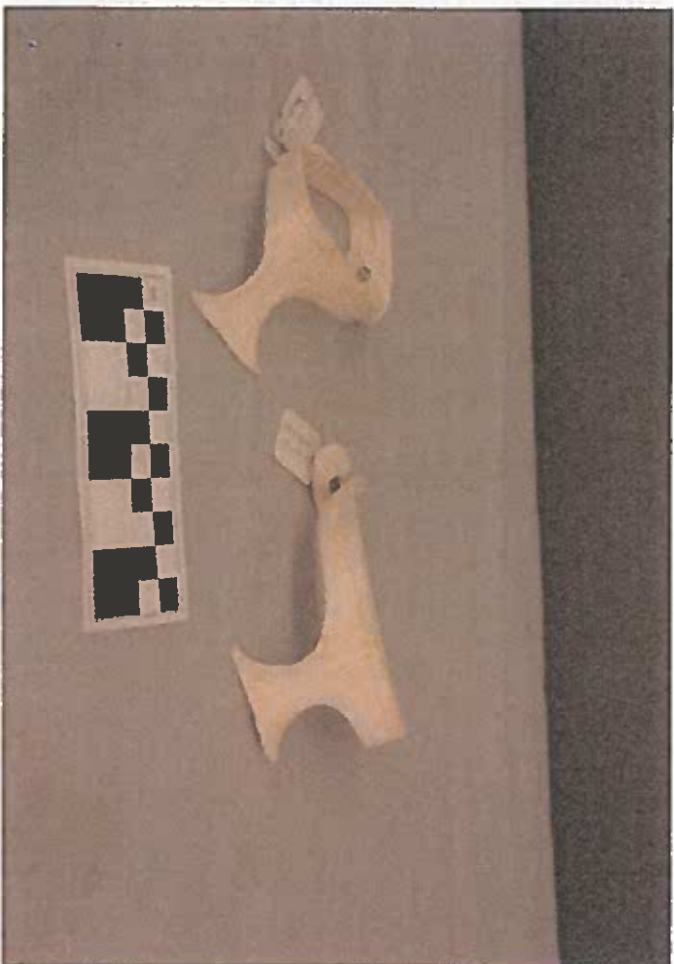
Administrator, Division of Museums and History

Chair, Board of Museums and History





CM-3723-6  
22, 33, 45, 56, 65, 71, 75, 91



CM-3723-5  
109, 110



REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 MARCH 12, 2018

**I. Private Funds Budget Summary**

<b>Private Funds Budget Summary B/A #5037 - Carson City</b>				
<b>State Fiscal Year 2018</b>				
	<b>GL/Cat#</b>	<b>Total Budget</b>	<b>Year to Date Actuals</b>	<b>Percentage Year to Date</b>
Cash From Prev Fiscal Year Unrestricted	2511	123,075	123,075	100.00%
Cash From Prev Fiscal Year Restricted	2511	9,238	9,238	100.00%
<b><u>Comparison of Revenues Budgeted/ Received:</u></b>				
Facilities Charge	3801	1,466	350	23.87%
Merchandise Sales*	4025	100,000	66,019	66.02%
Gifts & Donations	4251	3,057	1,301	42.55%
Private Grants	4265	15,000	250	1.67%
Friends of NSRMBC	4266	7,730	1,765	22.83%
Treasurers Interest	4326	659	0	0.00%
<b>Total Revenues:</b>		<b>\$127,912</b>	<b>\$69,684</b>	<b>54.48%</b>
<b><u>Comparison of Expenditures Budgeted/Expended:</u></b>				
Administration	35	8,358	2,530	30.27%
Exhibits	37	30,000	3,658	12.19%
Docents	43	1,600	0	0.00%
Museum Store	45	106,536	49,827	46.77%
Board Approved Special Projects	48	89,493	3,521	3.93%
Special Projects (Restricted)	55	12,000	2,578	21.48%
<b>Total Expenditures:</b>		<b>\$247,987</b>	<b>\$62,114</b>	<b>25.05%</b>
<b><u>Available Unrestricted Cash</u></b>			<b>132,973</b>	

**Revenue/Expenditure Comparison Narrative:**

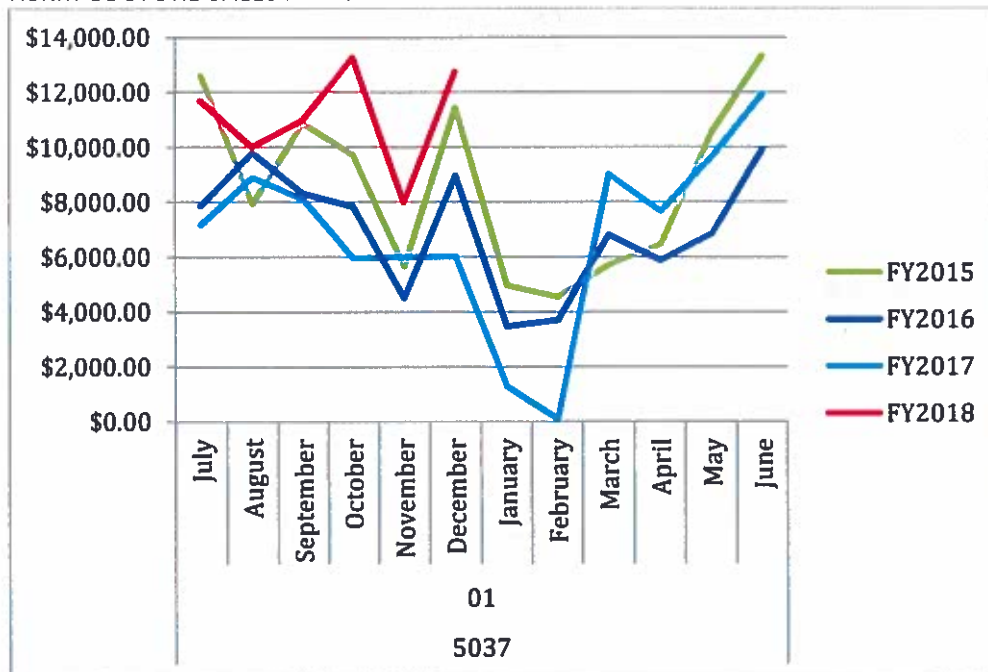
The above figures reflect the second quarter of fiscal year 2018 revenues and expenditures as of December 31, 2017.

\* Further detail available in the below identified sections.

## II. Museum Store Sales

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	11,680	9,998	10,972	13,260	7,980	12,755	0	0	0	0	0	0	66,645
FY 17	7,160	8,882	8,085	5,938	5,988	6,006	1,293	99	9,012	7,654	9,654	11,927	81,697
FY 16	7,851	9,780	8,294	7,821	4,490	8,966	3,465	3,709	6,807	5,874	6,836	10,253	84,145
FY 15	12,196	8,060	10,330	9,149	6,541	11,307	5,272	4,539	5,113	7,027	10,525	13,585	103,645
FY 14	12,859	8,294	5,165	10,815	4,882	7,444	4,522	3,258	6,234	6,705	8,033	13,003	91,213
YTD	11,680	21,677	32,649	45,909	53,889	66,645	0	0	0	0	0	0	66,645
YTD Comparison	163.14%	135.14%	135.32%	152.70%	149.48%	158.46%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	163.14%	112.56%	135.70%	223.33%	133.27%	212.38%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

NSRM CC STORE SALES ANNUAL COMPARISON



**Museum Store Sales Narrative:** The Museum Store is maintaining its strong performance reflected in the first quarter of FY18. The average sale per visitor is still at \$5.00. Store visitation and revenue was much higher than expected during our fall Harvest Train event. Lara initiated a new store promotion during Santa Train that resulted in exceptional store traffic and a large increase in December sales. The promotion included free gifts with some purchases, which had the positive

result of numerous old, stale items being purged from the store inventory. Report is through December 31, 2017.

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

Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other		Profit (Loss)	
July	11,680	7,050	2,591	73	9,715	1,965	16.8%
August	9,998	6,622	3,883	2,886	13,391	(3,394)	(33.9%)
September	10,972	3,481	3,822	113	7,416	3,556	32.4%
October	13,260	2,640	3,822	567	7,029	6,231	47.0%
November	7,980	7,016	3,883	41	10,940	(2,960)	(37.1%)
December	12,755	1,522	5,509	443	7,474	5,281	41.4%
January	-	-	-	-	-	-	0.0%
February	-	-	-	-	-	-	0.0%
March	-	-	-	-	-	-	0.0%
April	-	-	-	-	-	-	0.0%
May	-	-	-	-	-	-	0.0%
June	-	-	-	-	-	-	0.0%
FY18 Total	66,645	28,331	23,511	4,124	55,965	10,680	16.0%
FY17 Total	81,697	48,415	35,278	4,293	87,985	(6,288)	(7.7%)
FY16 Total	84,145	24,816	52,207	3,747	80,770	3,375	4.0%
FY15 Total	103,645	47,313	47,438	4,516	99,267	4,378	4.2%
FY14 Total	90,705	32,342	47,625	4,519	84,486	6,219	6.9%

**Museum Store Revenue and Expenditure Chart Narrative:** The museum store had better than expected sales during the fall and December. The store will let its inventory drop slightly during our slow months of January and February. Major purchasing and re-stocking will resume in March & April. Lara will continue to promote the store through social media, the NSRM website, our electronic entry sign and other avenues. It is expected that the store numbers will continue on the upward trend in the spring. Report is through December 31, 2017.

### **IV. Membership Program**

#### **Membership Program Narrative:**

The Nevada State Railroad Museum does not have a membership program. People wishing to support the museum through membership join the *Friends of the Nevada State Railroad Museum*. This non-profit organization provides cash support for various museum projects and programs. As of this date, the current total of memberships stands at 545, a slight increase.

## V. Museum Attendance Figures

Attendance chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	2930	1918	2038	2536	1199	1353	0	0	0	0	0	0	11974
FY 17	2812	1979	2006	2463	1350	1593	55	0	2260	1678	2185	2320	20701
FY 16	2812	2311	1689	2154	1168	1279	811	961	1453	1208	2208	2145	20199
FY 15	3441	2433	1581	1614	1254	1481	1010	897	1228	1394	2707	2232	21272
FY 14	2884	1727	1148	1132	1147	1236	609	647	1110	1133	1953	2011	16737
YTD	2,930	4,848	6,886	9,422	10,621	11,974	0	0	0	0	0	0	11,974
YTD Comparison	104.20%	101.19%	101.31%	101.75%	100.10%	98.12%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	104.20%	96.92%	101.60%	102.96%	88.81%	84.93%	0.00%	#DIV/0!	0.00%	0.00%	0.00%	0.00%	

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

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

### Museum Attendance Figures Narrative:

The second quarter attendance numbers are good. We had some difficulty getting the Santa Train riders into the museum proper. Report reflects activity through December 31, 2017.

## VI. Attendance Receipts

Current attendance receipts compared against three previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	14,646	8,848	10,027	13,020	5,261	4,099	0	0	0	0	0	0	55,901
FY 17	12,785	10,124	8,616	8,347	5,174	4,810	1,230	0	4,022	6,101	7,930	11,311	80,450
FY 16	9,799	10,356	8,081	8,606	3,698	4,178	3,055	3,565	5,767	4,716	7,311	12,343	45,079
FY 15	12,568	8,106	7,562	5,911	3,437	6,148	3,798	3,405	3,476	6,231	5,817	11,530	77,988
FY 14	7,607	6,922	6,121	8,150	1,912	6,971	3,341	1,370	4,341	3,183	6,642	10,439	66,999
YTD	14,646	23,494	33,521	46,541	51,802	55,901	0	0	0	0	0	0	55,901
YTD Comparison	114.56%	102.55%	106.33%	116.73%	115.00%	112.13%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	114.56%	87.40%	116.38%	155.98%	101.69%	85.22%	0.00%	#DIV/0!	0.00%	0.00%	0.00%	0.00%	

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

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

### Museum Attendance Receipts Narrative:

Attendance overall is tremendous. We had the Harvest Train in October; a motorcar scheduled for the Thanksgiving weekend and of course Santa Train. Report reflects activity through December 31, 2017.

## **VII. Train Ride Receipts**

Train Ride receipts compared against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	8,953	2,898	5,715	14,180	5,249	18,809	0	0	0	0	0	0	55,804
FY 17	7,264	4,487	7,239	9,738	6,917	18,024	190	0	0	317	5,161	5,258	64,594
FY 16	7,703	4,087	5,477	4,992	3,828	16,671	1,650	0	0	2,553	5,592	8,714	61,268
FY 15	10,086	807	6,760	1,856	2,141	9,039	106	0	0	0	5,934	8,049	44,779
FY 14	9,754	0	0	994	1,362	6,718	0	0	0	0	5,215	617	24,660
YTD	8,953	11,851	17,566	31,746	36,995	55,804	0	0	0	0	0	0	55,804
YTD Comparison	123.3%	100.9%	92.5%	110.5%	103.8%	104.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	123.3%	64.6%	79.0%	145.6%	75.9%	104.4%	0.0%	#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:** Our Events Committee has focused on visitor experience and boosting planned visitation. We are experiencing significant decrease in drive-by visitors. The efforts of the Events Committee are a good offset to the decrease in 'impulse' visitors.

## **VIII. Fundraising Activities:**

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

## **IX. General Museum Activities**

- Two weekends of Harvest Train occurred during October 2017. This was the first year the weather cooperated on both weekends of Harvest Train. Trains were full most days, requiring the steam crew to add a fourth car to the train. Visitors were having a great time at the pumpkin patch, food trucks, and with the Carson City Fire Department (which brought fire engines and an ambulance to the museum). Approximately 2,700 people visited the museum during the four days of Harvest Train in 2017. We received publicity on Facebook, KTVN 2, the KOLO 8 website, Carson Now, Juan 101.7, More 106.9, and other outlets.



- In honor of Nevada Day the museum offered free admission to everyone on Friday, October 27 and Saturday, October 28.
- The rebuilding of the V&T Tunnel Car 57 was completed in October 2017. The car was last rebuilt in 1986 and in desperate need of repair. Volunteer Peter Van Bommel led the project. As much of the car was reused as possible with most of the frame, side sills, and intermediate sills needing to be replaced. After reassembly the car was repainted and relettered for the V&T. Thanks to the efforts of Mr. Van Bommel and his crew, Tunnel Car 57 was back in service just in time for the Harvest Train weekends when a fourth car proved valuable to the consist.
- The 2017 Santa Train was a big success. We had three special Santa Trains for kids with compromised immune systems during the first two weekends. Several families participated in the event, which was covered by the RGJ, KOLB 8, and KTVN 2. Thank you to volunteer Rebecca Bevans for organizing this amazing community event, the steam crew for sticking around for extra runs, Guy Clifton for getting the media out here, and to the local businesses that donated gifts for the children. Additionally, Insight with Connie Wray featured a 15-minute segment about Santa Train with Curator Adam Michalski on Alice 96.5 FM on December 16. Also, the store made more money during the three Santa Train weekends than it did in the entire month of December of 2016, thanks to Lara Brown's savvy museum store promotions. The Friends of NSRM raffle generated over \$2,000 for their group, as well. Vendini ticket sales increased as a proportion of tickets available online, with 81 percent of the online ticket inventory sold. In 2016 online ticket inventory sold was 57 percent and in 2015 it was 32 percent.
- The museum experimented with offering Edwards Car rides during the winter break between December 27-31. Ridership was quite high on December 27 and tapered off as the week went on. However, it proved to be a successful experiment and will be offered again in December 2018, weather permitting.

## **Mission Statement**

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

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

## **Current Operations**

As of July 1, 2013 the museum expanded to operating for the public five days per week; Thursday through Monday, 9:00a.m.to 4:30p.m.



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

## NEVADA MUSEUMS & HISTORY



Date: February 26, 2018  
To: Robert Stoldal, Chair, Board of Museums and History  
Through: Peter Barton, Administrator, Division of Museums and History  
From: Dan Thielen, Museum Director, Nevada State Railroad Museum  
Re: Free Admission Armed Forces Day

The NSRM requests to offer free admission on Armed Forces Day for all Veterans, Active Duty, Reserves and National Guard members. We are planning a Salute to the Armed Forces and are inviting various organizations (veterans, active duty, and re-enactors) to provide exhibits.

Thank you



February 13 2018

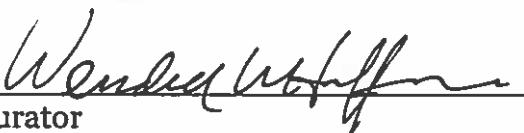
Authorization is requested to de-accession entire donation RM-3802 from the Nevada State Railroad Museum's permanent collection.

This donation consists of four Lionel large-scale "North Pole Railroad" train sets. Each contains one locomotive, one car, and one caboose, along with track and controller.


These train sets were donated by Francis [Carrington] Realty in 1990, following their use in a display in the Carson mall. These train sets have been stored for no purpose since being accepted as "permanent artifacts." They do not conform to the museum's collection criteria. If de-accessioned from permanent status, they will be held as expendable items and available for use in Christmas displays at the museum.

Approved by

Date

  
Curator

13 Feb 2018

  
Museum Director

14 Feb 2018

\_\_\_\_\_  
Administrator, Division of Museums & History

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



**REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 MARCH 12, 2018**

**I. Private Funds Budget Summary**

<b>Private Funds Budget Summary B/A #5037 - Boulder City</b>				
<b>State Fiscal Year 2018</b>				
	<b>GL/Cat#</b>	<b>Total Budget</b>	<b>Year to Date Actuals</b>	<b>Percentage Year to Date</b>
Cash From Prev Fiscal Year Unrestricted	2511	19,231	19,231	100.00%
Cash From Prev Fiscal Year Restricted	2511	10,000	10,000	100.00%
<b><u>Comparison of Revenues Budgeted/ Received:</u></b>				
Facilities Charge	3801	1,500	1,100	73.33%
Merchandise Sales*	4025	38,347	19,627	51.18%
Gifts & Donations	4251	1,468	867	59.03%
Private Grants	4265	2,000	0	0.00%
Friends of NSRMBC	4266	5,206	1,093	20.99%
<b>Total Revenues:</b>		<b>\$48,521</b>	<b>\$22,686</b>	<b>46.76%</b>
<b><u>Comparison of Expenditures Budgeted/Expended:</u></b>				
Boulder City Railroad	52	65,752	15,259	23.21%
Special Projects (Restricted)	55	12,000	0	0.00%
<b>Total Expenditures:</b>		<b>\$77,752</b>	<b>\$15,259</b>	<b>19.63%</b>
<b><u>Available Unrestricted Cash</u></b>			<b>26,658</b>	

**Revenue/Expenditure Comparison Narrative:**

In October at the request of the Boulder City Chamber of Commerce, we hosted a small circus. This generated \$1,100 in facilities rental. We expect to host them again this spring. The above figures reflect the second quarter of fiscal year 2018 revenues and expenditures as of December 31, 2017. \* Further detail available in the below identified sections.

Nevada State Railroad Museum-BC  
Report to the Board  
March 12, 2018

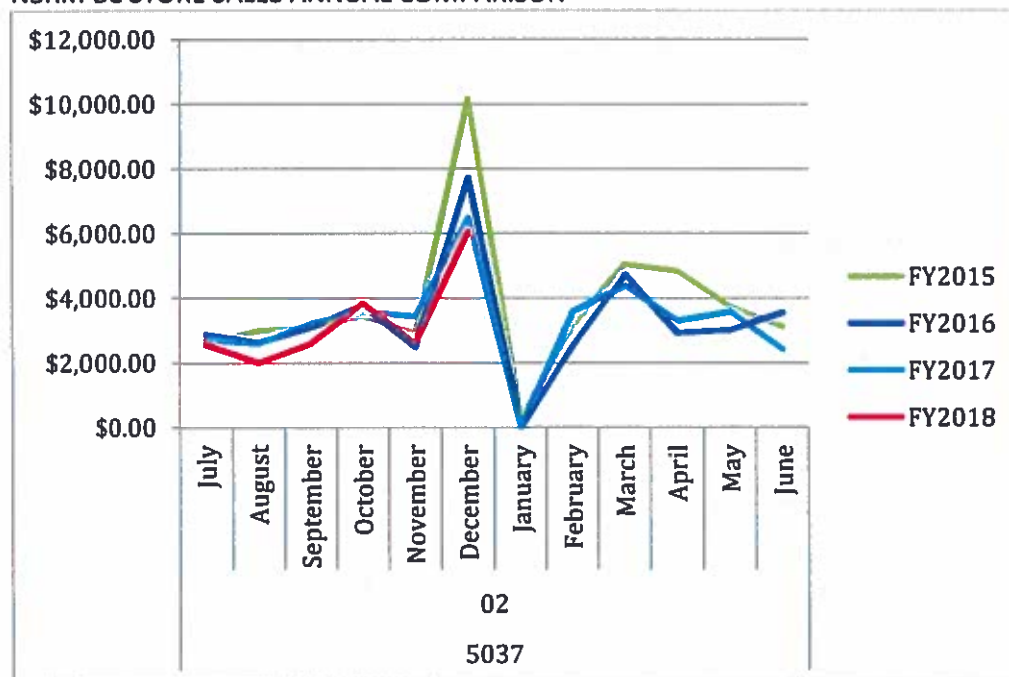
## II. Museum Store Sales

Store sales chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	2,552	1,997	2,590	3,843	2,603	6,042	0	0	0	0	0	0	19,627
FY 17	2,703	2,588	3,216	3,583	3,442	6,473	0	3,585	4,382	3,301	3,580	2,411	39,264
FY 16	2,881	2,621	3,099	3,785	2,495	7,720	0	2,531	4,727	2,925	3,015	3,548	39,347
FY 15	2,606	2,999	2,706	3,839	2,909	10,160	305	3,194	4,158	5,719	2,924	3,928	45,448
FY 14	2,973	3,370	3,356	3,559	3,083	8,219	515	3,158	3,663	4,281	3,354	3,218	42,749
YTD	2,552	4,549	7,139	10,982	13,585	19,627	0	0	0	0	0	0	19,627
YTD Comparison	94.4%	86.0%	83.9%	90.8%	87.5%	89.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	94.4%	77.2%	80.5%	107.3%	75.6%	93.3%	#DIV/0!	0.0%	0.0%	0.0%	0.0%	0.0%	

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

### NSRM BC STORE SALES ANNUAL COMPARISON



**Museum Store Sales Narrative:** The Boulder City facility continues to operate an established museum store during a two-day-a-week schedule, coinciding with the operation of our train rides each Saturday and Sunday. The museum and store have historically been closed in January. Store sales are limited by the size of the very small store (196 square feet). This summer we reduced our train schedule to three trains from four, due to high temperatures, reducing ridership and store sales. To maintain ridership, will

be running trains in January, and are expecting to see offsetting store revenue. The POS system continues to have occasional credit card system issues. Store sales are reported through Dec 31, 2017.

### III. Museum Store Revenue and Expenditure Chart

Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	2,552	-	414	-	414	2,138	83.8%
August	1,997	-	575	1,136	1,711	286	14.3%
September	2,590	507	287	32	826	1,764	68.1%
October	3,843	2,008	570	89	2,666	1,177	30.6%
November	2,603	3,370	854	34	4,258	(1,656)	(63.6%)
December	6,042	3,217	429	153	3,798	2,244	37.1%
January	-	-	-	-	-	-	0.0%
February	-	-	-	-	-	-	0.0%
March	-	-	-	-	-	-	0.0%
April	-	-	-	-	-	-	0.0%
May	-	-	-	-	-	-	0.0%
June	-	-	-	-	-	-	0.0%
FY18 Total	19,627	9,100	3,129	1,444	13,673	5,954	30.3%
FY17 Total	39,264	23,213	5,846	6,017	35,076	4,189	10.7%
FY16 Total	44,536	19,247	6,957	463	26,666	17,870	40.1%
FY15 Total	45,448	24,342	11,816	6,001	42,159	3,289	7.2%
FY14 Total	43,515	18,084	15,875	853	34,812	8,703	20.0%

**Museum Store Revenue and Expenditure Narrative:** The store continues to show a significant net profit but that profit is erratic on a monthly basis, due to uneven merchandise purchases. For example, we made large purchases in November to support December sales. Minimum purchase quantities require us to purchase multiple months of stock at one time. This report covers store/sales activity through Dec 31, 2017

### IV. Membership Program

**Museum Membership Narrative:** The NSRM/BC has no an active membership program. Individuals wanting to support the museum do so by joining/supporting the *Friends of the Nevada Southern Railway*. As of this Dec 31, 2017, the *Friends* membership stands at 415 memberships (Individual, Senior & Family level). We continue to attribute much of this to families joining to participate in our monthly "*Story Time on the Train*".

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

Attendance chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	1,514	1,065	1,183	3,987	1,669	11,744	0	0	0	0	0	0	21,162
FY 17	1,705	1,199	1,968	3,980	1,553	11,420	0	1,958	2,438	3,377	1,970	1,071	32,639
FY 16	1,489	1,675	1,710	3,444	2,152	12,083	0	2,424	2,546	2,631	2,275	1,102	33,531
FY 15	1,372	1,731	1,338	2,429	2,172	12,151	0	1,993	2,720	2,228	2,606	1,183	31,923
FY 14	1,437	1,525	1,739	2,672	3,623	9,551	0	1,552	2,320	1,728	1,804	1,346	29,297
YTD	1,514	2,579	3,762	7,749	9,418	21,162	0	0	0	0	0	0	21,162
YTD Comparison	88.8%	88.8%	77.2%	87.5%	90.5%	97.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	88.8%	88.8%	60.1%	100.2%	107.5%	102.8%	#DIV/0!	0.0%	0.0%	0.0%	0.0%	0.0%	

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

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

**Museum Attendance Figures Narrative:** Attendance (train riders) in SFY 2018 is down due to annulling the 2:30 train in July, August and part of September due to high heat. Our ridership fluctuates based on weather. In 2018 will be operating trains in January, when we have historically been closed. We continue to find that special events including the ongoing monthly Story-time on the train, our Easter themed weekend, Our Halloween trains, and Christmas events, all of which are profitable and sustainable drive ridership. We note that Christmas trains operate at capacity, limiting future growth. This report covers the period through Dec 31, 2017.

## VI. Attendance Traffic (Display Pavilion Only)

Current attendance traffic compared against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	587	822	1,250	2,441	851	4,240	0	0	0	0	0	0	10,191
FY 17	450	457	679	522	293	321	551	432	902	861	577	873	6,918
FY 16	446	427	357	337	324	263	165	450	887	1,114	519	300	5,589
FY 15	150	419	230	169	316	244	272	267	342	404	451	515	3,779
FY 14	235	234	366	350	300	175	255	241	230	207	246	255	3,094
YTD	587	1,409	2,659	5,100	5,951	10,191	0	0	0	0	0	0	10,191
YTD Comparison	130.4%	155.3%	167.7%	241.9%	247.9%	374.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	130.4%	179.9%	184.1%	467.6%	290.4%	1320.9%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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

### **Museum Attendance Receipts Narrative:**

The Boulder City facility does not charge an admission fee other than train ride fares at this time. The NSRM/BC tracks non-paying visitors passing through our un-staffed, open-air display pavilion Monday through Friday from 9:00 to 3:30 only (hours extended as staffing allows). We continue to extend the hours that the pavilion is open, and as a result are seeing substantially higher attendance, (We note that our FY 17 attendance is more than double that from FY 2014). As of September we have added a guest register to collect guest demographic information. Data shows that as much as 70% of the weekday pavilion guests are from outside Las Vegas area. Report is through Dec 31, 2017.

## **VII. Train Ride Receipts**

Train Ride receipts compared against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	6,200	6,521	7,911	22,930	30,969	37,281	0	0	0	0	0	0	111,812
FY 17	8,327	9,169	10,725	20,310	22,319	57,586	0	12,029	14,756	18,475	15,317	7,151	196,163
FY 16	9,832	9,021	11,610	20,803	25,915	59,527	0	10,617	17,918	12,721	16,108	7,213	201,285
FY 15	7,833	9,051	9,834	18,476	16,395	57,500	2184.43	11,770	11,853	19,726	9,899	16,925	191,447
FY 14	8,595	9,248	12,259	18,082	23,421	46,148	0	9,824	13,050	16,432	10,931	10,351	178,341
YTD	6,200	12,721	20,632	43,562	74,531	111,812	0	0	0	0	0	0	111,812
YTD Comparison	74.5%	72.7%	73.1%	89.8%	105.2%	87.1%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	74.5%	71.1%	73.8%	112.9%	138.8%	64.7%	#DIV/0!	0.0%	0.0%	0.0%	0.0%	0.0%	

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

**Train Ride Receipts Narrative:** Ridership in the first quarter was down from the previous year, primarily attributed to annulling the 2:30 train ride in July and August, a total of 20 fewer trains. The average high temperature in Boulder City in those months (in 2017) was 101, with a peak high of 114. While our passenger train is air conditioned, the locomotive cabs are not, and temperature in the locomotive cabs have been measured as high as 132 degrees. To offset this reduction in ridership, starting in 2018 we will be running trains in January. (24 trains total). Ridership in the second quarter was very strong, driven by Halloween and Christmas special events. This year we were particularly successful in pre selling tickets for our Christmas trains, increasing November sales numbers while reducing December ticket sales.

## **VIII. Fundraising Activities**

We received a \$1,200 gift from the Rotary Club of Boulder City to support the crafts on our "Storytime" train. Additionally the Rotary Club has committed to volunteering on that train, reading stories and helping with crafts.



Our partner in the expanded museum project, the Boulder City Economic Vitality Commission received a \$150,000 grant from the Regional Transportation Commission for engineering and traffic studies for the bike path and road which are included in the museum site design.

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

- We have continued to utilize social media channels to promote our events as well as the regular weekend train rides. We continue to find that social media is an excellent tool in outreach for the museums events and programs. To date the museum has 7,819 followers on the Museum's and Friend's Facebook pages. We monitor reviews on Facebook, (4.5 stars on the state site, 4.8 stars on the Friend's site) Travel Advisor (4.5 stars, 135 combined reviews for the Railroad Museum and the Nevada Southern Railway excursion, with the Museum being the 8<sup>th</sup> most popular activity in Boulder City with the Railroad being the 13<sup>th</sup> most popular, up one from last report!) Yelp (4.5 stars, 53 reviews and 165 photos posted) and Google (4.7 stars, 191 reviews).

Notable comments during this period:

Jason S. from Henderson reviewed Nevada State Railroad Museum, Boulder City — 5 star

Very inexpensive, the kids will be excited to see the classic locomotives, and there's hot chocolate for sale. Lots of photo ops, mini train ride , mini ride on a large steamer, and the best of all a few mile scenic ride on the famous Santa train. The cars are classic and have the original seating, the staff are polite and you'll see mr and mrs clause! Great trip!

From Travelfamily *Historic, affordable and fun for the little guys*

*We go down with our young grandsons. You get to tour the rail yard and all the trains. Then for a fairly reasonable amount you get about a twenty minute ride on the train. My grandsons love being able to move through the coaches and the cars and try out all the different seats and areas. The view is nice and the train is not crowded, except during the holidays. We really enjoy the experience and most of the cars are air-conditioned so you can go at anytime.*

- During this report period (July through Sept), the NSRM-BC accommodated 3 school runs with 89 students and teachers participating.
- We continue to offer Storytime on the Train once a month, a program for K/pre-K students which includes reading an age appropriate book, then doing a craft. We are finding that families return regularly for this activity, contributing to our Friends membership success. This program has been recognized by a local Rotary club who have made donation to support the program, and are supplying volunteers.
- We hosted 4 Engineer for an Hour programs (\$250 fee each) generating \$1,000 in revenue.
- We continue to use "Vendini" an on line ticket sales service for our Santa Trains. This year over 91% of our Santa Train tickets were sold through Vendini.
- All four Locomotives were available for service as of 12/31/2017. We are anticipating taking locomotive 1000 (Union Pacific, built by Electro Motive Corporation, 1939) out of service in the next quarter for significant inspection and preventive maintenance.

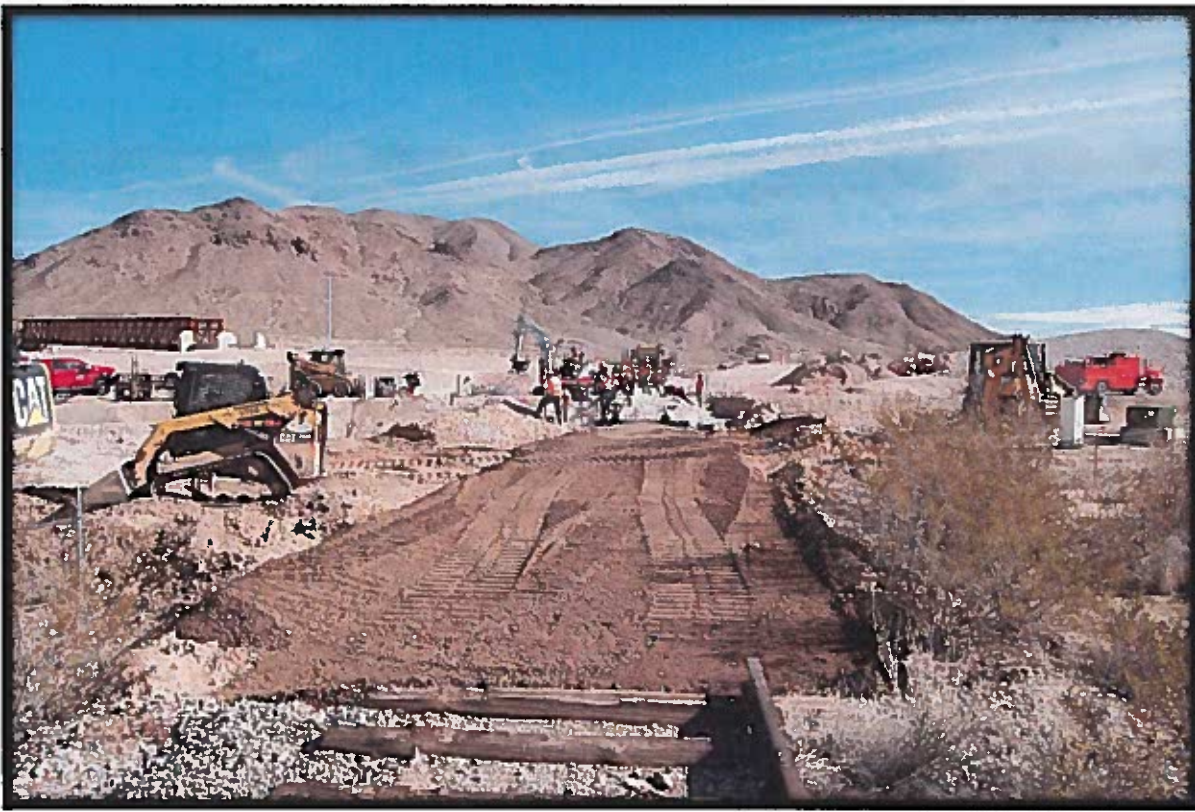
- We received two significant collections of Union Pacific and other railroad material, including timetables, advertising brochures, post cards and photographs. Staff has inventoried that material and has been looking through storage areas to find previously donated material, housed all in a safe organized environment, and are looking forward to cataloging it in Past Perfect.
- We continue to work with the City of Boulder City, as well as with Nevada State Public Works Division to develop plans for a new visitor center and museum expansion adjacent to downtown Boulder City. The building passed its schematic design review, but further work is suspended pending identification of funding for construction.
- Once again, we would like to recognize the invaluable hours that our volunteers here at NSRM-BC donate to the operations here at the museum. Without their help we would not be able to run the museum. For July, August and September of 2017, 48 volunteers donated 2,108 hours to make the operation of this museum possible.

### **Mission Statement**

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

### **Current Operations**

The Nevada State Railroad Museum, Boulder City offers public train excursions on Saturdays and Sundays throughout the year. The display pavilion is open 7 days a week (as staffing permits.)



Grading track approach, I-11 bridge, Railroad Pass, January 2018.



Track laying, approach to I-11 bridge at Railroad Pass. January 2018.





**I-11 Rail Overpass, Railroad Pass**

**Reconnects rail line to Henderson and Las Vegas for the first time since 1985.**



**REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 MARCH 12, 2018**

**I. Private Funds Budget Summary**

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

State Fiscal Year 2018		Total	Year to Date	Percentage
	<u>GL./Cat#</u>	<u>Budget</u>	<u>Actuals</u>	<u>Year to Date</u>
Cash From Prev Fiscal Year Unrestricted	2511	47,306	47,306	100.00%
Cash From Prev Fiscal Year Restricted	2511	0	0	0.00%
<b><u>Comparison of Revenues Budgeted/ Received:</u></b>				
Facilities Charge	3801	2,000	0	0.00%
Gifts & Donations	4251	2,000	0	0.00%
<b>Total Revenues:</b>		<b>\$4,000</b>	<b>\$0</b>	<b>0.00%</b>
<b><u>Comparison of Expenditures Budgeted/Expended:</u></b>				
East Ely Depot	51	51,306	7,702	15.01%
Special Projects (Restricted)	55	0	0	0.00%
<b>Total Expenditures:</b>		<b>\$51,306</b>	<b>\$7,702</b>	<b>15.01%</b>
<b><u>Available Unrestricted Cash</u></b>			<b>39,604</b>	

**Revenue/Expenditure Comparison Narrative:**

The above figures reflect the second quarter of fiscal year 2018 revenues and expenditures as of December 31, 2017.

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

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

**III. Museum Revenue and Expenditure Chart N/A**

**Museum Store Revenue and Expenditure Narrative:** N/A

#### IV. Membership Figures

Membership Figures Narrative: N/A

#### V. Museum Attendance Figures

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	880	785	750	543	182	238	110	0	0	0	0	0	3,488
FY 17	981	698	679	497	163	324	42	64	236	419	607	824	5,534
FY 16	780	1,010	805	547	105	99	63	110	247	301	543	707	5,317
FY 15	50	51	67	85	33	30	39	56	67	110	262	719	1,569
FY 14	122	138	80	48	23	9	10	19	60	64	85	74	732
YTD	880	1,665	2,415	2,958	3,140	3,378	3,488	0	0	0	0	0	3,488
YTD Comparison	89.7%	99.2%	102.4%	103.6%	104.0%	101.1%	103.1%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	89.7%	112.5%	110.5%	109.3%	111.7%	73.5%	261.9%	0.0%	0.0%	0.0%	0.0%	0.0%	

#### Museum Attendance Figures Narrative:

We are tracking for a slightly better year than last year. January and February are our lowest months in terms of visitation, but our visitors seem to stay longer. They come with research requests and we spend the time necessary to give them what they are seeking. March will provide an upswing as the “snowbird” traffic increases, then we’ll be into our higher spring and summer months.

An additional 206 visitors can be added to the last quarter. That number represents children and those who came without tickets.

#### VI. Attendance Receipts

Current attendance receipts compared against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	0	0	0	0	0	0	0	0	0	0	0	0	0
FY 17	0	0	0	0	0	0	4,716	0	0	0	0	2,962	7,678
FY 16	0	0	0	0	0	0	0	0	0	0	0	10,374	10,374
FY 15	0	0	0	0	0	0	0	0	0	0	0	9,002	9,002
FY 14	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD Comparison	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Monthly Comparison	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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

**Museum Attendance Receipts Narrative:**

We look forward to a solution of the unilateral cancelation of our joint ticket agreement by the Nevada Northern Railway Foundation in mid-April. A meeting has been set for February 20-21, 2018. We are hopeful it is productive and we have an agreement to go forward. It has been costly to the State with more than \$10,000 in joint revenue lost since their canceling the agreement. A team has been established that includes board members, Division Attorney, State Land Attorney, and Division and Department Directors. We look forward to a workable agreement going forward that is fair. State Lands will be participating since their concern is that there is now a private entity using a State Building and assets without any compensation to the taxpayer.

**VII. Fundraising Activities**

The Great Basin Heritage Area has approved our request for funds to upgrade our exhibits. Our grant to them totaled \$30,000 for upgraded exhibits and make them ADA accessible to visitors. They have agreed that our use of a consultant can move forward without going out to bid. This will ensure maximum value and minimum delay.

**VIII. General Museum Activities**

- Sean was invited to be the keynote speaker for the Ely Airport Centennial celebration. Little was known about the airport that was renamed Yelland Field during WWII. It took significant time and research to obtain the primary sources and prepare the presentation but it was well received. That event has led to an invitation for our participation in Air Races in the coming months where NSRM-Ely will be the presenter of a series of lectures regarding the history of the airport and stories of those who made it happen. It is a partnership we appreciate that allows us to contribute to our community and reach a broader audience.
- Last September we partnered with the White Pine Tourism and Recreation Board for an event called "Race the Rails" where cyclists could race the steam train from the starting line to our Freight Building. No one was sure what the participation would be. However, it seems to have been popular and plans are underway to do it again. We will be the co-sponsor and open the Freight Building for the meeting, awards ceremony, and luncheon.
- Eastern Nevada is experiencing a boom, at the same time our budget is experiencing a decline. We were able to use private funds to increase our contract employee hours through Manpower. This in turn, allowed us to complete a tremendous amount of deferred maintenance when we had Kevin Owens as part of our staff. Now that those funds are depleted, we were forced to cut our contract employee's hours which will likely cause him to seek full time employment. If that occurs, we will replace him, but it is an indication that Ely's staffing is insufficient. We will prepare budgets requesting an additional employee and seek to augment the contract hour position. Our current staffing level is barely adequate and has little provision for an employee who is sick or takes annual leave.
- You may recall the last Board Report included Hollywood coming to NSRM-Ely for a "low budget" movie to be filmed. Despite our preparations and Peter's expediting the paperwork, they never showed up. We sent an invoice for the time we had invested which they never paid. We were never informed that they changed their venue, they just failed to show up. We are putting this one in the "live and learn" category.



- Sean participated in filming a segment for 7<sup>th</sup> Grade curriculum. He was the featured historian for eastern Nevada and modern mining. The segment will become available for all Nevada schools as editing is completed. It should be ready for the 2018/19 school year.
- We continue to make progress on many fronts. As always, we welcome your visit, input, or concerns.

### **Mission Statement**

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

### **Current Operations**

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



**REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 MARCH 12, 2017**

**I. Private Funds Budget Summary**

<b>Private Funds Budget Summary B/A #5038</b>				
<b>State Fiscal Year 2018</b>				
	<b>GL/Cat#</b>	<b>Total Budget</b>	<b>Year to Date Actuals</b>	<b>Percentage Year to Date</b>
Cash From Prev Fiscal Year	2511	33,688	33,688	100.00%
<b><u>Comparison of Revenues Budgeted/ Received:</u></b>				
Memberships *	4008	4,113	1,865	45.34%
Merchandise Sales *	4025	97,642	41,985	43.00%
Gifts & Donations	4251	1,374	756	55.05%
Private Grants	4265	500	0	0.00%
Treasurer's Interest	4326	161	106	65.66%
<b>Total Revenues:</b>		<b>\$103,790</b>	<b>\$44,712</b>	<b>43.08%</b>
<b><u>Comparison of Expenditures Budgeted/Expended:</u></b>				
Administration	35	6,417	1,019	15.88%
Archeology Special Projects	36	2,900	172	5.93%
Buildings & Grounds	37	3,498	0	0.00%
Museum Store *	41	98,872	36,728	37.15%
Special Events	42	4,450	3,359	75.48%
Board Appr Special Projects	48	20,653	0	0.00%
Special Projects (Restricted)	55	688	0	0.00%
<b>Total Expenditures:</b>		<b>\$137,478</b>	<b>\$41,278</b>	<b>30.03%</b>

**Revenue/Expenditure Comparison Narrative:**

At the end of the second quarter, LCM is in a comfortable place with respect to revenues and expenditures.

\* Further detail available in the below identified sections.

Lost City Museum  
Report to Board  
March 12, 2017

## II. Museum Store Sales

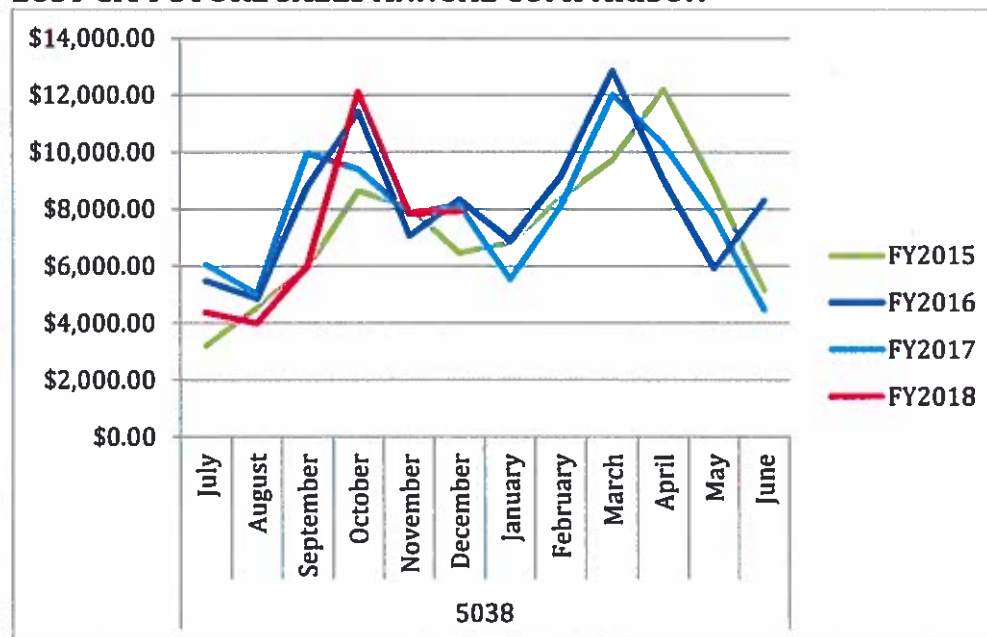
Store sales chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
FY 18	4,378	3,978	5,994	12,098	7,833	7,926	0	0	0	0	0	0	42,207
FY 17	6,049	5,015	9,955	9,394	7,835	8,149	5,527	8,107	12,006	10,252	7,736	4,468	98,008
FY 16	5,460	4,841	8,803	11,401	7,060	8,343	6,908	9,146	12,838	8,997	5,913	8,297	87,978
FY 15	2,659	4,827	5,513	8,101	8,810	6,607	6,803	8,278	9,403	12,119	9,295	5,562	85,803
FY 14	4,570	4,408	7,204	11,181	7,925	5,894	7,748	6,600	11,151	8,269	5,433	5,420	60,993
YTD	4,378	8,356	14,350	26,448	34,281	42,207	0	0	0	0	0	0	42,207
YTD Comparison	72.37%	75.52%	68.27%	86.96%	89.63%	90.97%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	72.37%	79.32%	60.21%	128.79%	99.98%	97.26%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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

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

### LOST CITY STORE SALES ANNUAL COMPARISON



**Museum Store Sales Narrative:** Store sales were strong in the second quarter, although holiday sales were somewhat lower than expected. With the data from the POS system, LCM is looking at making modest price adjustments on best sellers and possibly streamlining the number of items in the mid-price range. The store does well selling high-end jewelry and pottery and on inexpensive items for children and tourists.

### III. Museum Revenue and Expenditure Chart

#### Museum Store Profit and Loss Chart

FY2018	Revenues	Expenditures			Total Expenditure	Net Profit (Loss)	% Net Profit (Loss)
		Merchandise	Personnel	Oper/Other			
July	4,378	208	1,033	2	1,244	3,134	71.6%
August	3,978	3,183	1,757	1,430	6,370	(2,392)	(60.1%)
September	5,994	8,629	837	33	9,499	(3,505)	(58.5%)
October	12,098	4,315	837	132	5,284	6,815	56.3%
November	7,833	5,742	1,116	49	6,907	926	11.8%
December	7,926	6,146	2,387	420	8,952	(1,026)	(12.9%)
January	-	-	-	-	-	-	0.0%
February	-	-	-	-	-	-	0.0%
March	-	-	-	-	-	-	0.0%
April	-	-	-	-	-	-	0.0%
May	-	-	-	-	-	-	0.0%
June	-	-	-	-	-	-	0.0%
FY18 Total	42,207	28,223	7,966.43	2,066	38,255	3,951	9.4%
FY17 Total	94,494	53,708	22,331	6,908	82,948	11,546	17.5%
FY16 Total	98,008	53,406	25,311	2,179	80,896	17,111	12.3%
FY15 Total	87,977	45,217	22,755	9,190	77,162	10,815	14.2%
FY14 Total	85,803	48,253	23,151	2,232	73,636	12,167	11.5%

#### Museum Store Revenue and Expenditure Narrative:

LCM made significant purchases in December that were not immediately off-set by sales. The museum store typically returns to a period of strong sales in March-May, when we expect to see profits again.

#### IV. Membership Program

##### Membership Figures

Membership	<u>Qtr 1</u> <u>July - Sep</u>		<u>Qtr 2</u> <u>Oct - Dec</u>		<u>Qtr 3</u> <u>Jan - Mar</u>		<u>Qtr 4</u> <u>April - June</u>		<u>TOTAL</u>	
Categories	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual		3		5						8
Family		3	1	2						6
Sustaining		2		4						6
Contributing										0
Patron				1						1
Benefactor										0
Senior		6	6	7						19
<b>FY 18</b>	0	14	7	19	0	0	0	0	7	33
<b>FY 17</b>	1	14		15		19		18	1	66
<b>FY 16</b>		11		20		15		16	0	62
<b>FY 15</b>		27		17		12		18	0	74
<b>FY 14</b>		26		17		20		19	0	82
<b>YTD</b>	0	14	7	19	0	0	0	0	7	33
YTD Comparison	#DIV/0!	100.00%	100.00%	1457.58%	0.00%	0.00%	0.00%	0.00%		
Quarterly Comparison	0.00%	100.00%	#DIV/0!	126.67%	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 Sales

Membership sales are sluggish. LCM has been actively promoting the benefits of membership to docents and civic organization members – stressing free admission to and discounts at all state museums. We’ve also placed a “cheat sheet” in the museum store that gives the breakeven point for senior and individual memberships. Store associates can easily see how close a customer might be to that point. They are able then to show how using a new membership discount would

Lost City Museum  
Report to Board  
March 12, 2017

make a membership “free” to purchase and how it would also provide considerable additional value throughout the year.

Membership sales comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
<b>FY 18</b>	175	95	235	260	190	910	0	0	0	0	0	0	1,865
<b>FY 17</b>	235	213	527	295	100	155	540	40	980	715	110	640	4,550
<b>FY 16</b>	75	155	75	250	750	175	260	60	340	75	210	630	3,055
<b>FY 15</b>	195	230	135	425	220	20	120	95	530	290	220	535	3,015
<b>FY 14</b>	115	215	115	215	200	40	130	135	170	120	170	535	2,160
<b>YTD</b>	175	270	505	765	955	1,865	0	0	0	0	0	0	1,865
<b>YTD Comparison</b>	74.47%	60.27%	51.79%	60.24%	69.71%	122.30%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Monthly Comparison</b>	74.47%	44.61%	44.59%	88.14%	190.00%	587.10%	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:** LCM is working to provide more programming to help entice local audiences to the museum on a more regular basis – making the free admission feature of membership more attractive. A year-long archaeology series of lectures and workshops, for instance, is set to begin in early 2018.

## V. Museum Attendance Figures

Attendance chart comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
<b>FY 18</b>	818	766	1,038	1,667	1,198	924	0	0	0	0	0	0	6,411
<b>FY 17</b>	818	657	1,222	1,541	1,404	893	906	1,336	1,802	1,783	1,061	795	14,033
<b>FY 16</b>	840	827	1,043	1,443	1,214	926	1,056	1,324	1,899	1,609	1,004	848	13,305
<b>FY 15</b>	738	872	785	1,368	1,348	837	1,026	1,195	1,650	1,533	1,234	719	14,460
<b>FY 14</b>	930	763	1,321	1,331	1,504	1,111	1,137	1,225	1,670	1,576	1,122	770	9,017
<b>YTD</b>	818	1,584	2,622	4,289	5,487	6,411	0	0	0	0	0	0	6,411
<b>YTD Comparison</b>	100.00%	107.39%	97.22%	101.20%	97.25%	98.10%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Monthly Comparison</b>	100.00%	116.59%	84.94%	108.18%	85.33%	103.47%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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

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

## Museum Attendance Figures Narrative:

Museum attendance was strong during the quarter, in part due to the number and size of tour groups (both school tours and adult groups.) In October, which was an unusually busy month for tours, there were 551 tour visitors of the 1667 guests in total. LCM continues to develop materials to send to commercial tour operators, particularly to those with the nearby Valley of Fire State Park as one of their featured destinations.

## VI. Attendance Receipts

### Museum Receipts Figures Narrative: See above

Current attendance receipts compared against four previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 18	2,605	3,180	3,510	4,911	5,165	2,670	0	0	0	0	0	0	22,041
FY 17	2,795	2,360	4,580	4,995	4,206	3,069	3,145	4,770	7,080	6,075	4,768	3,715	51,799
FY 16	2,900	2,747	3,359	5,101	3,908	3,160	3,365	5,175	8,305	5,685	3,845	4,249	51,078
FY 15	2,220	3,005	3,614	4,296	4,349	4,725	3,929	4,771	5,386	6,881	5,318	2,585	55,140
FY 14	2,119	2,969	4,114	5,828	5,128	2,427	6,022	5,264	6,683	6,376	5,061	3,150	31,927
YTD	2,605	5,785	9,295	14,206	19,371	22,041	0	0	0	0	0	0	22,041
YTD Comparison	93.20%	112.22%	95.48%	96.44%	102.30%	100.16%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	93.20%	134.75%	76.64%	98.32%	122.80%	87.00%	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.

## VI. Fundraising Activities:

- LCM received permission to pursue a Community and Urban Forestry Grant through the State of Nevada's Division of Forestry. LCM will partner with the NE Clark County Extension Service on the planning and implementation of a project to repair and extend the irrigation system, to plant new trees and to produce public programming about desert-adapted landscapes.
- The museum participated in the first year of Museum Store Sunday (Nov. 26) Revenues of \$737.72 represented a better-than-usual Sunday and brought in more local shoppers than is typical.
- LCM's Docents' Council raised over \$1000 at the Holiday Open House (Dec. 9), outpacing totals from past years.



## **VII. General Museum Activities**

### **Facilities**

- Work on the fire and security alarm systems continued with new representatives from Tri-Signal.
- An interim inspection of the curing of the re-plastered adobe was conducted after LCM reported concerns over surface cracks. Some additional re-plastering was undertaken at that time.
- HVAC drains on the roof were reconfigured to route water toward the rear of the building. It will solve the problem of water dripping down and pooling at the front entrance of the museum.
- Identification and organization of museum keys continued.

### **Operations**

- The PBS show, Outdoor Nevada, shot footage at LCM on November 13<sup>th</sup>. The piece will be edited and scripted this winter, with an air date sometime in the spring.
- Paula Kennedy was promoted from Career Aid I to Career Aid III. She has an impressive background in purchasing and sales. Her sales statistics at LCM consistently put her at the top of all staff performances.
- LCM began recruitment for Career Aid I, the position left vacant by Paula Kennedy.
- Intern Ben Van Alstyne continued his work with 3-D modeling of collection artifacts. Plans for expanding the project are underway.
- LCM hosted Native American Day on November 19<sup>th</sup>. The event included American Indian crafters, artisans, performers and food vendors. The event received a front page article in the local paper.
- LCM Curator Mary Beth Timm held a training session for docents on December 6<sup>th</sup>. These sessions will be held periodically to refresh their knowledge of collections and to expand their awareness of new developments in the field.
- LCM held a Holiday Party for volunteers on December 14<sup>th</sup> at the museum as an expression of thanks for their dedication and hard work.
- All LCM staff completed their mandatory state training requirements.
- LCM hosted the Board at the Old Overton Gym on November 30 and December 1.

### **Mission Statement**

*Approved 11/18/2015*

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

### **Current Operations**

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



**REPORT TO THE  
 BOARD OF MUSEUMS AND HISTORY  
 MARCH 12, 2018**

**I. Private Funds Budget Summary**

State Fiscal Year 2018		Total	Year to Date	Percentage
	<u>GL /Cat#</u>	<u>Budget</u>	<u>Actuals</u>	<u>Year to Date</u>
Cash From Prev Fiscal Year Unrestricted	2511	14,583	14,583	100.00%
Cash From Prev Fiscal Year Restricted	2511	18,174	18,174	100.00%

**Comparison of Revenues Budgeted/ Received:**

Facility Rentals	3801	8,175	4,275	52.29%
Memberships*	4008	8,485	2,146	25.29%
Photograph Sales	4010	650	0	0.00%
Merchandise Sales*	4025	23,532	17,710	75.26%
Gifts & Donations	4251	500	0	0.00%
Private Grants	4265	10,000	2,165	21.65%
Treasurer's Interest	4326	164	98	59.81%
<b>Total Revenues Received:</b>		<b>\$51,506</b>	<b>\$26,393</b>	<b>234.30%</b>

**Comparison of Expenditures Budgeted/Expended:**

Administration	35	33,358	7,402	22.19%
Collections	37	900	0	0.00%
Natural History	47	750	0	0.00%
Board Appr Special Projects	48	4,814	0	0.00%
Museum Store*	49	16,267	13,511	83.06%
Special Projects (Restricted)	55	28,150	955	3.39%
<b>Total Expenditures:</b>		<b>\$84,239</b>	<b>\$21,868</b>	<b>25.96%</b>

**Available Unrestricted Cash**

**\$17,898**

The above figures reflect the second quarter of fiscal year 2018 revenues and expenditures as of December 31, 2017.

\* Further detail available in the below identified sections.

## II. Museum Store Sales

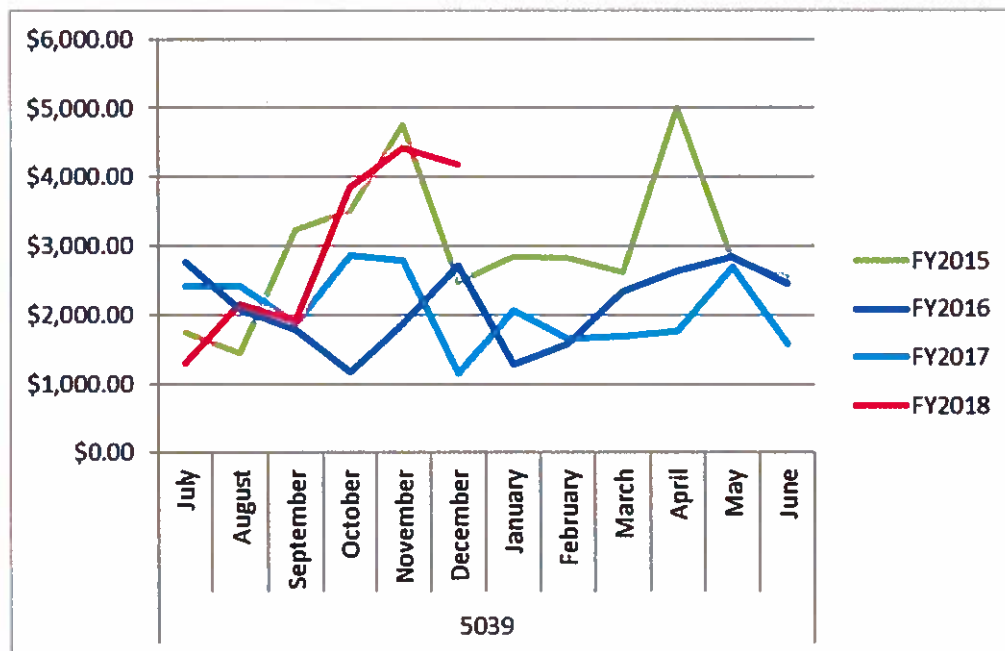
Store sales chart comparison against four previous fiscal years.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
FY 18	1,304	2,149	1,917	4	4,419	4,177	0	0	0	0	0	0	13,970
FY 17	2,415	2,413	1,871	2,863	2,788	1,144	2,056	1,648	1,682	1,768	2,686	1,699	25,032
FY 16	2,776	2,083	1,784	1,168	1,869	2,705	1,284	1,586	2,344	2,643	2,846	2,447	25,534
FY 15	1,660	1,529	3,231	3,505	3,895	3,250	2,928	2,818	2,138	5,611	2,587	3,217	36,368
FY 14	4,518	4,088	2,646	6,737	3,993	3,350	3,643	2,036	2,757	2,179	2,468	1,801	40,215
YTD	1,304	3,453	5,370	5,374	9,793	13,970	0	0	0	0	0	0	13,970
YTD Comparison	54.0%	71.5%	80.2%	56.2%	79.3%	103.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Monthly Comparison	54.0%	89.1%	102.4%	0.1%	158.5%	365.2%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

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

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

### NSMLV STORE SALES ANNUAL COMPARISON



### Museum Store Sales

At the end of 2017 the Museum store continues a solid recovery from its dire position at the end of the last fiscal year [June 2017]. The \$10,000 loan the Museum Board made to the Museum in March 2017, together with changes in Museum store staffing, has alleviated the financial pressure that had kept the store on a downward trajectory for years. By the end of 2017, the store was in a

position to begin repaying the Board's loan. As of the end of January 2018, revenue has exceeded both the total amount of the loan and projected museum expenses. The store now averages \$2,500+ in sales each month, suggesting potentially an additional \$15,000 to \$20,000 in sales in the remaining two quarters of FY 2018. A significant portion of the store's allotted budget for FY 2018—a budget developed under the old paradigm of traditionally low revenue--had to be spent early in the fiscal year to replenish depleted inventory. In addition, school tours have increased from two days a week to four or five days a week with each tour in excess of 70 students. Happily, the Museum store's sales have increased consequently, which also means increased inventory turnover. As a result, only halfway through the current fiscal year, the store has exhausted its approved buying budget. Shelves are full and are expected to remain so until April 2018 when the Museum opens its next major exhibit, *Finding Fremont*, which is certain to draw visitors/customers. Without additional buying approval to be able to turn our sales into inventory to generate more sales, the store may lose its current momentum, ending FY 2018, and beginning FY 2019, back at square one: struggling to fill store shelves and serve Museum patrons adequately.

### III. Museum Revenue and Expenditure

Museum Store Profit and Loss Chart

FY2018	Revenues		Expenditures		Total	Net	% Net
		Merchandise	Personnel	Oper/Other	Expenditure	Profit (Loss)	Profit (Loss)
July	1,304	-	-	-	-	1,304	100.0%
August	2,149	980	-	1,282	2,262	(113)	(5.3%)
September	1,917	3,586	-	92	3,678	(1,761)	(91.9%)
October	3,854	4,605	-	28	4,633	(779)	(20.2%)
November	4,419	1,490	-	35	1,525	2,894	65.5%
December	4,177	1,297	-	115	1,412	2,764	66.2%
January	-	-	-	-	-	-	0.0%
February	-	-	-	-	-	-	0.0%
March	-	-	-	-	-	-	0.0%
April	-	-	-	-	-	-	0.0%
May	-	-	-	-	-	-	0.0%
June	-	-	-	-	-	-	0.0%
FY17 Total	17,820	11,958	-	1,553	13,511	4,309	24.2%
FY17 Total	25,032	5,719	-	2,025	7,744	17,287	69.1%
FY16 Total	25,535	8,424	227	2,191	10,842	14,692	57.5%
FY15 Total	36,368	10,590	-	2,633	13,223	23,145	63.6%
FY14 Total	40,215	9,031	28,738	2,924	40,694	(479)	(1.2%)

#### Museum Store Revenue and Expenditures

This report indicates a modest loss over the first quarter of the fiscal year, largely on account of merchandise purchased in September. Sales from the store, along with membership sales are the primary support mechanisms for the museum's dedicated trust fund budget [MDTF]. The volume of sales (and the volume of membership sales) falls far short of generating ample revenue to sustain trust fund activities such as programming and staff development. While the store has not employed a full-time Retail Storekeeper for some years, it has been staffed by both a part-time Museum

Nevada State Museum Las Vegas  
Report to the Board  
March 12, 2018

Attendant II as well as workers loaned by the Springs Preserve as required by the Interlocal [Joint Operating] Agreement. However, effective July 18, 2017, Museum administration moved the part-time Museum Attendant out of the store into a full-time Museum Attendant II position at the front desk. Store staffing now depend upon staff from the Springs Preserve at no cost to the state, hopefully improving the MDTF bottom line which might benefit the store and Museum in the long run. Report is through December 31, 2017.

#### IV. Membership Program

##### Membership Figures

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

Membership Categories	<u>July - Sep</u>		<u>Oct - Dec</u>		<u>Jan - Mar</u>		<u>April - June</u>		<u>TOTAL</u>	
	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>	<u>New</u>	<u>Renew</u>
Individual	2	1	1	1					24	5
Family	4	5	5	4					78	18
Sustaining	0	1	0	4					148	5
Contributing	0	0	0	0					189	0
Patron	0	0	0	0					178	0
Benefactor	0	0	0	0						0
Senior	6	3	6	6						21
<b>FY 18</b>	12	10	12	15	0	0	0	0	24	25
<b>FY 17</b>	17		11		33		17		78	0
<b>FY 16</b>	22		18		81		27		148	0
<b>FY 15</b>	27		100		33		29		189	0
<b>FY 14</b>	48		58		30		42		178	0
<b>YTD</b>	12	10	12	15	0	0	0	0	24	25
<b>YTD Comparison</b>	100.00%	100.00%	1250.00%	1060.00%	0.00%	0.00%	0.00%	0.00%		
<b>Monthly Comparison</b>	70.59%	#DIV/0!	109.09%	#DIV/0!	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 Sales

Membership sales comparison against four previous fiscal years.

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>	<u>TOTAL</u>
<b>FY 18</b>	120	345	365	250	435	630	0	0	0	0	0	0	2,146
<b>FY 17</b>	110	1,475	0	160	60	80	335	500	470	1,515	1,835	1,855	8,395
<b>FY 16</b>	260	1,170	100	120	395	215	150	4,375	815	190	125	570	8,485
<b>FY 15</b>	745	240	235	440	2,830	1,170	2,285	385	790	595	255	555	10,525
<b>FY 14</b>	620	1,900	810	555	2,380	1,255	1,505	245	200	155	650	1,210	11,485
<b>YTD</b>	<b>120</b>	<b>465</b>	<b>830</b>	<b>1,080</b>	<b>1,516</b>	<b>2,146</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,395</b>
<b>YTD Comparison</b>	109.09%	29.35%	52.39%	61.91%	83.96%	113.82%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
<b>Monthly Comparison</b>	109.09%	23.40%	#DIV/0!	156.25%	725.17%	787.56%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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

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

## Membership Program Narrative:

The Museum's monthly membership numbers in July – December 2017 [49] are significantly higher than what they were during the same period in 2016 [28]. While this improvement is encouraging, we find there is still some confusion by the public between membership in the museum and membership in the Springs Preserve—by the time patrons reach the museum they have already been dunned for Springs membership and are usually unwilling to buy a second membership. In addition, the museum traditionally does well selling memberships at large public events, but the number and frequency of these events has been curtailed. [See VII below.] However, an improved presence on social media and increased store sales—where memberships are often sold—may indicate a trend toward rectifying previous difficulties. Time will tell. Report is through December 31, 2017.



## V. Museum Attendance

Attendance chart comparison against four previous fiscal years.

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
FY 18	6,077	4,457	3,803	5,592	4,232	4,071	0	0	0	0	0	0	28,232
FY 17	5,449	4,978	3,715	3,846	5,210	3,479	2,764	3,983	7,755	7,847	5,678	6,440	61,144
FY 16	6,958	5,195	4,171	4,084	3,742	3,351	3,832	4,106	5,562	4,944	4,829	5,604	56,378
FY 15	3,058	2,771	2,609	4,372	3,731	3,080	2,815	3,609	4,925	5,542	5,054	4,176	45,742
FY 14	4,490	3,423	2,565	4,461	3,568	3,337	3,771	3,553	4,486	3,687	3,680	3,206	44,227
YTD	6,077	10,534	14,337	19,929	24,161	28,232	0	0	0	0	0	0	28,232
YTD Comparison	111.53%	101.03%	101.38%	110.79%	104.15%	105.83%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Monthly Comparison	111.53%	89.53%	102.37%	145.40%	81.23%	117.02%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

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

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

## Museum Attendance

Museum attendance for July – December 2017 [28,232] reflects an increase in visitation over the same period in 2016 [26,677]. Report reflects attendance through December 31, 2017.

## VI. Attendance Receipts

Current attendance receipts compared against four previous fiscal years.

	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTAL</u>
FY 18	53,172	0	0	0	0	0	0	0	0	0	0	0	53,172
FY 17	0	53,172	0	0	0	0	0	0	0	0	0	0	53,172
FY 16	53,172	0	0	0	0	0	0	0	0	0	0	0	53,172
FY 15	0	0	0	0	0	0	106,344	0	0	0	0	0	106,344
FY 14	0	0	0	0	0	0	0	0	0	0	0	0	0
YTD	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172	53,172
YTD Comparison	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	50.0%
Monthly Comparison	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	

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

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

## Attendance Receipts

Attendance receipts are tied into an Interlocal Agreement with the Las Vegas Valley Water District and those numbers are not available to us on a monthly basis. A \$53,172 base payment from the Las Valley Water District is received in July of the fiscal year.

## **VII. Fundraising**

The museum raises modest amounts of funds by renting storage space to other museums and renting our public rooms for events and organizational meetings. Non-mission-related paid events have been curtailed due to limited staff to work them, as well as to avoid wear-and-tear on the facility and kitchen equipment whose repair and maintenance are paid from the private budget. Further, several paying events the Museum might have hosted were lost due to catering costs quoted by Divine Events, which third party clients, as stipulated in its Interlocal Agreement with the Las Vegas Valley Water District, is required to hire.

In the spring of 2016 a number of volunteers established a new group, the Friends of the Nevada State Museum, which has raised funds to support the museum and its operations. Of particular note are funds the Friends raised to pay for busing Clark County school children to the museum for field visits, installation of Wifi, and various tools and equipment for curatorial work.

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

## **VIII. Museum Activities**

### **statistics [July 2017 – December 2017]**

school groups: 2,501 children

trunks: 6,187 children's use

volunteer hours: 3,803

research requests: 518

collections: 4,384 items added to the collections

Past Perfect catalog: 18,303 records added/updated

Facebook: 6,166 fans

Twitter: 1,228 followers

### **events [July 2017 – December 2017]**

The Museum continues sponsoring, hosting, and collaborating on events and exhibits that fit our mission by marketing our facilities to educational groups and institutions, as well as non-profit organizations and underserved communities. These have included the Society for Creative Anachronism [SCA]; the Nevada Humanities Committee; Red Rock Audubon Society; Friends of the Nevada State Museum, Las Vegas; Ordo Templi Orientis; Southern Nevada Women's History Project; Pioneering Las Vegas History; the Gem and Mineral Society of Southern Nevada; Nevada Department of Tourism and Cultural Affairs; and the Regional Transportation Commission; and the Clark County School District. In addition, the Museum hosts autograph receptions for book releases; exhibit opening receptions; educational lectures and workshops, panel discussions, performances; and events from Nevada state

divisions, commissions, and institutions. In the period July – December 2017 these special events attracted 3333 participants.

**staff activities [July 2017 – December 2017]**

Staff at the Nevada State Museum, Las Vegas continue supporting the Museum and its mission by providing lectures, introductions, workshops, demonstrations, live Facebook tutorials, media interviews, and outreach at both on- and off-site venues. Collaborative efforts for programs and exhibits this year have proven successful, and have included joint projects with the University of Nevada, Las Vegas; the Mob Museum; Las Vegas City Hall; the Las Vegas News Bureau; the Special Collections Department of the University of Nevada, Las Vegas Lied Library; and the Las Vegas Convention and Visitors Authority. Staff have also represented the Museum at the Southern Nevada Agency Partnership Cultural Resource Team [SNAPCRT]; the Nevada Museums Association [NMA]; the Conference of Inter-Mountain Archivists [CIMA]; the American Association for State and Local History [AASLH]; and the Protectors of Tule Springs [POTS]. The Facilities Manager oversaw an HVAC retrofit project to mitigate humidity levels in the Museum. The Museum also spearheaded a collaboration with Clark County, the City of Las Vegas, the Mandalay Bay Hotel and Casino, and several collecting institutions in Las Vegas for a strategy named *Remembering 1 October* to collect and preserve artifacts related to the October 1, 2017 mass shooting in Las Vegas. Finally, the Museum curators and Exhibits Department have established the Curator's Canyon. Each of the curators has been provided an exhibit case in the Canyon Gallery where they can, on a rotating basis, display new and significant artifacts from their respective collections with donor recognition. The purpose is not only to exhibit artifacts that would not ordinarily be seen by the public, but to inspire donations and promote donors.

**Mission Statement**

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

**Current Operations**

The Museum is open Tuesday through Sunday, 9:00 a.m. to 5:00 p.m. The Interlocal Agreement with the Las Vegas Valley Water District/Springs Preserve, which in large part determines Museum operations, policies, and procedures was finalized and signed in January 2015.

**Dennis McBride, Director**  
**February 2, 2018**

## Friends of Nevada State Museum Las Vegas Impact Report 2017



### OUR MISSION AND VISION

The Friends of Nevada State Museum Las Vegas exists to encourage and assist with NSMLV programs and activities by volunteering, raising funds, and by promoting community interest in the museum.

Our vision is to have NSMLV recognized locally and nationally for the quality of its exhibits and programs, and to create a financial support system to ensure continued quality of the museum.

### Community Outreach

To promote community awareness and interest in NSMLV, the Friends sponsored programs for elementary and UNLV students, sponsored presentations, increased our social media presence, and translated materials into Spanish.

#### *Bus Buddies*

Nearly 1 in 4 students who visited the museum this year were part of the Bus Buddies program. The Friends provided buses to bring Clark County elementary students to the museum who otherwise would not have been able to visit. Our program was so successful that it inspired the State of Nevada to fund a pilot program to bring all public school fourth graders to a state museum.

Bus Buddies was offered to fourth and fifth grade classes since this is when they start learning about Nevada history. A visit to NSMLV is an ideal opportunity to provide insight about everything from dinosaurs to the building of the Hoover Dam. Kids are introduced to the museum in the Education Room, and then tour the building to complete workbooks on everything they see. By special request, the Friends also sponsored a trip for Special Education students. Community response to the Bus Buddies has been very positive, and many donations the Friends received were specifically to support this program.



A total of 6116 students visited NSMLV in 2017 and 856 (14%) came as part of the Bus Buddies program. Student visits increased from 4130 in 2016 to 6116 in 2017. Forty-three percent of the increase was due to the Bus Buddies program. Of the 8 schools participating in the 2017 program, only one has visited the museum before, showing just how difficult it is for the schools to make travel arrangements.

Some testimonials from students and teachers who have attended include:

*"This is my first time in a museum and this place is amazing! This is kind of like heaven to me."* Samayla, 4<sup>th</sup> grader from Jesse Scott Elementary School

*"I love the museum so much. I wish I could come here every day."*  
Dayara, 4<sup>th</sup> grader from Jesse Scott Elementary School

*"These kids never get an opportunity to come to a place like this. It means so much to them."*  
Ms. Iberri, 4<sup>th</sup> grade teacher at Vegas Verdes Elementary School

### **Traveling Trunks**

Led by Stacy Irvin, Curator of Education, the museum has a "Traveling Trunks" program. Trunks are filled with artifacts, documents, and teaching resources on a specific topic. Teachers can borrow the trunks and have all the materials needed for several classes. Topics include Nevada mining, growing up in Nevada, Nevada pioneers, the history of communication, and the Mojave Desert. The trunks are a great asset to the schools and help create and sustain interest in curriculum subjects.

In June 2017, the Friends received a \$3,915 grant from the Nevada Humanities Council, made possible by the National Endowment for the Humanities, to refurbish the trunks which had not been refreshed for about 20 years. A total of 11 trunks were revamped by historian Polly Michel.



### **UNLV Entertainment Engineering Department Collaboration**



The UNLV Entertainment Engineering Department was asked by the Friends to develop an interactive donation box for the museum. The Friends provided \$300 for materials. Dr. Si Kim and seven of his students found a corporate sponsor for 3D printing, Moment3D, founded by Alex Gao. Close collaboration between UNLV, Moment3D, the museum, and the Friends has resulted in development of a prototype for a new donation box.

Installation of the new box at the museum is expected in the first quarter of 2018.





## ***Workshops***

Workshops reach the community via more interactive activities than a lecture and can include museum artifacts that are often not on public display. They appeal to different people and broaden the demographic of museum visitors. Workshops provide opportunities for the Friends to work with other organizations for the mutual benefit of both groups and the public.

In 2017, the Friends sponsored four workshops presented by expert museum staff. Our most popular workshop was "Genealogy of a Quilt: How Genealogy, Railroads, and the Civil War Created a Quilt". The Friends and NSMLV were invited to give a followup presentation to the Las Vegas Quilters.



## ***Department of Motor Vehicles Video***

The Nevada DMV agreed to run a public service ad produced by Wayne Pichler, the Friends Media Coordinator. The ad played on screens installed at DMV offices at 15 minute intervals during the first 6 months of 2017, providing information about NSMLV hours and location. An estimated 138,000 people saw the Friends ad. It was such a success that the Nevada Department of Tourism and Cultural Affairs replaced the Friends ad with one they produced.

## ***Spanish Translation***

We have an informational brochure about the Friends of NSMLV which was translated into Spanish and is available at the NSMLV reception desk. About 10% of the brochures taken by visitors are the Spanish version.

## ***Supporting NSMLV Programs and Activities***

Two major efforts were undertaken by the Friends to support digitization of a NSMLV card catalog and to collect visitor data.

## ***Crowdsourcing to Digitize Card Catalog***



NSMLV has a hand-written card catalog, developed over a period of 20 years, to index early Las Vegas newspapers. The Friends worked with NSMLV curator Crystal Van Dee to set up a crowdsourcing project to digitize the cards. Each card must be scanned and uploaded to the internet. Rin Pendragon on the NSMLV staff is the champion scanner, single-handedly approximately 48,000 cards. Scanning is done using a scanner donated to NSMLV by the Friends. Once pictures of the cards are online, you can volunteer to transcribe them from your computer or cell phone. This work can be done from the comfort of your home! Between June and December 2017, 39 volunteers transcribed 16,195 cards out of approximately 240,000, so the project is about 7% complete.

## ***Visitor Surveys***

NSMLV had a pressing need to collect information about their visitors in 2017. This information is needed to enhance the visitor experience by improving exhibits and collections to reflect audience interests. Members of the Friends conducted over 100 face-to-face surveys with visitors throughout the year. We confirmed weekends usually have the most visitors, identified the most active months for visitation, and provided additional information about visitor's age, race, and zip codes, etc.

## Information Technology

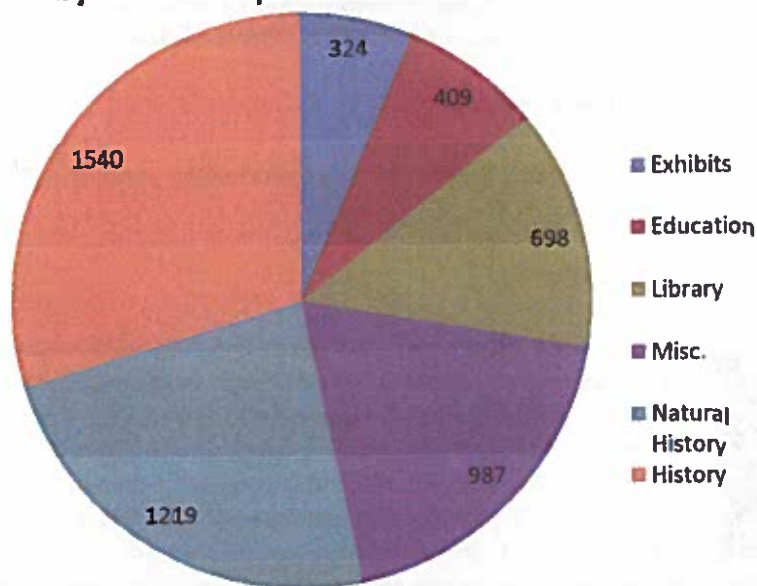
The museum continues to be underfunded for computers, printers, and networks; there is no wifi, equipment and software are antiquated; and the IT department continues to be understaffed. During 2017, the Friends donated a scanner, printer, and a laptop to NSMLV. The scanner made crowdsourcing digitization of hand-written card catalogs possible as described earlier. Records viewed on microfilm can now be printed, and the laptop allows more volunteers to work at the same time. Volunteer schedules continue to be limited because there still aren't enough computers to go around.

## Thank You to Volunteers

Volunteering is part of the mission of the Friends of NSMLV and the services we provide are essential to the museum. We are grateful to all the people who volunteered their time to support activities at the museum. In 2017, 72 people volunteered at NSMLV. Although 25% of all the museum volunteers are members of the Friends of NSMLV, the Friends gave 50% of the total volunteer hours. They volunteered 2577 hours from a total of 5177 hours.

The Friends worked with education, exhibits, history, and natural history programs as well as the library and staffing the museum reception desk. The largest number of hours were donated to help manage the History and Natural History collections.

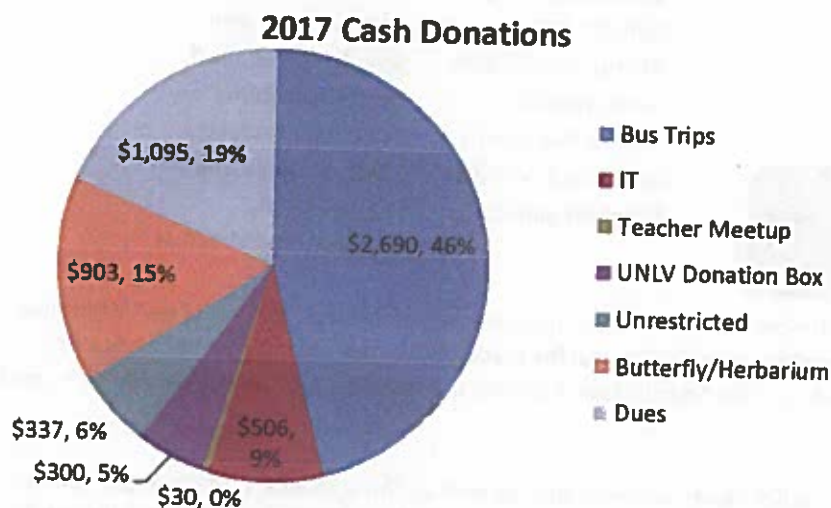
**Friends Volunteer Hours  
by NSMLV Department in 2017**





## Financial Summary

More than 50 donors contributed a total of \$5871 in cash to the Friends in 2017, including membership purchases, drink and raffle ticket sales, and cash donations. The largest single cash contribution was a generous \$500 donation from an anonymous donor.



Approximately 46% (\$2690) of the donations were targeted for the Bus Buddies program to bring Clark County fourth graders to the museum, and for buses for one class of Special Education students. \$380 from dues and unrestricted funds were used to match Bus Buddies donations. Nineteen bus trips to NSMLV, with a total cost of \$3070, were funded by the Friends in 2017.

A total of \$903 (15% of cash donations) has been earmarked to support the Butterfly/Herbarium project which involves photographing specimens and uploading the images to the internet so they are available for researchers. Purchase of a laptop for use in the collections area is planned, with the remainder of the funds to be used to help buy a camera for the museum. Additional supplies will be required to mount and store the specimens.

Information technology donations for the museum totaled approximately 9% (\$506) of the 2017 donations. A scanner, printer, and laptop for NSMLV were purchased with these funds.

\$300 (about 5% of the cash donations) were given to the UNLV Entertainment Engineering department to support creation of an interactive donation box for the museum. The box is slated to be delivered by May, 2018.

Money was spent to translate a brochure into Spanish (\$100), for printing (\$214), and legal fees (\$100). For refreshments in 2017, a total of \$269.75 was spent. These items totaled \$683.75 or about 12% of the 2017 cash donations. About 10% (\$600) of the cash donations were placed in a reserve fund to meet unexpected costs that may arise.

Members made in-kind donations to the Friends, including water for the Teacher Meetup, raffle prizes, refreshments, printing, and postage. The Friends of NSMLV Board of Directors collectively donated \$2,093.43 in cash and in-kind donations.

## Thank You to Donors

We gratefully acknowledge cash contributions of \$875 - \$335 from:

Jeff Alpert  
an Anonymous donor  
Nancy Brady  
Mary Savage/Robert Riemer  
Patricia Thacker

**Thank You  
Donors**

Other cash donors include:

Barbara Ciocca	Robert Ostrovsky
Laura Eisenberg	Jennifer Ruckle
Peter R. Dube	Carol Swearingen
Ritchie Duplechien	Gay & Steve Shoaff
Sarah Hulme	Gloria Sturman
Steven Marzullo	Crystal R. Van Dee
Annie McDonald	Marguerite Walton
Nicole Navidad	Dottie White
	Joan & Robert Whitely

Thank you to Alex Gao of Moment3D for providing 3-D printing services to support creation of an interactive donation box for the museum. Thanks also to Dr. Si Kim and his students in the Entertainment Engineering Department of UNLV for design of the box. The Friends look forward to installation of the box at NSMLV in early 2018!

The Friends are grateful to Dreamhost which hosts our web site, as well as the software and database for the card catalog transcription project, for free. We also want to thank Google for providing \$28,239.53 from July-December 2017 in free search engine advertising to the Friends. Amazon Smile donated \$15.41 to the Friends in 2017.

## Thank You to NSMLV Staff

The enthusiasm and support of the NSMLV Staff have made the Friend's 2017 accomplishments possible.



## Friends of NSMLV 2016 Board of Directors

The 2017 Board of Directors for the Friends of NSMLV included:

Mary Savage, President  
Joan Whitely, Vice President  
Laura Eisenberg, Treasurer  
Wayne Pichler, Media Coordinator  
Nick Dyer succeeded by Sarah Hulme, Secretary

# Division of Museums & History Fiscal Year 2018 Morgan Stanley Investment Accounts Summary For Month Ending December 31, 2017

[illegible]

## Summary For Month Ending November 30, 2017

### Private Funds Held in the Treasurer's Account





0010254 02 MB 0.421 02 TR 00050 MSD0AV02 000000

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



Information as of: December 31, 2017

## Performance Summary

Prepared for: STATE OF NEVADA DIVISION OF MUSEUMS

Account No. 171-XXX259

Cary Allison  
Financial Advisor  
Senior Vice President  
Tel: +1 916 797-7742  
Cary.Allison@morganstanley.com  
<http://www.morganstanleyfa.com/cary.allison>

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1478 STONE POINT DR SUITE 500  
ROSEVILLE, CA 95661

DIVISION OF MUSEUMS  
AND HISTORY

FEB 12 2018

ADMINISTRATION OFFICE

Prepared on: January 17, 2018

Please review the disclosures and definitions throughout this Document.



**TABLE OF CONTENTS**

Account(s) Included In This Report	3
Advisory Asset Allocation: Actual Vs. Target - Advisory Assets Only	4
Time Weighted Performance Summary - Advisory Assets Only	5
Investment Summary Dollar Weighted Returns - Advisory Assets Only	6
Disclosures	7



ACCOUNT(S) INCLUDED IN THIS REPORT

STATE OF NEVADA DIVISION OF MUSEUMS 171-XXX259 - Consulting Group...



Reporting Currency: USD

ACCOUNT(S) DETAIL

Account Name and Address	Account Type/Manager Name	Advisory/ Brokerage Advisory	Account Number	Date Opened	Date Closed
STATE OF NEVADA DIVISION OF MUSEUMS 412 E MUSSEY ST SUITE 2 CARSON CITY	Consulting Group Advisor		171-XXX259	07/08/92	

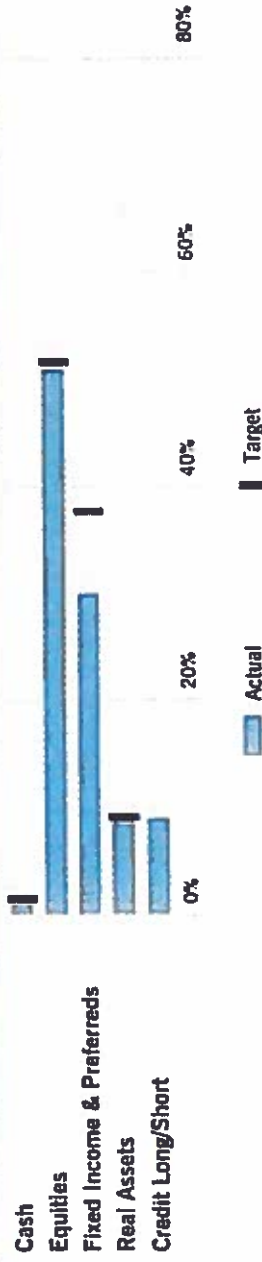
Investment, insurance and annuity products offered through Morgan Stanley Smith Barney LLC are: NOT FDIC INSURED | MAY LOSE VALUE | NOT BANK GUARANTEED | NOT A BANK DEPOSIT | NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY.  
All content within this Document applies to the accounts listed above or a subset thereof, unless otherwise indicated

## ADVISORY ASSET ALLOCATION: ACTUAL VS. TARGET - ADVISORY ASSETS ONLY

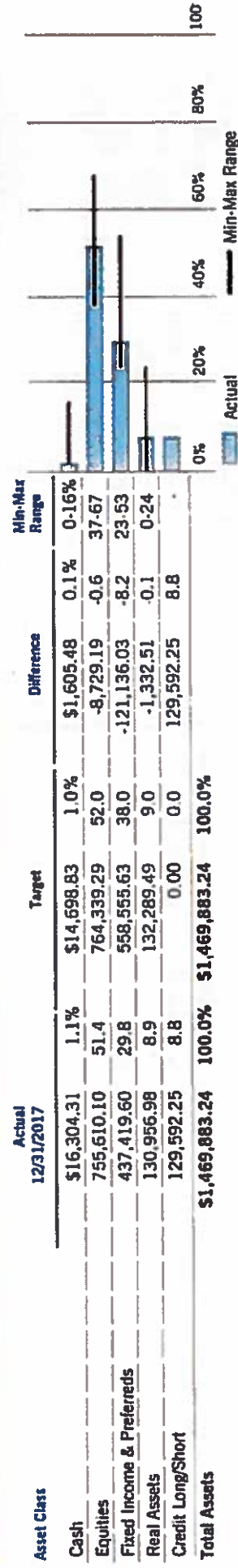
STATE OF NEVADA DIVISION OF MUSEUMS 171-XXX259 - Consulting Group...

As of December 31, 2017 | Reporting Currency: USD

## ACTUAL VS. TARGET



## ASSET ALLOCATION: ACTUAL VS. TARGET WITH MIN-MAX RANGE



Target Allocation as determined by you and your Financial Advisor for this account only.

ASSET ALLOCATION

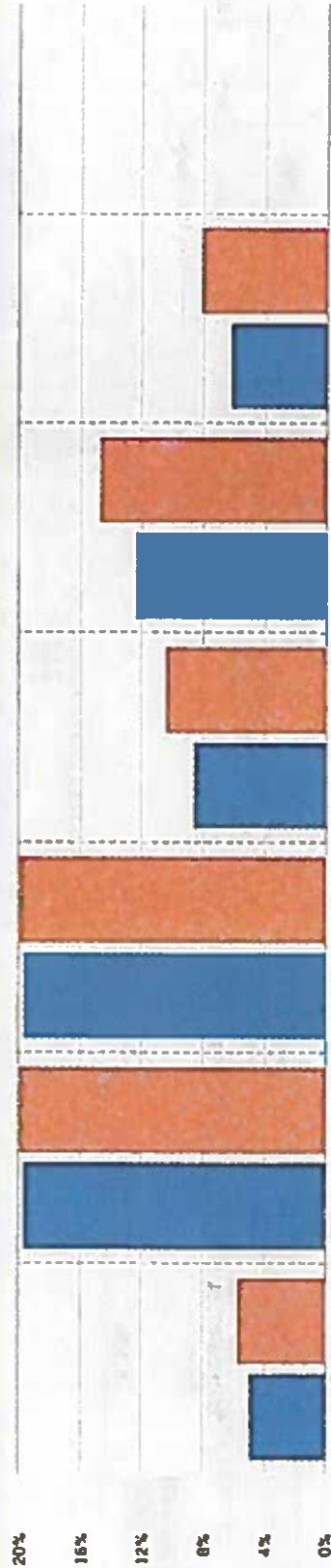


## TIME WEIGHTED PERFORMANCE SUMMARY - ADVISORY ASSETS ONLY

STATE OF NEVADA DIVISION OF MUSEUMS 171-XXX259 - Consulting Group...

As of December 31, 2017 | Reporting Currency: USD

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



	Quarter to Date 09/30/17 - 12/31/17	Year to Date 12/31/16 - 12/31/17	Last 12 Months 12/31/16 - 12/31/17	Last 3 Years 12/31/14 - 12/31/17	Last 5 Years 12/31/12 - 12/31/17	Performance Inception 06/25/07 - 12/31/17
Beginning Total Value	\$526,766.05	\$495,831.92	\$495,831.92	\$493,255.67	\$380,103.23	\$372,500.45
Beginning Accrued Income	606.53	556.49	556.49	670.29	379.36	0.00
Net Contributions/Withdrawals	905,317.48	870,555.33	870,555.33	842,806.89	811,475.05	811,729.82
Investment Earnings	40,058.66	105,754.94	105,754.94	136,079.63	280,563.91	287,911.92
Ending Total Value	\$1,472,142.19	\$1,472,142.19	\$1,472,142.19	\$1,472,142.19	\$1,472,142.19	\$1,472,142.19
Ending Accrued Income	0.00	0.00	0.00	0.00	0.00	0.00

Return % (Net of Fees)	4.92	19.62	19.62	8.56	12.36	6.21
Custom Account Index	5.70	19.84	19.84	10.39	14.64	8.08

Inception dates for advisory account(s) reflect the most recent advisory program or discretion change.  
The investment returns shown on this page are time-weighted measurements which exclude the effect of the timing and amount of your contributions and withdrawals.

PERFORMANCE







STATE OF NEVADA DIVISION OF MUSEUMS 171-XXX259 - Consulting Group...

Prepared on January 17, 2018 | Reporting Currency: USD

## DISCLOSURES

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

**Additional information about your Floating Rate Notes:** For floating rate securities, the estimated accrued interest and estimated annual income are based on the current floating coupon rate and may not reflect historic rates within the accrual period.

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

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

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

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

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

Unless otherwise indicated, performance is a composite calculation of the entire portfolio and may include brokerage and investment advisory accounts as well as assets for different accounts included in this report. The accounts included in the composite may have (or have had) different investment objectives and strategies, been subject to different restrictions, and incurred different types of fees,

## STATE OF NEVADA DIVISION OF MUSEUMS 171-XX259 - Consulting Group...

Prepared on January 17, 2018 | Reporting Currency: USD

markups, commissions and other charges. Accordingly, performance results may blend the performance of assets and strategies that may not have been available in all of the accounts at all times during the reporting period. In addition, accounts in the composite may have changed from brokerage to advisory or vice versa. Accounts may also have moved from one advisory program to another (including from a discretionary program to a non-discretionary program).

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

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

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

**Additional information about your Alternative Investments:** An alternative investment is any non-traditional asset beyond stocks, bonds, and cash, and may include derivatives such as options and futures, leveraged equity or bonds, private equity, currencies, commodities, less common types of stocks such as natural resources stocks, master limited partnerships (MLPs), and real estate investment trusts (REITs), or even collectibles such as paintings or other works of art, or luxury items such as wine and spirits. Many of these alternative investments typically have eligibility requirements that cannot be met by the average investor and are therefore not appropriate for all investors. Typical alternative investment vehicles are generally private offerings and can include hedge funds and funds of hedge funds, managed futures funds, and other vehicles. They utilize alternative strategies and investing techniques such as long/short, hedged equity and event driven, to name just a few. Often, alternative strategies seek to provide competitive returns relative to a given benchmark, while at the same time limiting downside risk in the event of a market downturn, although objectives vary widely depending on the type of strategy. In recent years, certain open-end mutual funds can now be classified as another type of alternative investment vehicle as they seek alternative-like exposure and these may be included in the Alternative Investments category. They are publicly offered and more accessible by a larger number of investors. Both types of alternative investment vehicles often seek investment returns that have lower correlation to traditional markets and increased diversification in an overall portfolio. However, unlike hedge funds, open-end mutual funds that seek alternative-like exposure do not require investor pre-qualifications, enable efficient tax reporting, are subject to lower investment minimums and lower fees, provide greater portfolio transparency, daily liquidity, and are required to provide daily NAV pricing. While alternative mutual funds offer some advantages, generally they must utilize a more limited investment universe and, therefore, will have relatively higher correlation with traditional market returns. Additionally, open-end mutual funds are statutorily limited in their use of leverage, short sales, and the use of derivative instruments as compared to hedge funds.

Potential benefits to hedge funds include greater flexibility in terms of seeking enhanced returns through the use of leverage, exposure to less liquid investments, and the more flexible use of complex instruments such as derivatives. Because of the differences noted above, performance for a mutual fund that seeks alternative-like exposure and its portfolio characteristics may vary from a hedge fund that is seeking a similar investment objective. Historically, hedge funds in certain categories have enjoyed a performance advantage relative to their mutual fund counterparts.

It is important to note in this report that Morgan Stanley categorizes both types of alternative investment vehicles under the category "Alternatives" in the asset classification based view and under the category "Other" in a Product based view. This differs from your official Morgan Stanley account statement, which assigns alternative mutual funds under the category of "Mutual Funds" and typical alternative investment vehicles such as hedge funds, under the category "Alternatives".

Please note that no formal trading markets exist for private alternative investments. They are generally illiquid and may not be currently priced and values may not necessarily have been reduced to reflect prior distributions. If values and prices are assigned to the investments, they are estimates, based on information typically received from the funds' general partners, managing members, sponsors, administrators, or advisors of the funds and/or underlying funds, are typically subject to change and are as-of a date prior to the date of this report. Where applicable, see the particular fund statement for the final prices. Values and prices may not be realized upon the sale or ultimate disposition of the securities. For investment in funds valued in non-US Dollar currencies, the valuations received have been converted to US Dollars using then prevailing foreign exchange rates. If index values are illustrated in the report, they may be more up to date than the data for the alternative investments illustrated. Private Alternative Investments listed in this report may not be not in our possession, and are included solely as a service to the client, are not covered by the Securities Investor Protection Corporation (SIPC), and information contained herein is derived from an external service for which we are not responsible. If you have any questions regarding these investments, please



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Prepared on January 17, 2018 | Reporting Currency: USD

contact your Financial Advisor.

## GENERAL DEFINITIONS

**Accrued Income:** Income earned but not yet received.

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

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

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

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

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

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

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

## BENCHMARK DEFINITIONS

**Custom Account Index:** The Custom Account Index is an investment benchmark based on your historical target allocations and/or manager selection that you may use to evaluate the performance of your account. The Custom Account index does take into consideration certain changes that may have occurred in your portfolio since the inception of your account, i.e., asset class and/or manager changes. However, in some circumstances, it may not be an appropriate benchmark for use with your specific account composition. For detailed report of the historical composition of this blend please contact your Financial Advisor.

**Custom Account Index:** 171101259 Custom Account Index. The current allocation began as of 12/31/2017, and is comprised of 38.00% BC Global Agg Hed, 1.00% Citi 90-Day Treasury, 9.00% S&P 500 Natural Resource, 52.00% MSCI AC World IMI Net.

**Citi 90-Day Treasury:** Equal dollar amounts of three-month Treasury bills are purchased at the beginning of each of three consecutive months. As each bill matures, all proceeds are rolled over or reinvested in a new three-month bill. The income used to calculate the monthly return is derived by subtracting the original amount invested from the maturity value. The yield curve average is the

## DISCLOSURES



**STATE OF NEVADA DIVISION OF MUSEUMS 171-XXX259 - Consulting Group...**

Prepared on January 17, 2018 | Reporting Currency: USD

basis for calculating the return on the index. The index is rebalanced monthly by market capitalization. The 90-Day Treasury Bill is a short-term obligation issued by the United States government. T-bills are purchased at a discount to the full face value, and the investor receives the full value when they mature. The difference of discount is the interest earned. T-bills are issued in denominations of \$10,000 auction and \$1,000 increments thereafter.

**BC Global Agg Hed:** The Barclays Global Aggregate Index provides a broad-based measure of the global investment-grade fixed income markets. The three major components of this index are the U.S. Aggregate, the Pan-European Aggregate, and the Asian-Pacific Aggregate Indices. The index also includes Eurodollar and Euro-Yen corporate bonds, Canadian government, agency and corporate securities, and USD investment grade 144A securities. This is the Hedged return.

**MSCI AC World IMI Net:** The MSCI AC World IMI NT tracks the total return performance of the Investable Markets in the MSCI All Country World Index. The index is made up of 22 developed and 23 emerging markets as of 1/1/2015. This subset is calculated on a net dividend basis.

**Russell 1000 Gr:** The Russell 1000 Growth Index is representative of the U.S. market for large capitalization stocks containing those companies in the Russell 1000 Index with higher price-to-book ratios and higher forecasted growth.

**Russell 2500 GR:** The Russell 2500 Growth Index is representative of the U.S. market for smaller to medium capitalization stocks containing those companies in the Russell 2500 Index with higher price-to-book ratios and higher forecasted growth.

**Russell 1000 VL:** The Russell 1000 Value Index is representative of the U.S. market for large capitalization stocks containing those companies in the Russell 1000 Index with lower price-to-book ratios and lower forecasted growth.

**S&P GSCI Natural Resource:** The S&P Natural Resource index seeks to track the investment results of North American equities in the natural resources sector.

**FTSE NAREIT All Equity REITs:** The FTSE NAREIT US Real Estate Index consists of equity REITs (Real Estate Investment Trusts), defined generally as REITs with 75% or greater of their gross invested book assets invested directly or indirectly in the equity ownership of real estate.

# Overview of Proposed NSMLV Wifi Solution for the Friends of NSMLV

## Requirements

The requirements given to the technology provider were to provide a wifi solution for the public areas of the Nevada State Museum, Las Vegas (NSMLV), i.e. the education room, research library, rotunda, all the galleries and the special events room, this excludes the lower floor collections area. The solution had to support more than 100 people accessing the wifi network simultaneously, with some visitors using the museum app, social media and possibly streaming video. The final solution needed to be managed externally to ensure there would be minimal impact on the museum team.

Also, the requirements included providing a wifi login landing page where visitors will accept terms of use, and which could be configured to promote the museum and capture visitor and usage data for analysis.

Challenges for the solution included the size of the area to be covered, the high ceilings of the rotunda and galleries and ensuring that the installation would be sympathetic to the surroundings.

## Solution

Hyper Networks – our selected provider – is a Las Vegas based company that has a proven track record in designing and installing commercial grade solutions in large global businesses. They proposed the following solution and charges for the project, and it has been confirmed that all the requirements have been met and / or exceeded.

## Equipment and Installation Overview

The equipment will be (10) Fortinet Wireless Access Points and (1) Fortinet 24-port switch. The Fortinet APs will be configured together in a mesh design that will allow users to move freely throughout the museum without compromising their internet quality as their device transfers from AP to AP. The internet speed of 50Mb is shared bandwidth that will allow for users to each share access to internet to check in on social media, access email, etc.

Highlights for the Fortinet AP (Model FAP-U421EV-A) include:

- Supports Universal Access Management from on premise to cloud management
- 802.11ac Wave 2 technology with data rates of up to 3.5 Gbps
- 4x4 MU-MIMO technology improves client throughput and range
- 802.11ac transmit beamforming (TxBF)
- Modulation up to 256 QAM
- Integrated with Fortinet Security Fabric
- Virtual Cell enabled deployments segment traffic at RF layer

The installation will require:

- Access to the building during after-hours to install APs throughout designated areas of the building
- Access to lift equipment to reach ceiling joist to mount APs
- Access to IT closet to install switch during time when network can be taken down temporarily

Wednesday, February 7, 2018



# Overview of Proposed NSMLV Wifi Solution for the Friends of NSMLV

## Charges

Item description	Charge at Retail	Discounted Charge*
Equipment and installation	\$7662.25	\$3500
Monthly internet network charge	\$150/mo	\$75/mo
Contract renewal charge (every 3 years)	\$1600	\$779 (or less)

*\*Discounted charges are due to the Friends of NSMLV being a nonprofit 501(c)3 organization. The owner has discounted the equipment costs and installation time spent by his workforce.*

This proposal includes:

- the installation costs
- the purchase of all of the equipment
- the first 3 years of maintenance on the equipment (including break downs and replacements)
- all updates to the software, as released
- management of the login landing page / interface

## Contribution by the Friends

In terms of first year costs, including set up and installation, Hyper Networks has contributed over \$4000 leaving \$3500 to be charged (excluding monthly network charges). They are also waiving any future maintenance. The only request they have is for a plaque in the main corridor / rotunda area attributing the wifi installation to them.

The Friends have already collected and have committed \$2000 in donations to this initiative.

There is a remaining cost of \$1500, which following our conference call with Seth Schorr, we would look towards the Museum Board to fund.

The only ongoing financial commitment from NSMLV is the payment of the discounted monthly network fees.

## Timeline

- February 15<sup>th</sup> 2018 – approval of expenditure by the general membership of the Friends (as required by our by-laws).
- By end February 2018 – agreed installation timeline with Hyper Networks and museum team.
- April 2018 (at the latest) – full installation of the solution.

Wednesday, February 7, 2018



## **Board of Museums and History**

### **Board Governance/Committees**

NRS 381.002(3) provides that the Board shall elect a Chair and Vice Chair from among its members at its first meeting of every even-numbered year. The terms of the Chair and Vice Chair are 2 years or until their successors are elected.

#### **Current Officers:**

Robert Stoldal, Chair  
Robert Ostrovsky, Vice Chair

#### **1. Collection/Space**

Authority from NRS 381.0075 and NRS 381.008.

Created in 2014 to assist with matters concerning collection acquisitions, restrictions on donations, deaccessions, collection storage and management.

Robert Stoldal, Chair  
Alicia Barber, Ph.D.  
Sarah Cowie, Ph.D.  
Doris Dwyer, Ph.D.

#### **2. Facility Use**

Authority from NRS 381.003.

Establishes policies and charges for use of property consistent with State Administrative Manual concerning special use permits and requirements of State Risk Management.

Dan Markoff, Chair  
Renee Diamond  
~~Pete Dubé~~

#### **3. Finance**

Authority from NRS 381.0033.

Develop, review, modify, and recommend matters pertaining to Museum Dedicated Trust Fund budgets and investments.

Robert Ostrovsky, Chair  
Renee Diamond  
Robert Stoldal  
Tony Timmons

#### **4. Membership**

Authority from NRS 381.0045.

Develops policy, benefits, incentives, and cost for various categories of museum membership.

Seth Schorr, Chair

Bryan Allison

~~Janice Pine~~

#### **5. Museum Store**

Authority from NRS 381.003.

Assist museums in matters related to retail operations.

~~Pete Dubé, Chair~~

Bryan Allison

Renee Diamond

Doris Dwyer, Ph.D.

Seth Schorr

#### **6. Nevada State Prison**

Authority from AB 377 of the 78<sup>th</sup> Regular Session, enrolled as Chapter 255 to provide oversight of the Dedicated Trust Fund (Budget Account 5040) and consultancy to the effort to establish the Nevada State Prison as a historical, cultural, educational and scientific resource as required under Sections 2 and 8 of the Act.

Alicia Barber, Ph.D., Chair

Bryan Allison

Sarah Cowie, Ph.D.

Seth Schorr

#### **7. Strategic Planning**

Established as a “committee of the whole” by the Board Chair to advise on strategic initiatives of the Board.

#### **8. Major Donor**

(February 24, 2016)

Tasked with developing and implementing strategies for major gifts and endowments, restricted and unrestricted in support of the Division.

Robert Ostrovsky, Chair

Bryan Allison

Seth Schorr

Robert Stoldal

**9. Nevada Historical Society Relocation**

(March 2017)

To explore NHS program needs and explore possible relocation of the Nevada Historical Society in Reno.

Alicia Barber, Ph.D., Chair

~~Pete Dubé~~

Doris Dwyer, Ph.D.

Robert Stoldal

**10. Technology**

(September 2017)

To assist in identifying and supporting needs of museums to remain contemporary with technology needs to serve the institution and the public

Seth Schorr, Chair

**11. East Ely Depot Museum**

(December 1, 2017)

Doris Dwyer, Ph.D., Chair

**12. Marketing**

(December 1, 2017)

Anthony Timmons, Chair

Bryan Allison



**Date:** March 12, 2018  
**To:** Board of Museums and History  
**Through:** Peter Barton, Administrator  
Division of Museums and History  
**From:** Carrie Edlefsen, Administrative Services Officer II  
Division of Museums and History  
**Subject:** Private Funds Budget Adjustments – NSMLV – BA 5039

Approval for the below stated budget adjustment is being requested for SFY 2018:

**BA 5039 – Nevada State Museum Las Vegas Dedicated Trust Fund  
Revenue Authority Changes**

<u>RGL</u>	<u>Description</u>	<u>Approved Authority</u>	<u>Change</u>	<u>Adjusted Authority</u>
4025	Merchandise Sales	\$ 23,532	\$20,000	\$ 43,532

**Expenditure Authority Changes –**

<u>Category</u>	<u>Description</u>	<u>Approved Authority</u>	<u>Change</u>	<u>Adjusted Authority</u>
49	Museum Store	\$ 16,267	\$ 10,000	\$ 26,267
48	Board Appr. Spec Proj.	\$ 4,814	\$ 10,000	\$ 14,814

**Justification:** This budget change is requested to increase authority in Revenue GL 4025, Merchandise Sales with offsetting increases in Expenditure Categories 48, Board Approved Special Projects and 49, Museum Store. As of January 31, 2018 100 percent of authority has been realized for Merchandise Sales revenue and Museum Store expenditure. The increase in sales can be attributed to the increased number of school tours with each tour in excess of 70 students. It is expected that the current merchandise sales momentum will continue with the upcoming exhibit, Finding Fremont which is expected to draw even more new visitors and potential museum store customers.



The purpose of the split between the two expense categories is to accommodate the needed expenditure offset caused by the standard "keystone" pricing method whereas merchandise is marked double the wholesale cost of the product, i.e. for every \$1 spent \$2 is earned. The expenditure authority increase in category 48 will be held for future needs as determined by the Board.

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

---

Robert Stoldal, Chairman of the Board of Museums and History

---

Date

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

## NEVADA MUSEUMS & HISTORY



### Memo

Date: February 20, 2018

To: Robert Stoldal, Chairman  
Board of Museums & History

From: Myron Freedman, Director  
Nevada State Museum – Carson City

Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$750.00 from Am-Arcs of Nevada for the Nevada State Museum's Collections Care Fund. These funds will be held in the State Treasurer's Office and expended out of B/A 5036, Category 55.

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

\_\_\_\_\_  
Date

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

## NEVADA MUSEUMS & HISTORY



November 22, 2017

Am-Arcs of Nevada  
P.O. Box 10384  
Reno, NV 89510

Attn: Stan Shumaker

Dear Mr. Shumaker:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank Am-Arcs of Nevada for the generous donation of \$750 made to the Nevada State Museum's Anthropology Collections Care Fund.

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

Sincerely,

Myron Freedman  
Director

MF:hjp



*Anthro  
Collections  
Cave  
Smith  
11/21/2017*

## **Am-Arcs of Nevada**

A Society for the Study of Prehistory and Archeology  
P.O. Box 10384, Reno, NV 89510

November 20, 2017

Peter Barton, Administrator  
Division of Museums and History  
Nevada State Museum  
600 North Carson Street  
Carson City, Nevada 89701

RE: Donation for Anthropology Section

Dear Mr. Barton,

The Am-Arcs of Nevada is pleased to donate \$750.00 to the Nevada State Museum for use in support of anthropology. Am-Arcs of Nevada is a voluntary non-profit society organized for purposes of studying and preserving Nevada's Native American prehistory, and to foster and encourage a constructive public attitude toward archaeology in general. The membership voted to make this donation in recognition and appreciation of the work of the Nevada State Museum in this regard.

Sincerely,

*Stanley E. Shumaker*

Stan Shumaker  
Treasurer

Am-Arcs of Nevada Scholarship Committee  
Jim White  
Karen Hopple

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

## NEVADA MUSEUMS & HISTORY



### Memo

November 22, 2017

**To:** Am-Arcs of Nevada  
**From:** Myron Freedman, Director, Nevada State Museum  
**Re:** \$750 Donation

Am-Arcs of Nevada donates \$750 to the Nevada State Museum's Anthropology Collections Care Fund.

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

Thank you for your support!

Stanley E. Shumaker  
Stan Shumaker, Treasurer, Am-Arcs of Nevada

12-13-17  
Date

Myron Freedman  
Myron Freedman, Director, Nevada State Museum

11/22/17  
Date

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

AM-ARCS OF NEVADA  
PO BOX 10384  
RENO, NV 89510-0384

04-168/1212

1311

DATE 11-20-17

PAY TO THE  
ORDER OF

Nevada State Museum

\$ 750.00

Seven Hundred Fifty and 00/100

DOLLARS 

**usbank.**

All of us serving you®

Donation for

Archaeology

Stanley E. Shumaker

MEMO

MP



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

## NEVADA MUSEUMS & HISTORY



### Memo

Date: February 20, 2018  
To: Robert Stoldal, Chairman  
Board of Museums & History  
From: Myron Freedman, Director  
Nevada State Museum – Carson City  
Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$500.00 from Don & Kay Fowler/The Fowler Family Trust for the Nevada State Museum's Collections Care Fund. These funds will be held in the State Treasurer's Office and expended out of B/A 5036, Category 55.

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

\_\_\_\_\_ Date

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

## NEVADA MUSEUMS & HISTORY



December 31, 2017

Don & Kay Fowler  
The Fowler Family Trust  
3695 Royer Ct.  
Reno, NV 89509-7431

Dear Don & Kay:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank you for the generous donation of \$500 made to the Nevada State Museum's Anthropology Collections Care Fund.

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

Sincerely,

Myron Freedman  
Director

cc: Eugene Hattori

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

## NEVADA MUSEUMS & HISTORY



### Memo

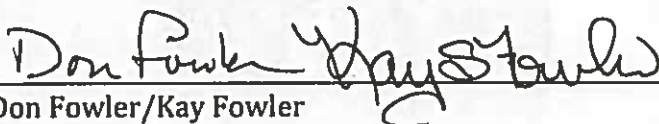
December 31, 2017

**To:** Don & Kay Fowler/The Fowler Family Trust  
**From:** Myron Freedman, Director, Nevada State Museum  
**Re:** \$500 Donation


Don & Kay Fowler donates \$500 to the Nevada State Museum's Anthropology Collections Care Fund.

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

Thank you for your support!

  
Don Fowler/Kay Fowler

\_\_\_\_\_  
Date

  
Myron Freedman, Director, Nevada State Museum

  
Date

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

THE FOWLER FAMILY TRUST  
DON D. FOWLER, TRUSTEE  
KAY S. FOWLER, TRUSTEE  
3681 ROYER CT. 775-670-8416  
RENO, NV 89508-7431

Dec. 18, 2017

Date

94-70742312 1760

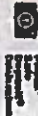
17485

Pay to the  
Order of

Nevada State Museum

\$ 500.00

Dollar



Wells Fargo Bank, N.A.  
Member FDIC

for Anthropology Fund.

Don Fowler



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

## NEVADA MUSEUMS & HISTORY



### Memo

Date: February 20, 2018  
To: Robert Stoldal, Chairman  
Board of Museums & History  
From: Myron Freedman, Director  
Nevada State Museum – Carson City  
Re: New Restricted Donation

The Nevada State Museum, Carson City, has received \$500.00 from Cora Johnson for the Nevada State Museum's Education Fund. These funds will be held in the State Treasurer's Office and expended out of B/A 5036, Category 55.

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

\_\_\_\_\_ Date

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

## NEVADA MUSEUMS & HISTORY



December 31, 2017

Cora Johnson  
1175 Agua Caliente Ct.  
Minden, NV 89423

Dear Cora:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank you for the generous donation of \$500 made to the Nevada State Museum's Education Fund.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Myron Freedman", written over a horizontal line.

Myron Freedman  
Director



## Memo

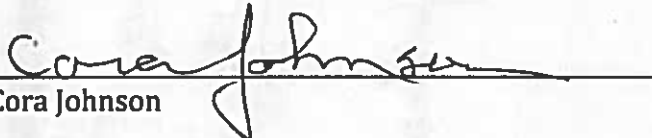
December 31, 2017

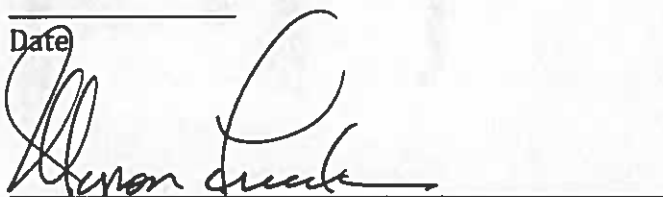
**To:** Cora Johnson  
**From:** Myron Freedman, Director, Nevada State Museum  
**Re:** \$500 Donation

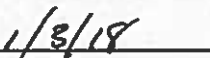
Cora Johnson donates \$500 to the Nevada State Museum's Education Fund.

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

Thank you for your support!

  
Cora Johnson

  
Myron Freedman, Director, Nevada State Museum

  
Date

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



GREATER NEVADA CREDIT UNION

2037

94-80140312

CORALEE JOHNSON  
PH: 776320196  
1176 AGUA CALIENTE CT  
MINDEN, NV 89423

12-28-17  
Date

\$500.00  
Dollars

Pay to the  
Order of

NV State Museum  
five hundred and 00/100



GREATER NEVADA CREDIT UNION  
PO Box 9129  
Carson City, NV 89702-2129

Donation  
Education Dept.

Conrad J. Johnson  
2037

Member's Check

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

## NEVADA MUSEUMS & HISTORY



December 11, 2017

Reno Rodeo Association  
P.O. Box 12335  
Reno, NV 89510

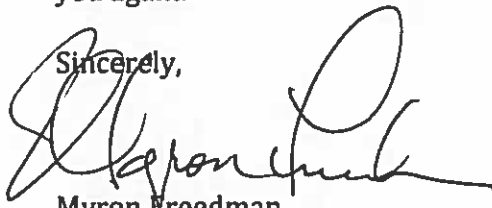
Attn: Bill Johnson

Dear Mr. Johnson:

On behalf of the Nevada State Museum and the Board of Museums and History I wish to thank the Reno Rodeo Association for the generous donation of \$3000 made to the Nevada State Museum's Coin Press/History Fund.

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

Sincerely,



Myron Freedman  
Director

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

## NEVADA MUSEUMS & HISTORY



### Memo

December 11, 2017

**To:** Reno Rodeo Association  
**From:** Myron Freedman, Director, Nevada State Museum  
**Re:** \$3,000 Donation

Reno Rodeo Association donates \$3,000 to the Nevada State Museum's Coin Press/History Fund.

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

Thank you for your support!

  
\_\_\_\_\_  
Bill Johnson

12/19/17  
Date

  
\_\_\_\_\_  
Myron Freedman, Director, Nevada State Museum

12/11/2017  
Date

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

Remittance Info: Inv #100 Year Coin

Reno Rodeo Association  
PO Box 12335  
Reno, NV 89510  
1-775-329-3877

COMERICA BANK  
Verify: 888-237-9615  
90-3752/1211

0021495490

11/30/2017

PAY TO THE  
ORDER OF Nevada Museums & History

\$ 3000.00

Three Thousand and 00/100

DOLLARS

⑆020010 01 M8 0.420 \*\*AUTO TO 0 5236 89701-400400 -C01-P20030-1

VOID AFTER 90 DAYS



Nevada Museums & History  
ATTN: MYRON FREEDMAN  
600 N. CARSON STREET  
CARSON CITY, NV 89701-4004

*Rei Zant*

From: Reno Rodeo Association  
Pay To: Nevada Museums & History

Date: 11/30/2017  
Check #: 21495490

Invoice #	Bill Amount	Payment Amount
100 Year Coin	\$3,000.00	\$3,000.00
<b>Total</b>		<b>\$3,000.00</b>

NEVADA MUSEUMS & HISTORY  
600 N. CARSON STREET  
CARSON CITY, NV 89701-4004

NEVADA MUSEUMS & HISTORY



August 18, 2017

Bill Johnson  
Reno Rodeo Association

Dear Mr. Johnson,

The Nevada State Museum in Carson City has been preserving, interpreting and sharing Nevada's history for 75 years. The museum is housed in the historic Carson City Mint. The United States Mint in Carson City produced coins from silver and gold mined in Nevada from 1870 until 1993. The Mint's Case Press #1, the first coin press to produce CC marked coins, can still be seen in the historic Mint Building. Some of the rarest and most valuable U.S. coins bear the CC in mint mark and were stamped by Coin Press No. 1.

Over the years, the press has been made operational to produce commemorative medallions with the CC mint mark. The museum is preparing the press for another historic chapter when it will begin minting 30 mm medallions. Training of new press operators will be necessary to begin the new minting operation. The museum is requesting a grant of \$3,000 (three thousand dollars) from the Reno Rodeo Association to cover the training costs. The financial support will allow us to coordinate the production of the 100th Anniversary Reno Rodeo medallion for this Christmas season. We appreciate your offer to present our request to the Reno Rodeo Board of Directors for their consideration.

Sincerely,  
Myron Freedman  
Director

PAYMENT AUTHORIZATION

DATE 11/29/17  
DEPARTMENT 5400 COGS  
COMMITTEE 100 YEARS  
GM APPROVAL [Signature]

As Per En Committee 9-5-17

*Donation for  
Coin Press  
Program*





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

**Wednesday**  
**January 31, 2018**

**To Whom It May Concern:**

I would like to stipulate that my \$2,500 donation to the Nevada State Museum, Las Vegas be restricted solely for use in defraying shipping costs for the *Finding Fremont* exhibit [restricted account no. 3904].

ROBERT STOLAR

[Signature]

2758 WILLOW CREEK CIRCLE  
LAS VEGAS NV 89129

1-30-2018

**Date**

ROBERT STOLDAL  
7758 WILLOW COVE CIRCLE  
LAS VEGAS, NV 89129-5512

12772

84-7074/2212 832

JAN 30, 2015

Date

PAY to the  
order of

NEVADA STATE MUSEUM - LAS VEGAS

\$2,500.00

TWO THOUSAND FIVE HUNDRED DOLLARS

Dollars



Wells Fargo Bank, N.A.  
Branch  
wellsfargo.com

*[Signature]*

For DEPOSIT

COLORADO CLAIMS



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

**Date:** December 12, 2017

**To:** Chairman  
Board of Museums and History

**From:** Dennis McBride, Director  
Nevada State Museum, Las Vegas

**Re:** new restricted donation/account

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

Dennis McBride  
Dennis McBride, Director

12-12-2017  
Date

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

\_\_\_\_\_ Date





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

**Date:** December 8, 2017  
**To:** Chairman  
Board of Museums and History  
**From:** Dennis McBride, Director  
Nevada State Museum, Las Vegas  
**Re:** new restricted donation/account

The Nevada State Museum, Las Vegas has received \$500 from Linda Miller to be deposited in restricted account 3902 [Collection Development].

*Dennis McBride*  
Dennis McBride, Director

12-08-2017  
Date

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

\_\_\_\_\_  
Date