

**Wyoming Department of State Parks and Cultural Resources
ANNUAL REPORT –FY 2020 (July 1, 2019 – June 30, 2020)**

Agency Information:

Agency Name: Wyoming Department of State Parks & Cultural Resources (SPCR)
Director's Name & Title: Darin J. Westby, P.E., Director
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Other Locations:

Cheyenne: State Museum Off-site Storage
State Archives Off-site Storage
Laramie: SHPO Cultural Records Field
Office Office of the State Archeologist
Lander: State Trails Program Field Office
Shoshoni: Central Construction Field Office
Statewide: State Parks and Historic Sites

Statutory References:

Established 1895, reorganized July 1, 1999, as the Department of State Parks & Cultural Resources.
W.S. 7-4-106 Archaeological Human Burials Recovery
W.S. 9-2-401 through 9-2-419 – State Archives, Museums and Historic Department
W.S. 9-2-901 through 9-2-911 – Wyoming Arts Council
W.S. 9-2-1701 through 9-2-1708 – Reorganization of State Government
W.S. 9-2-2017 – Department of State Parks and Cultural Resources Creation
W.S. 9-2-2301 through 9-2-2308 – Wyoming Cultural Trust Fund Act
W.S. 11-10-113 – Wyoming Pioneer Memorial Museum
W.S. 16-6-801 through 16-6-805 – Works of Art in Public Buildings
W.S. 24-14-101 through 24-14-102 – State Parks Road Program
W.S. 31-2-401 through 31-2-409 – Snowmobiles
W.S. 31-2-701 through 31-2-707 – Off-road Recreational Vehicles
W.S. 36-4-101 through 36-4-123 – State Parks and Cultural Resources
W.S. 36-8-103 through 36-8-107 – State Parks and Reserves – In General
W.S. 36-8-301 through 36-8-320 – State Parks and Reserves – Hot Springs State Park
W.S. 36-8-501 through 36-8-502 – State Parks and Reserves – South Pass City State Historic Site
W.S. 36-8-601 through 36-8-602 – State Parks and Reserves – Curt Gowdy State Park
W.S. 36-8-701 through 36-8-702 – State Parks and Reserves – Sinks Canyon State Park
W.S. 36-8-801 – State Parks and Reserves – Fort Fred Steele State Historic Site
W.S. 36-8-901 through 36-8-902 – State Parks and Reserves – Bear River State Park
W.S. 36-8-1001 through 36-8-1002 – State Parks and Reserves – Wyoming Territorial Prison
W.S. 36-8-1203 through 36-8-1204 – State Parks and Reserves – Designated Transfer of Lands
W.S. 36-8-1402 – Wyoming Historic Mine Trail and Byway
W.S. 36-8-1501 – Other Designations
W.S. 36-8-1601 through 36-8-1602 - State Parks and Reserves – Quebec 01 State Historic Site
W.S. 39-17-111 – Snowmobile Gas Tax Distribution

Clients Served: The SPCR agency serves Wyoming citizens, out-of-state visitors and inquiries, local, county and state governments and agencies, public schools and institutions of higher education, Wyoming nonprofit organizations and Wyoming businesses.

Budget Information/Expenditures for FY20: The total 2019/2020 original biennial budget for the Department of State Parks and Cultural Resources was \$53,802,339, of which \$31,612,673 were general funds. The Department's budget accounts for less than 1.0% of the State's overall general fund budget. The Department expended \$26,844,090 during fiscal year 2020 (July 1, 2019 through June 30, 2020) consisting of \$15,308,369 general funds, \$3,687,190 federal funds and \$7,848,531 other funds.

Commission: SPCR accomplishes its mission in consultation with the Wyoming State Parks & Cultural Resources Commission, a nine-member advisory body representing seven geographically appointed districts with two additional at-large members. The commission meets quarterly and additionally as needed. SPCR has five additional boards/councils that assist individual programs, including; State Trails Council, Wyoming Arts Council, Wyoming Cultural Trust Fund Board, State Historic Records Advisory Board (SHRAB) and National Register of Historic Places.

Economic Impact: The Agency is currently under contract with the University of Wyoming to update our economic impact and we look forward to having this study next spring. Based on previous economic impact studies, Wyoming State Parks, Historic Sites & Trails has a cumulative economic annual impact of \$469 million, \$20 million in state and local tax revenue, and supports 3,891 jobs. Per the Outdoor Industry Association, Wyoming's Outdoor Recreation industry generates \$5.6 billion in annual consumer spending, \$1.6 billion in wages and salaries, \$514 million in state and local tax revenue, and is directly responsible for 50,000 jobs. Cultural Resource grant awards in FY19 totaled \$1,554,889 dollars and these funds went to every county in the State. Almost all of the grant funds awarded require a one-to-one match and generate matching local investments. Many of these grants generate full or part time employment opportunities across the state and contribute to tourism statewide and local economic development efforts.

Core Business/Primary Functions: The Department of State Parks and Cultural Resources consists of 161 full-time positions and 88 part-time positions (11 permanent part-time, and 77 seasonal positions). The Department consists of three areas shown below along with their primary functions:

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- State Parks & Recreation Areas - to provide outdoor recreation and educational opportunities throughout the state.
- Historic Sites & Museums - to provide preservation, interpretation, and educational opportunities throughout the state.
- Trails (Motorized/Non-motorized) - to manage and develop recreational trails throughout the state.
- Support - (Youth, Volunteers, Special Events, Construction/Engineering, Planning/Grants, Concessions/Revenue) - to support the division in its mission and grant funds to communities for recreation.
- Outdoor Recreation (WyoRec) Office - Enhances and expands the outdoor recreation industry and improves outdoor recreation infrastructure/access within the agency and statewide.

Division of Cultural Resources:

- State Historic Preservation Office (SHPO) - to evaluate, protect and preserve Wyoming's significant archaeological and historic resources, and educate the public on their value.
- State Archives - to ensure ready access to the documentary resources reflecting Wyoming's history and governmental functions.
- Arts Council - to provide resources to sustain, promote and cultivate the arts in Wyoming
- State Museum - to collect, preserve, interpret and exhibit artifacts that reflect the human and natural history of Wyoming.
- State Archaeologist - to preserve the archaeological heritage of the state and bring archaeology to the public through a variety of free programs, events, and activities across the entire state of Wyoming.
- Cultural Trust Fund - to support Wyoming's culture and heritage through grant funding.

Administrative Services Section that services the entire agency (Director's office, Accounting, Human Resources (HR), and Public Information/ Marketing/Technology):

- Provides policy, strategic & budgetary planning, development and implementation support and leadership.
- Provides agency with centralized internal and external administrative support functions.

Contribution to Wyoming Quality of Life: Wyoming's residents and visitors enjoy more enriched and well-rounded lives because the Department provides memorable opportunities to learn about and enjoy Wyoming's arts, parks, history, culture and outdoor recreation through a combination of responsible recreation, preservation, education, outreach, planning, granting, conservation, construction, maintenance, public safety, economic impact and development.

Performance Measures/Major Accomplishments of FY20: SPCR undertook the formal process of developing a new overall strategic plan in 2017 to provide a guide for accomplishing the Department's priorities over the next three years. This Strategic Plan was reviewed in 2019 and determined to be in line with Agency goals and objectives. The plan was approved for another three years. Below are the five measurements used to gauge performance and how they have been met. To view overall agency strategic plan, balanced scorecard, and previous annual reports, please refer to <http://wyospcr.state.wy.us>

Mission: We provide memorable recreational, cultural and educational opportunities and experiences to improve communities and enrich lives.

“Improve Communities and Enrich Lives”

Vision: Provide the best opportunities and experiences in the Nation.

Performance Measure #1: Improve Impact and Contribute to the State's Economic Diversification:

Expand and enhance the Agency's ability to directly/indirectly support jobs, attract businesses and generate revenue for the State of Wyoming and its communities.

Division of State Parks, Historic Sites, Trails (SPHS&T) and Outdoor Recreation Office (WyoRec):

- Wyoming State Parks & Historic Sites:
 - In 2019, Wyoming State Parks & Historic Sites served over 4.4 million visitors, which was 73,000 more than the previous year. This constituted a 2% increase for all parks and historic sites combined over 2018, and a 6% increase from the five year average. In April and May 2020, SPHS experienced a 160% increase in day use visitation. Over 549,000

visitors visited the parks during these two months, compared to the five year average of 211,000.

- - While system-wide visitation increased by only 2%, some parks saw a substantial increase. Glendo State Park, for example, had a visitation increase of 18%.
 - The 2019 shoulder season (November-April) visitation constituted nearly 1,138,000 visitors. This came at a time when SPHS&T was promoting shoulder season uses. This included ice fishermen, trail and day users, and special events such as Wyoming's First Day Hikes and holiday events throughout the system.
 - SPHS added new fee-generating amenities at several parks, including thirteen new electric campsites at Seminoe, five remote boat-in campsites at Keyhole, four new cabins and a new 14 site campground at Curt Gowdy, historic tent camping at Fort Bridger, and the Miner's Camp Group Area at Boysen.
- SPHS engaged local businesses as selling agents for annual day use, camping, ORV, and snowmobile decals, encouraging diversity in opportunity and increasing economic diversification in our communities.
- In May 2020, after being closed down due to the impact of COVID-19, and in order to ensure the safety of both campers and staff, 1,200 SPHS campsites were entered into the reservation system to create a 100% reservable system.
 - This allowed SPHS to follow guidelines under the Governor's Health Orders to restrict camping to in-state residents only as well as to socially distance campsites.
 - The new system allows constituents to know exactly what campsite they will be staying in, what features it includes, and allows visitors the opportunity to plan their experience.
 - SPHS will monitor the pros and cons of the system to determine if it will continue in the future.
- As compared to the 5-year average, 2019 fee revenues were up by over 50%. Looking at 2018 versus 2019, revenues were up by 35%. This increase appears to be largely the result of the recent fee increases, but also represents an increase in visitation. Since Glendo is our most popular park and brings in around 25% of all revenue, for example, their visitation increase of 18% played a big part in the revenue increase.
- Partnerships with local and statewide community organizations resulted in increased revenue opportunities for the Agency and the communities it serves. Examples of these include:
 - Bear River's agreement with the Bear River Outdoor Recreation Alliance for the creation of additional trails stemming from the park.
 - Trail End's partnership with Sheridan Travel & Tourism to increase visitation at the Winter Wyo Rodeo by hosting Family Sled Day.
 - Edness K. Wilkins's (EKW) partnership with Kelly Walsh High School to provide canoeing opportunities to physical education students.
 - Glendo's partnership with the Casper Planetarium.
 - Seminoe's work with the Carbon County Visitor Council.
 - Hot Springs' partnerships with a half-dozen local organizations.
 - South Pass City's continued work, alongside its federal partners, on safety and restoration issues at the Carissa Mine.
 - In addition, at least one SPHS employee served on a local visitors council, a relationship that benefitted the region as a whole.

- Several SPHS facilities, including South Pass City, Fort Bridger, Fort Phil Kearny, Trail End, Historic Governors' Mansion, Curt Gowdy and the Wyoming Territorial Prison, partnered with active friends groups. Members donated hundreds of hours of time and raised thousands of dollars, most of which was spent on the host facilities. At South Pass City, for example, The Friends of South Pass funded two seasonal positions valued at \$24,000, and provided additional funding for much of the site's exhibition, restoration, outreach, and events.
- Gift shops at the Wyoming Territorial Prison, Bear River State Park, Medicine Lodge State Archaeological Site, Fort Bridger, Fort Phil Kearny and several more facilities - some operated by the state and others by friends groups - sold thousands of dollars worth of books, souvenirs and other merchandise to visitors from around the world. All worked to increase sales and improve facilities.
- Wyoming Office of Outdoor Recreation (WyoRec):
 - The Wyoming Outdoor Recreation Office convened the Wind River Outdoor Recreation Collaborative (WRORC) in order to promote economic growth in that region through enhanced outdoor recreation infrastructure and opportunities. Representatives of more than two dozen organizations were involved.
 - Outdoor recreation collaboratives in Lander, Dubois, and the Bighorn basin provided WyoRec with continually updated information about recreational opportunities and challenges in those areas. Prior to the creation of WRORC, WyoRec interviewed thirty community leaders and stakeholders one on one to identify challenges and opportunities, and the information gathered was used to formulate goals and objectives for the collaborative.
 - WyoRec also encouraged communities to consult with the motorized and non-motorized trails sections of SPHS to make use of their knowledge and expertise, and both have offered assistance with recreational projects in Evanston and Rock Springs respectively.
 - WyoRec remained active during the first few months of the COVID-19 pandemic, compiling a list of statewide outdoor recreation events with the most up-to-date information about their plans to cancel, modify, or continue as originally planned.
 - WyoRec compiled a statewide list of more than 75 recreational projects in need of funding, should any CARES Act or stimulus funding come available.
 - WyoRec partnered with several organizations to help sponsor and promote new outdoor recreation opportunities for increasing visitation and economic impact, including:
 - A new driving tour map of the northern Red Desert featuring natural and historical points of interest (including two state historic sites).
 - Completion of a two-mile, sustainable, single-track trail at Hot Springs State Park (Non-Motorized Trail Program).
 - Production of a new map for Glendo State Park with funding from WYDOT.
- SPHS Trails Program:
 - The Trails Program actively worked to expand motorized recreation opportunities throughout the state by reaching out to the Bureau of Land Management, US Forest Service, the Wyoming State Lands Office, and several Wyoming counties, encouraging them to allow the Trails Program to help develop and manage Motorized Trail Recreation. As a result, 35 miles of trails and enrolled routes were added this fiscal year.
 - The Trails Program successfully administered over \$5,000,000 in three grant programs:
 - Nine Land & Water Conservation Fund grants issued to a mixture of cities, towns and state agencies in the total amount of \$1,597,146.

- Twenty Recreation Trails Program grants issued to a mixture of state, federal and non-profit organizations in the total amount of \$1,939,407.
 - Sixty-two OHV Partnership grants issued to federal agencies in the amount of \$1,449,280.
- The Trails Program assessed community needs by attending snowmobile and ATV club meetings, interacting with trail users in the field, and meeting with the Trails Advisory Council and the Wyoming State Snowmobile Association.
- The Trails Program actively sought opportunities to make trail connections to lodges, and communities in order to increase both recreational opportunities and ORV registration sales. As a result, streets in Dubois are now enrolled in the system - as is the Three Poles Recreation Area in Sheridan County - giving unlicensed off-road vehicles the ability to travel these areas as long as they display a current ORV registration.
- The Trails Program allocated \$165,000 to private contractors for ORV trail projects, reducing the need for an increased internal workforce while increasing the amount of work completed during the very short field season.

Division of Cultural Resources:

- Wyoming State Historic Preservation Office:
 - In FY2020, SHPO managed a Certified Local Government grant program which supports local historic preservation boards, providing over \$83,000 in grants to our local communities. Over \$75,000 will be used to help evaluate, survey, and interpret historic areas and sites, and restore main street historic building facades in their communities. An additional \$8,000 has been provided to educate and train historic preservation board members in current best practices to ensure careful and knowledgeable processes to preserve and protect our vital historic sites.
 - Staff reviewed Historic Architectural Assistance Fund (HAAF) proposals in the communities of Cheyenne, Dubois, Gillette, Green River, Jackson, Meeteetse, Rawlins and Riverton. Four sites were selected to receive assistance.
 - Staff reviewed and participated in an RFQ process with Main Street to identify qualified Wyoming architects/firms who demonstrate expertise in historic preservation. Seven firms were selected to provide services to HAAF recipients.
 - Staff worked with property owners to promote the use of tax credits in the state. The part one application for Mobil Building in Casper was approved by the National Park Service.
 - SHPO hosted the Archaeology Fair in Laramie that had 90 volunteers running booths and assisting visitors and over 1,100 people in attendance.
- Wyoming State Archives:
 - The Wyoming State Archives is primarily a cost-saving unit not a revenue-generating one. The Digital Archives saves funding and staff time across state and local government, providing enterprise-wide records storage and access services. At least one county has saved the \$10,000 it had allocated for just such a system, upon learning of the availability of the Digital Archives. Similarly, state agencies using this service no longer have to rely on finding funding for separate digital management systems. The Records Management unit supervised the destruction of 3775 cubic feet of paper as well as digital state agency non-permanent records which had passed their approved retention periods, saving storage costs assessed by A&I or ETS to each agency. In addition, the Records Center provided lower cost records storage than agency office space. We provide certified copies of high school transcripts allowing Wyomingites efficient and inexpensive access to the

credentials they need to continue their education, apply for jobs or professional licenses, or join the military.

- The State Historical Records Advisory Board (via a grant from the National Historical Publications and Records Commission) funded five awards totaling \$10,418.25. Projects representing five Wyoming communities included 3-D versions of Yellowstone stereographs, scanning historic surveying notebooks, records management training for the Eastern Shoshone Tribe, digitizing oral histories from Kaycee, and historic photos of Gebo, Crosby, and Kirby, Wyoming.
- For the first half of the year, we experienced a robust use by landmen. They used county land records as well as probate files to verify ownership of land and mineral rights for property across Wyoming. By the time of the COVID-19 related shutdowns, of course, this use was greatly diminished.
- Wyoming Arts Council:
 - The Arts Council granted \$1,341,066 in 260 grants to nonprofit organizations, individuals for professional development and career advancement, and municipalities. This number includes an additional \$400,000 from the National Endowment for the Arts.
 - The Arts Council, through support from the CARES funding to help organizations during COVID-19, granted 150 Individual Artist Relief grants of \$500 to artists across the state of Wyoming to help with the significant decline in revenue to artists because of COVID-19.
 - Working with partners, the Arts Council created the 2020 Wyoming Road Trip playlist. This playlist of juried Wyoming artists was distributed to tourists through the visitor centers and via online streaming apps. This playlist has allowed individual artists to see an increase in online streaming activities, name recognition, and ties into the shift in the office of tourism's marketing campaign which is focused on people within a day's drive of Wyoming.
 - In partnership with State Parks, the Arts Council hosted the 2nd Plein Air in the Parks. This was a three day event in Sinks Canyon State Park where visual arts created 2-D work that was then for sale to the public.
 - The Wyoming Independent Music Initiative partnered with the Levitt Foundation in Denver to have Wyoming musicians perform with major touring acts to help build audiences and experiences for musicians.
- Wyoming State Museum:
 - The Wyoming State Museum continued to update exhibits and renovate galleries to conform to ADA and national interpretation standards. This year saw the addition of digital and interactive components in the museum and several collaborations with outside agencies which resulted in the creation of the following new exhibits, programs, and interpretive materials:
 - Wyoming Wildscapes (Exhibit)
 - Ghosts of War (Exhibit)
 - Suffrage in Wyoming (Traveling exhibit, digital exhibit, and lecture. Developed through a collaboration with Wyoming State Archives)
 - Happy Birthday Smokey Bear (Exhibit and public event, a collaboration with the Bureau of Land Management and the Wyoming State Forestry Division)
 - The Governor's Capitol Art Exhibition (Exhibit)
 - Capitol Renovations (Exhibit)

- The museum provided free traveling exhibits to 11 institutions in seven Wyoming counties and one other state. These exhibits reached 69,316 people.
- Office of the Wyoming State Archaeologist:
 - Provided archaeological consultation to several private and local government entities interested in preserving and promoting cultural resources on their lands, including:
 - White Ranch park, Sundance, WY
 - The Vore Foundation, Beulah, WY
 - Pilot Hill recreation park, Laramie, WY
 - Rocky Courchaine, Beulah, WY
 - Steve and Becky Martens, Newcastle, WY
 - The City of Douglas, WY
 - Jon Voigt, New Sunrise LLC, Sunrise, WY
 - Wold family, Hole in the Wall Ranch, Kaycee, WY
 - Hosted the Archaeology Fair at the Wyoming Territorial Prison in Laramie and had over 1,100 attendees.
 - Consulted with the Deer Creek Museum, City of Glenrock, to construct an exhibit pertaining to the Deer Creek Station.
 - Assisted City of Douglas in developing property for interpretation of Oregon Trail.
- Wyoming Cultural Trust Fund:
 - In FY20, over \$436,269 in grant awards reached 53 organizations in 19 communities in Wyoming, assisting with a wide variety of cultural and preservation activities.
 - FY20 grants directly supported 24.97 full-time equivalent positions in cultural organizations and programming throughout Wyoming.

Performance Measure #2: Serve and Educate our Customers and Constituents: Provide high quality customer service, facilities, opportunities, experiences, educational resources, outreach and public safety for our customers/constituents.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- Wyoming State Parks & Historic Sites:
 - SPHS oversaw approximately \$4.152 million worth of construction and restoration projects throughout the system, including:
 - Statewide projects such as fee sign replacement, various pit vault replacements, plus pavement and gravel road maintenance.
 - Bank stabilizations at Boysen and Bear River.
 - Historic restroom reconstruction at the Historic Governors' Mansion and Trail End.
 - Stabilization of the historic Warden's House at the Wyoming Territorial Prison and log structures at South Pass City.
 - Access road improvements to Quebec 01.
 - Mitigation of floor and ceiling damage at the Wyoming Pioneer Museum.
 - Removal of drop ceilings and ductwork completion at Camp Douglas.
 - Entrance renovation at Hot Springs.
 - Repairs to South Pass City's Carissa Mill foundations and operating shaft.
 - Resource management was a focus throughout the SPHS system. Highlights include:
 - Non-sustainable trails at Curt Gowdy were rerouted to eliminate steep grades, while lakeside projects reduced the amount of angling trash left on the water.

- Wyoming Territorial Prison staff utilized the site's Natural Resources Management Inventory to conduct inspections on the facility's prairie uplands areas, wetland areas, and riparian areas, looking for invasive species, erosion, vandalism, pollution of trash, and potential fire hazards.
 - Crews at EKW removed over 1,200 invasive Russian Olives from the park.
 - In partnership with the City of Sheridan, the Wyoming State Forestry office and the Trail End Guilds, Inc., disease-resistant Elm trees were planted along the boulevards at Trail End, replacing those decimated by Dutch Elm Disease in the 1980s. Japanese Lilac and Hawthorn were also planted to increase biodiversity.
 - To prevent further resource damage, Keyhole changed six sites at Rocky Point Campground from RV camping to tent camping only. The park also closed Homestead Campground during the winter months to prevent road damage and deer poaching.
 - South Pass City brought 4.5 miles of hiking and interpretive trails on line to highlight not only the mining history of the region but also the natural resources of the Willow Creek and Hermit Creek Drainages.
- In response to external customer demand, SPHS continued to improve the offering of campsite reservation sites in our system. The division also effectively oversaw more than 65 special/short-term permits, 54 cabin leases, six cooperative agreements, 19 easements, 12 friend agreements, five grazing leases, seven long-term concessions, 23 leases, nine MOUs, and over 170 selling agent contracts.
- Due to the COVID-19 pandemic and for the safety of staff and constituents, several regularly scheduled events were cancelled or reformatted, including: Egg Hunts at Historic Governors' Mansion, Glendo, Bear River and Fort Bridger, the Wyoming Outdoor Expo, Wyoming Territorial Prison's Spring Exploration, Curt Gowdy's Governor's Campout, Trail End's Junior Curator Camp, and several fishing tournaments.
- In an effort to continue to provide a high level consumer experience, SPHS continued to foster a comprehensive, robust volunteer program. From July 1, 2019, through June 30, 2020, SPHS recorded 12,129 hours donated by 197 volunteers. A variety of volunteer opportunities were available, from tour guides to camp hosts:
 - An "Adopt-a-Trail" program was developed at Curt Gowdy, allowing organized volunteer groups to assist park staff with trail maintenance projects.
 - Eagle Scouts helped rebuild 12 miles of a historic CCC trail at Guernsey.
 - Quebec 01 opened to the public and utilized former military members as volunteers for the opening activities and for tours.
- In conjunction with site staff, the Wyoming Conservation Corps and the Veterans Trail Crew worked on a multitude of projects at SPHS facilities, including trail creation and maintenance, historic structure painting and maintenance, and pine bark beetle mitigation.
- SPHS staff continued to do an amazing job in hosting fun, innovative and/or educational programming for the public, including:
 - Camp Keyhole (in which elementary kids visited the park to learn about the outdoors)
 - The Wildflower Walk and Skylab astronomy programming at Fort Phil Kearny.
 - The Christmas With the Kendricks program at Trail End.
 - Historical cooking demonstrations at Seminoe.
 - Nature walks at South Pass City.

- The Annual Kids Outdoor Day at Medicine Lodge.
 - Audubon programming at EKW and Keyhole.
 - Boysen staff worked in conjunction with the Wyoming Game & Fish Department and the Shoshoni School District to instruct hunter education in the classroom.
 - Trails interpretive programs were hosted statewide.
- SPHS continued work on the Little House on the Park program at Curt Gowdy State Park. Paid for through the generosity of the Gowdy Family Fund, the mission of Little House is to teach and promote kindness through youth programming and animal adoption events. In the summer of 2019, Little House completed three kindness events and six at-risk youth programs. Planning continued on the construction of the Little House itself.
- SPHS staff developed, administered and completed several projects paid for by funds derived from entrance and camping fees including disc golf courses at EKW and Hot Springs State Park a croquet pitch at EKW, a Family Fun Beach Day at Guernsey, the Sounds of Summer Concert Series at Hot Springs, a Kite Festival at Fort Fetterman, and an archery range trail at Glendo. These projects and added amenities helped market our facilities, which boosted local economic impact and provided sustainability in additional revenue for future construction projects.
- SPHS continued to apply for and receive grant funding for a variety of projects:
 - Medicine Lodge received a \$600,000 grant from the Helmsley Foundation to design and construct an onsite cultural and outdoor education center. The Foundation also granted funds to Guernsey for historic bridge replacement.
 - Fort Phil Kearny (FPK) received a Johnson County Tourism Grant to pay for advertising of events and opportunities at FPK.
 - Trail End, in partnership with the City of Sheridan, received a Wyoming State Forestry grant to pay for tree replacement both at the historic site and the adjacent arboretum.
 - The Wyoming Pioneer Memorial Museum was awarded grants by Aid to Others, the Wyoming Cultural Trust Fund and the Converse County Conservation District.
 - Fort Bridger received a grant from the Wyoming Council for the Humanities for the 1850 Treaty Day event.
 - South Pass City completed a project with the Wyoming Cultural Trust Fund that brought \$32,000 to the historic site with an additional match from State Parks and Cultural Resources and the Friends of South Pass. Additionally, the site hosted an artist's residency program that brought in \$15,000.
 - Wyoming Territorial Prison and Fort Bridger partnered with their communities to host food drive and giveaway events at their facilities.
- SPHS continued to participate in the "Every Kid In A Park" program, which mirrors a national Department of the Interior initiative established during the National Park Service's 100th year. It allows all Wyoming 4th grade students and their families to enter a park or historic site for free.
- SPHS staff added new exhibits at the Wyoming Pioneer Museum, Trail End, Historic Governors' Mansion, Bear River, Sinks Canyon, Quebec 01, and the Wyoming Territorial Prison.
- SPHS increased electronic access to our constituents in many ways:

- Virtual tours and/or virtual educational programs were created at Quebec 01, Trail End, Historic Governors' Mansion, Bear River, Fort Bridger and Wyoming Territorial Prison.
 - Websites were updated and augmented to better serve the customer, and 100% of campsites are now available for reservation online.
 - SPHS utilized YouTube, Facebook and Instagram to feature sites and parks.
 - SPHS continued its efforts to educate and inform customers in different languages through multilingual brochures and bilingual volunteers assisting at events.
 - SPHS debuted the [Monuments and Markers Web Map](#), providing online access to the statewide signage system (one of the oldest in the country).
 - SPHS continued efforts to inform visitors about how the money from park fees is used. Tools such as social media and signage helped relay the message that 100% of revenue collected through visitor fees goes to SPHS to fund new construction, improvement projects, provide site interpretation, and work on maintenance issues.
- Wyoming Office of Outdoor Recreation:
 - WyoRec worked in collaboration with the Wyoming Department of Transportation, the Wyoming Game & Fish Department, and the Office of Tourism to develop an interactive online map (informally called SMAP or SuperMap) of recreational opportunities in more than a dozen categories, such as hiking, rock climbing, cycling, shooting ranges, and horse corrals. The map will be mobile compatible and will be housed at www.WyoRec.com starting in the summer of 2020. The databases will be updated regularly and will be responsive to customer feedback.
 - WyoRec conducted 30 one-on-one interviews with community leaders and stakeholders to identify challenges and opportunities for the Wind River Outdoor Recreation Collaborative.
 - WyoRec provided the Southwest Wyoming Offroad Trails working group with help conducting research, planning, and other timely assistance in developing a motorized recreation route.
 - The Non-Motorized Trails Program developed a new MOU with the Bear River Outdoor Recreation Alliance to provide support for a recreational lease of state lands upon which to build ten miles of trails that connect to Bear River State Park, and provided on-the-ground support and advice for a new trail system at Western Wyoming Community College in Rock Springs.
 - WyoRec, along with SPHS and others, unveiled a new driving map of the northern Red Desert. This interpretive map highlights South Pass City and Point of Rocks Stage Station, among many other points of interest. Four thousand copies of the map were made available for distribution.
 - WyoRec secured a \$12,500 matching grant for the Lander Community Foundation's COVID-19 relief efforts from The North Face.
 - WyoRec continued the Check Out State Parks library backpack program with three county library systems. This program provides a temporary park pass and an activity backpack that can be checked out for use in exploring state parks and historic sites.
 - WyoRec's Non-motorized Trails Program partnered with the Boy Scouts of America to host several Eagle Scout projects, including building a bridge and erosion mitigation stairs at Curt Gowdy State Park, which saved the agency about \$10,000 in construction costs.
- SPHS Trails Program:

- The Trails Program actively worked to increase responsible motorized recreation for both residents and non-residents. This was accomplished through advertisements with the University of Wyoming's marketing program, Tread Lightly, the Wyoming Office of Tourism, and local visitors councils.
- The Trails Program partnered with the Bridger-Teton Avalanche Center to provide free avalanche training statewide and worked with Tread Lightly on the Ride On Wyoming campaign, which educated trail users on responsible motorized recreation and trail sharing etiquette.
- The Trails Program provided access to all trails program resources on the agency website, including links to grant applications, electronic map downloads, interactive map access, and registration purchases, as well as links to rules, regulations, and statutes.
- The Trails Program developed posters with QR codes for instant map downloading. In addition, Trails developed the Ride WYO app to provide easy access to all motorized trail mapping throughout the state.
- The Trails Program utilized volunteers from OHV and Snowmobile clubs to do trail clearing, rock hauling, safety shelter maintenance and firewood cutting. The recorded volunteer hours for the season totaled 9,155 hours.

Division of Cultural Resources:

- Wyoming State Historic Preservation Office:
 - The office worked to improve communication with our preservation partners throughout Wyoming. We met with the Alliance for Historic Wyoming, Wyoming Main Street advocacy groups, and multiple local governments.
 - Staff architect is providing design to review consultations for the National Park Service's Wyoming Main Street Facade Improvement Grant Program. Three communities have been selected to receive the assistance: Laramie, Rock Springs and Thermopolis.
 - Held annual meetings with the USFS, BLM and NRCS.
 - Collaboration with USFS to review the Recreation Residence Maintenance Guide and develop an appendix to the statewide Programmatic Agreement.
 - Sheridan and Cheyenne Veteran's Administration annual review of projects and proposals.
 - Staff reviewed nominations with the Wyoming State Historical Society to select recipients for the Preservation and Maurine Cauley Awards.
 - Staff organized the Archaeology Fair in Laramie and had 90 volunteers running booths and assisting visitors and over 1,100 people in attendance.
 - The Governor signed a proclamation declaring September Wyoming Archaeology Awareness Month, and 5,000 posters were produced and distributed.
 - Staff helped organize the 20th Annual George C. Frison Institute of Archaeology and Anthropology and WAAM sponsored lecture held at the University of Wyoming in Laramie.
 - We hosted the Centennial Farm & Ranch celebration in conjunction with the Wyoming State Fair on August 17, 2019. The ceremony honored 20 families who have farmed or ranched their family's land for more than 100 years. Over 220 participants enjoyed the luncheon ceremony which included the Wyoming congressional delegation, and state elected officials.

- Staff developed Historic Preservation 101 training for realtors and appraisers. Training was held in Torrington. Additionally staff gave a public workshop of SHPO programs for the Laramie Certified Local Government (CLG).
- Staff worked with Forest Service personnel to give an informational program for owners of recreation residences on Forest Service land. This presentation was held in Laramie.
- The office continues adding new National Register of Historic Places-related photos to the web-based photo database LUNA. SHPO digitized a total of 10,972 images. Over 1,000 images were added in the past year and are available on the SHPO website for researchers and the general public.
- Wyoming State Archives:
 - The State Archives continuously served the public all year, even as staff were sent home to telework. Two reference staff handled questions onsite, and the rest worked on projects from home. Not surprisingly, our use statistics are down 30-35% from last year, as our researchers were preoccupied with the pandemic and not at their workplaces. We served 3348 research patrons: 938 in person, and 2410 by phone, fax, snail mail and email. Of those, 1468 were from Wyoming. The rest hailed from nearly every U.S. state and eight countries. Our most common queries (987) are for school transcripts, as well as court case files (divorce and probate) and vital records. Significant research topics included Wyoming women's suffrage, corruption in 1950s Cheyenne and the African American business woman who helped expose it, Glendo Dam and Reservoir/Horseshoe Creek Community west of Glendo, the 1918 influenza pandemic, the Civilian Conservation Corps, a survey history of the state, and local church history.
 - Online access to digital collections: During the time when staff were teleworking this spring, members of the State Imaging Center staff coded and uploaded 296 finding aids to the Rocky Mountain Online Archive, linking digital content including records of many Wyoming counties. Staff also transcribed 11 oral history interviews and added audio for 300 more interviews online. Staff spent many hours eliminating over 100,000 duplicate records and standardizing entries in our Luna database in order to upload them to the Digital Public Library of America national research portal this next year.
 - We participated in the Women's Suffrage celebrations on Statehood Day and on December 10th and hosted several groups for our extended displays on Wyoming women's suffrage.
 - Records Management analysts had 1922 contacts with state agency and local government staff this year, including 32 phone/in-person RIMS database training sessions. This, too, was uninterrupted via telework; many government staff cleaned out their offices while social distancing at work, and had records management questions for our staff. We also continued our well-received series of records management training sessions for state agency staff, as well, focusing on understanding how to apply records retention schedules.
 - Archives staff gave 15 in-person and online presentations to state agency staff, municipal and county clerks, and members of the general public. Topics ranged from women's suffrage, digital archives for local governments, permanent school records, and primary vs. secondary sources for elementary students.
 - We had three workshops on oral history, disaster planning, and Archives/Digitization 101 developed for presentations around the state, sponsored by SHRAB. They were postponed due to COVID-19, but we will offer them as soon as possible.
- Wyoming Arts Council:

- The Arts Council supported over 50 public appearances by the Wyoming Poet Laureate Gene Gagliano.
- Through funding from the Seymour Thickman Family Foundation, and support from the Piatigorsky Foundation, the Arts Council presented eight classical music concerts in rural communities and schools across the state.
- Through funding from the National Endowment of the Arts, and support from the National Poetry Foundation, we hosted the state competition for Poetry Out Loud. This resulted in 17 schools, comprising 18 teachers, and 620 students, hosting local competitions and 13 competing at the state level.
- The Arts Council awarded 10 fellowships in creative writing, visual arts, and performing arts. These funds are used to help artists develop their artist output, adding economic and social outcomes for Wyoming communities.
- The Arts Council organized and administered seven or more committees to select art through the Art in Public Buildings program.
- The Arts Council assisted the Department of Education in developing the Innovations conference.
- The Arts Council administers six partnership grants with different statewide arts education associations to help provide professional development for music, theatre/dance, and visual arts teachers.
- The Wyoming Arts Council hosted the Equity in the Arts Conference that provided professional development services for artists, arts administrators, and arts advocates across Wyoming. Over 200 people were in attendance at events that included keynotes from the National Endowment for the Arts Chairman and the CEO of the National Assembly of State Arts Agencies.
- Wyoming State Museum:
 - 42,287 individuals visited the museum or participated in education programs. Of this total, 27,435 were walk-in visitors and 14,852 were participants in the museum's education programs.
 - 3,142 students engaged with the teaching collection through the museum's hands-on traveling *Discovery Trunk* program.
 - 1,239 students and adults visited the museum and participated in on-site programming
 - 2,057 youth and adults participated in off-site in-person programming.
 - 5,342 children and adults participated in special programming at the museum, including *Family Days* and *A Night at the Museum*, up 1,474 from last year.
 - 3,072 students visited the museum through *Skype in the Classroom* virtual field trips. Museum staff presented 117 online programs to students in 29 states and 9 foreign countries.
 - The museum has two University of Wyoming interns working on various projects.
 - The museum assisted 50 patrons researching their own artifacts or objects held in the state museum collections in which they had a special interest.
 - Responded to 13 requests from other museums regarding artifact care or museum methodology, including assisting with AAM re accreditation and an on-site visit to advise about collections care for an ethnology collection maintained by a county library.
 - During the last fiscal year, the museum loaned 1,698 objects to 37 different institutions and offices.
 - The Museum received 79 donations of 758 artifacts.

- Received 83 incoming loans of 233 artifacts.
- Continued to catalog newly donated artifacts, update records, and store the artifact collections: 1,145 artifacts were cataloged; 1,377 artifact records were edited; 1,948 were newly stored or returned to storage.
- Continued to edit artifact records in the PastPerfect database in order to prepare them for presentation for an on-line platform. One thousand nine hundred and six artifacts can currently be researched by the public on-line.
- Raised funds for, and oversaw, the professional conservation of six artifacts.
- Moved several artworks from storage and the Governor's Office in the Idleman Building into the newly renovated State Capitol. Staff also oversaw new glazing and framing of artworks for exhibit in the Capitol.
- Worked with the Wyoming State Hospital for deinstallation of *Art in Public Building* artworks prior to building renovations. Staff retrieved artworks from Evanston and moved them to Cheyenne for temporary storage.
- Forty three social media posts about museum artifacts were placed on Facebook, Instagram, and/or Twitter; and seven videos were posted to YouTube. Also produced 12 *Firearms Friday* videos which feature the history and type differences of various firearms in the collection.
- Participated in State Capitol reopening activities including behind the scenes tours of museum storage areas, hosting Native American artisans, and producing historic tintype photos for visitors.
- Staff judged student projects at Wyoming History Day
- Office of the Wyoming State Archaeologist (OWSA):
 - Completed its third annual Summer Ventures program at Pine Grove Stage Station, outside of Rawlins. This program provides hands-on excavation experience and teaches basic archaeological methods to children between the ages of 10 and 15.
 - Hosted the fifth annual Wyoming Archaeology Fair in Laramie with over 1,100 attendees and 90 volunteers.
 - Provided at least five public presentations to archaeology-related groups reaching around 300 people.
 - Responded to four human remains calls related to Wyoming Statute 7-4-106, Archaeological Human Burial Sites. Calls included:
 - The recovery from private lands of an 1870s soldier buried at Deer Creek Station in Glenrock.
 - The recovery from private lands of a child of Euro-American descent buried in the old Cheyenne cemetery in the 1870s.
 - The documentation on private lands of a Native American woman interred in a rock crevice near Meetectse, WY.
 - The recovery from an antique store in Wheatland, WY human remains that had been inadvertently purchased at an estate auction in Chugwater, WY.
 - Incorporated avocational volunteers into two archaeological field projects at the Powars II site (Platte County) and the Courchaine Bison Jump (Crook County) to instruct them on archaeological techniques.
 - Responded via email and/or in person to at least 20 inquiries regarding artifacts or other historic resources discovered by members of the public.
 - Interviewed by local, state, and international media outlets to provide content for radio and print. Outlets include Wyoming Public Radio, K2 News, the Casper Star Tribune,

the Rawlins Times, the Associated Press, the Globe and Mail, Archaeology magazine, and Science magazine.

- Began recording a series of educational videos for dissemination through a YouTube page.
- Maintained an active, educational social media presence with a reach of up to 30,000 individuals and organizations per post.
- Wyoming Cultural Trust Fund (WCTF):
 - At the September 2019 planning meeting, the WCTF board and staff reviewed and updated the strategic plan and communication plan. Included in the plan updates is the development of an online grant application process by 2021, to improve grantee access and application process to the WCTF.

Administrative Services Section:

- Accounting worked with staff (internal customers) to improve efficiencies and streamline processes in revenue, procurement, fixed/non-fixed assets, and p-cards by holding one-on-one meetings, group training and attendance at District meetings.
- Human Resources continues managing the Volunteer Program. We advertise in a national magazine and on a couple of websites for Workampers who contact us because they want to spend their summers in our awesome state, accept/review their applications, forward them to SPHS superintendents for placement, provide uniform shirts and a couple of other swag items so they are identifiable to the public, ensure their hours are logged into the system for reporting purposes and provide a thank you gift to them at the end of the season. Our volunteers are invaluable and we couldn't do what we do without them.
- Public Information through an enhanced dedication to social media saw "Friends and Followers" increase on Facebook, 13% (13,053 to 15,350); Twitter, 3% (9,307 to 9,615) and Instagram, 38% (1,831 to 2,530); as well as an engagement increase on Facebook of 25% (15,171 to 18,890); Twitter, 316% increase (228 to 949); and Instagram (2,514 to 3,749)

Performance Measure #3: Perform Evaluation, Preservation, Conservation and Restoration:

Evaluate, protect, conserve and restore important cultural and historical resources in the State of Wyoming and educate the public regarding resource significance.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- Wyoming State Parks & Historic Sites
 - Nearly all historic sites in the SPHS system - as well as a few parks - developed new exhibits and interpretive programs designed to engage and educate the public about Wyoming's unique cultural heritage. Glendo State Park's celebration and interpretation of the reservoir's 60th anniversary, for example, revealed a rarely-told aspect of the park's history, while a new interpretive program at Sinks Canyon focused on Native American culture and lifeways in the region.
 - After years of planning and preparation, SPHS successfully launched the opening of the Quebec 01 Missile Alert Facility - SPHS's newest state historic site - in August 2019. The above and below-ground facilities at Quebec 01, populated with a mix of original artifacts, historic photographs and first-hand accounts from the men and women who worked there, tell a compelling Cold War-era story that is rapidly increasing in popularity.
 - Resource management was a focus throughout the SPHS system. Highlights include:

- Non-sustainable trails at Curt Gowdy were rerouted to eliminate steep grades, while lakeside projects reduced the amount of angling trash left on the water.
 - Wyoming Territorial Prison staff utilized the site's Natural Resources Management Inventory to conduct inspections on the facility's prairie uplands areas, wetland areas, and riparian areas, looking for invasive species, erosion, vandalism, pollution of trash, and potential fire hazards.
 - Crews at EKW removed over 1,200 invasive Russian Olives from the park.
 - In partnership with the City of Sheridan, the Wyoming State Forestry office and the Trail End Guilds, Inc., disease-resistant Elm trees were planted along the boulevards at Trail End, replacing those decimated by Dutch Elm Disease in the 1980s. Japanese Lilac and Hawthorn were also planted to increase biodiversity.
 - To prevent further resource damage, Keyhole changed six sites at Rocky Point Campground from RV camping to tent camping only. The park also closed Homestead Campground during the winter months to prevent road damage and deer poaching.
 - South Pass City brought 4.5 miles of hiking and interpretive trails on line to highlight not only the mining history of the region but also the natural resources of the Willow Creek and Hermit Creek Drainages.
- SPHS oversees 54 cabin leases, several long-term concession operations, and numerous shelters, lodges and amphitheaters. By ensuring that park rules were enforced and recreation management agreements upheld, the agency placed a high focus on natural and recreation resource management. Through a formal permitting process for usage of shelters, lodges, amphitheaters, etc., SPHS ensured that if any damage occurred, the customer made monetary restitution.
- All necessary cultural compliance for improvements in the parks and historic sites ran through the SPHS Planning & Development Office and were cleared through the SHPO before work began. Some of these projects included archaeological investigations at Fort Bridger's Mormon Wall, rehabilitation work at the South Pass City's Carissa Mine, and a full cultural survey at Fort Phil Kearny.
- SPHS worked with the Wyoming State Archives to organize the vault and P-Drive files so that records were properly stored in both paper and electronic formats. The agency also cleaned up and reorganized the campground inventory GIS database and land ownership records.
- Curators at SPHS worked diligently on collections-related issues, including inventorying artifacts at the Historic Governors' Mansion, documenting objects at Quebec 01, updating condition reports at the Wyoming Territorial Prison, courting donors at South Pass City, and cataloging/rehousing artifacts at Trail End. At Fort Phil Kearny, staff worked to evaluate artifacts for additional knowledge of their narrative value. Historic Sites also worked with the Wyoming State Museum to catalogue and return loaned items.
- Wyoming Office of Outdoor Recreation:
 - WyoRec encouraged collaborative partners to consider protection and preservation of cultural and historical resources where they occur within the scope of their activities.
- SPHS Trails Program:
 - The Trails Program ensured that all NEPA studies were completed on trail maintenance and construction projects to ensure that archaeological sites were protected.

Cultural Resources Division:

- Wyoming State Historic Preservation Office:
 - National Register nominations completed in FY20 include the Amoretti, Welty Helmer & Company Bank in Dubois, Gillette City Hall, Gateway Site in Lincoln County, and the Dinwoody Tradition Rock Art MPDF, Game Creek in Teton County and the Black and Orange Cabins in Teton County. A draft of the Paleoindian MPDF was forwarded to the National Park Service
 - The office hired six University of Wyoming student interns and five At-Will Employee contractors who added 1,125 sites and 1,178 projects to our database, and added 3,512 sites and 1,482 projects to our GIS database.
 - The successful completion of the State Capitol renovation was another success story. SHPO staff worked throughout the design and construction phases to ensure treatment met the Secretary's Standard for Rehabilitation. Staff assisted in the celebration held on July 10, 2019, and rededicated the building as a National Historic Landmark on December 10, 2019.
 - The Cultural Records Office released WyoTrack on May 5th, 2019. WyoTrack is a web based Section 106 tracking application that provides increased access to survey and cultural resource information.
 - The Site Stewardship Program installed signage, motion activated security cameras, and did site monitoring at the Dinwoody Petroglyph site near Dubois in an effort to curtail vandalism on the Wind River Reservation at the request of the Eastern Shoshone Tribal Historic Preservation Office (THPO). An on site stewardship training was conducted in order to help provide a monitoring plan for the site. The training was a collaborative effort involving the Wyoming SHPO, the Eastern Shoshone THPO and the BLM. New motion activated cameras were installed at the Castle Gardens site near Riverton and signage was given to the Piedmont Charcoal Kilns, in efforts to deter ongoing problems with site vandalism.
 - A free public booklet on Medicine Lodge State Historic site is in development with Sacred Sites Research and the site Superintendent.
 - Research continued at the Hole-in-the-Wall Ranch near Kaycee with Sacred Sites Research. Recording of newly discovered rock art panels was completed.
 - A DRAFT human remains protocol was written with the Eastern Shoshone and Northern Arapaho THPOs and the State Archaeologist. Plans were made to hold a meeting at the Wind River Casino in May of 2020, however with COVID-19, we will be rescheduling this and expanding our consultation to other Tribes in the region.
- Wyoming State Archives:
 - In these unusual times, we worked with the State Museum, the American Heritage Center, and several smaller historical organizations, to put out a call for documents and objects that would help future researchers understand what this era was like for those who experienced it.
 - Preserving records of the Wyoming State government, regardless of format, is the primary function of the State Archives. The Wyoming Digital Archives provides agencies a way to preserve and manage their electronic records. The State Imaging Center scans state agency records for digital preservation. This year we reached out to all SPCR offices and began scanning and/or uploading digital files from the Cultural Trust Fund, State Parks Reservations, and State Museum. We also consult with local government staff on preserving their digital files, including an increasing number of local government clerks and treasurers choosing to join the Digital Archives. We are in talks with the

Supreme Court and hope to soon be working with all three branches of Wyoming state government.

- This year saw the one millionth document uploaded to the Wyoming Digital Archives, which now includes 1,220,709 documents in its database; 417,119 were uploaded just this past year. The Digital Archives serves 195 licensed users, 19 state agencies, 12 county agencies, and two municipalities (this category is new this year).
- The State Imaging Center scanned 310 rolls of microfilm and 1,870,004 images for state agencies, including the Legislative Service Office, Secretary of State, Public Service Commission, State Hospital, and Probation and Parole; 1,297,974 of these images were added to the Digital Archives. We scanned 332 cubic feet of paper; they were either removed from Records Center shelves or agency office space and securely destroyed.
- We added eight new historical collections and 561 cubic feet of archival records; the latter was evenly split between counties (courts and school districts) and nine state agencies.
- In a joint project with the Vital Records Registrar, a scanning technician from Ancestry has spent the past year scanning death, marriage, and divorce certificates from Wyoming's counties. The Registrar has secured additional county vital records for transfer to the State Archives, as part of this project. These records will be accessible online via Ancestry, and in the State Archives' reading room. This will save wear and tear on these frequently consulted records.
- Wyoming State Museum:
 - The Wyoming State Museum continued to upload artifacts from the collection online in order to increase public access to our records.
 - The museum oversaw the reframing (when needed) and reinstallation of art in the Wyoming State Capitol.
 - In the past fiscal year, the museum has taken in over 58 donations comprising of over 300 artifacts.
 - The museum has offered numerous behind the scenes collection tours to educate the public on what we collect and how we preserve artifacts.
 - The museum is working with a research volunteer to create YouTube videos, "Firearm Fridays," that focus on various firearms from the collections. Eleven videos were produced and uploaded in the last fiscal year.
 - In the ongoing inventory of the museum collections, 5,417 objects were examined.
 - A total of 674 objects were evaluated and properly curated and stored.
 - A total of 649 objects were newly cataloged with detailed information.
 - The museum worked with University of Wyoming staff to share examples of elk-related artifacts in the collection for a National Endowment of the Humanities project, *Understanding and Communicating the Role of Elk on the Wind River Indian Reservation*.
- Office of the Wyoming State Archaeologist:
 - Assisted local law enforcement and Tribal representatives in assessing vandalism to a sacred Medicine Wheel located near Greybull.
 - Responded to four human remains discoveries located on private lands. Excavated two sets of human remains in Glenrock and Cheyenne and evaluated two more.
 - Completed a National Register Nomination for the Pine Grove Stage Station and Cemetery Historic District.
 - Assisted the Crow Agency in stabilizing and preserving a headdress repatriated to them by Chicago's Field Museum.

- Assessed and documented damage to Oregon Trail ruts located on property managed by the City of Douglas. Assisted City of Douglas in revising plat surveys for preparation of a local historic park.
- Processed, curated, and submitted to a database system several thousand archaeological artifacts for preservation and use in future research.
- Participated in or led at least 30 archaeological investigations including cooperative research and contract projects for local, state, and federal stakeholders throughout Wyoming.
- Wyoming Arts Council:
 - Attended the national reception for Jim Jackson, who was then selected for a National Heritage Fellowship, bringing a national reputation to the leather workers of Wyoming. The Arts Council wrote the application and produced the video that helped Mr. Jackson gain recognition for the award. The video can be found at: <https://www.youtube.com/watch?v=kVaRToHXCFg&t=3s>
 - Provided four Folk and Traditional Arts Mentoring/Apprentice grants to master artists who worked with apprentices to learn traditional arts skills such as native american beading, leatherwork, and metalsmithing.
- Wyoming Cultural Trust Fund:
 - In FY20, \$98,163, or 20.29%, of all grant awards supported historic preservation activities, including: restoration and repair of the Dinwoody Petroglyph site by the Eastern Shoshone Tribal Historic Preservation Office and the Eastern Shoshone Tribe; the acquisition of tin ceiling tiles for the restoration of the auditorium of the historic Old Stoney in Sundance; and the restoration of the front entrance of the historic Bishop House in Casper. Additionally, another \$81,891, or 16.9%, of grant awards supported the construction of rehearsal studio space in the expanded WYO Theatre in Sheridan; facade and exhibition improvements at the Joss House in Evanston; and conversion of unusable old bathroom space into a curation lab workspace for the Pioneer Museum in Douglas.

Performance Measure #4: Exercise Brand Management: Provide high quality consumer/constituent evaluation, department planning and marketing to enhance and showcase Agency's programs and educate the public of our brand value.

Division of State Parks, Historic Sites and Trails and Outdoor Recreation Office:

- Wyoming State Parks & Historic Sites:
 - The 2019 SPHS Visitor Use Survey gathered feedback from 6,000 members of the visiting public to determine future programming and funding needs. All staffed facilities participated in the survey. Informational highlights include:
 - 72% of state park visitors and 34% of historic site visitors are repeat visitors. The majority of visitors at both state parks and historic sites are traveling with family and friends, and most learn about our sites from a previous visit, word of mouth, websites, and highway signs.
 - At state parks, the average length of stay is 37 hours in the summer then drops to 17 hours in the winter. Only 33% of visitors are likely to stay overnight. Historic site visitors tend to stay 2.4 hours in the summer and 2.2 hours in the winter.
 - All visitors are overwhelmingly supportive of our fee structure, with 97% of historic site visitors feeling that fees are just right. In-state park visitors approve

of the fees at a rate of 83.5% and out-of-state visitors are slightly less satisfied at a rate of 78.3%.

- At both state parks and historic sites, visitors appreciate well-maintained grounds and habitat as well as directional signage, parking, and restrooms.
 - State parks visitors are also looking for quality trails and picnic areas.
 - Historic site visitors appreciate our museums, educational and interpretive exhibits, and historic restoration efforts.
 - Visitors reported that they did not desire a focus on technology, but that authentic experiences were valuable at both parks and historic sites.
 - Guests also reported that they were overwhelmingly satisfied with the friendly attitudes and helpfulness of our staff.
- SPHS staff continued work on the Sinks Canyon State Park Master Plan. The process included multiple opportunities for public input and for stakeholder engagement, which allowed the planning team to learn how and why the community values the park and what its priorities should be for development and resource protection. The plan should be finished in 2021.
 - SPHS continued to brand its programs, merchandise and advertising with its recognizable WyoParks logo. Logos developed in a similar style were used by the Trails Program, WyoRec, and the Law Enforcement program.
 - During the COVID-19 pandemic, when most local, surrounding state, and nearby national parks were closed, SPHS was able to use the WyoParks brand to get constituents to Wyoming's state parks and historic sites for day use purposes, including fishing, hiking and biking. Multiple posts on social media kept state parks in the minds of people looking for ways to responsibly recreate, thus filling one of the most vital needs during the crisis.
 - During the closure of our historic sites during the COVID-19 crisis, SPHS staff at the Historic Governors' Mansion, Trail End, Fort Bridger, Glendo, Bear River, Quebec 01, the Wyoming Territorial Prison (WTP) and others created online videos for students who normally visit the facilities as part of their regular curriculum. Most were presented via Facebook and YouTube.
 - Of particular note was the "Journey Through History" digital learning adventure created by the WTP, in which students used maps, photographs and other documents to follow the lives of two WTP inmates, George "Butch" Cassidy and Minnie Hulett Snyder.
 - SPHS developed a marketing plan for the newly acquired Quebec 01 Missile Launch Facility which, as funding allows, will utilize brand management to advertise and market the site to visitors.
 - Similarly, the Sinks Canyon Master Plan was branded through the Public Information Office, and includes a website, social media efforts, and park-specific graphics.
 - SPHS facilities continued to be recognized for their excellence.
 - Buffalo Bill, Glendo and Keyhole, for example, were selected by TouristSecrets.com as three of the best state or national parks to visit in Wyoming.
 - Additionally, through their respective host sites, students and staff at Fort Bridger and Trail End received awards from the Wyoming State Historical Society.
 - Nearly three-quarters of Wyoming's state parks and historic sites received a rating of 4.5 stars or better on TripAdvisor; several were awarded 5-star certificates.

- Google Review stats were even more impressive, with nearly half of SPHS's facilities receiving an overall rating of 4.7 or higher.
 - Over 1.64 million people visited the SPHS website. Just over 1.1 million of them were new users, and 1.25 million came to the site from a search engine - meaning they were looking specifically for information on some aspect of Wyoming State Parks, Historic Sites & Trails.
 - Friends and followers on SPHS social media pages increased significantly in 2019, up 18% on Facebook, 3% on Twitter, and 38% on Instagram. As for engagements, they rose as well, increasing 25% on Facebook, 316% on Twitter, and 49% on Instagram.
 - National advertising and editorial content on social media, in group tour magazines and on television educated constituents about SPHS products and brand. Examples include C-Span American History TV's three feature stories on Fort Phil Kearny, the Wyoming Territorial Prison and Trail End, the Wyoming Territorial Prison's national marketing campaign, and in-house educational video productions on COVID-19 related issues.
 - SPHS continued to recognize and show gratitude to our nation's veterans by offering and promoting the availability of the SPHS Lifetime Veteran's Permit, which is available to all Wyoming veterans with 50% or more service-connected disabilities. In addition, Parks for Patriots programming gave all veterans the opportunity to visit state parks and historic sites free of charge on Flag Day and Veterans Day.
- Wyoming Office of Outdoor Recreation:
 - WyoRec worked to develop an online Wyoming recreational map with agency branding and developed an interagency team to promote it across the state.
 - WyoRec also invested in branded tents and promotional items to distribute at events, programs, and trade shows.
 - WyoRec worked with the SPCR Public Information Office (PIO) and Marketing Program to improve and expand social media marketing efforts:
 - PIO provided training for the WyoRec staff and new accounts were activated for Instagram and Twitter.
 - The Marketing Program also worked on WyoRec's recreational map project and helped to locate it within the existing WyoRec website.
- SPHS Trails Program:
 - The Trails Program budgeted \$63,000 for marketing and worked closely with the Office of Outdoor Recreation on the management and oversight of various marketing tasks.
 - The Trails Program worked with Tread Lightly and the University of Wyoming Sports Properties Team to develop innovative ways to educate the public on new motorized recreation opportunities, trails use etiquette and responsible motorized recreation. This was done through radio, University of Wyoming sporting events, field/court side signage, and community activities such as outdoor expos, safety education events, and motorized sporting events.
 - Through the Shoshone National Forest travel management planning process, the Trails Program worked with the Wind River, Washakie, Wapiti, and Clarks Fork Ranger districts to ensure that motorized recreation resources were protected and a management plan adequately developed.
 - The Trails Program offered education opportunities for motorized and non-motorized trail users, including Avalanche Awareness training. The program worked to expand safety education opportunities to include an ATV safety training course (on the importance of

helmets) through the National Off-Highway Vehicle Conservation Council and Tread Lightly.

- The Trails Program developed signage for use at federal partners' offices, lodges, selling agents, trail heads, and project locations to educate trail users as to what their registration funds are used for as well as the improvements provided by the Trails Program.

Cultural Resources Division:

- Wyoming State Historic Preservation Office:
 - SHPO staff updated web pages and social media posts throughout the year including consistent logos and branding.
 - In FY20 we expanded our social media presence with more posts on Facebook, Instagram and Twitter.
 - Our Facebook reach now extends beyond Wyoming and the United States to 44 countries.
 - We posted on Facebook 156 times in 2019, or .42 times a day. Those posts reached 201,986 people. Of our 156 posts, 39% reached between 89-500 people; another 39% reached 501-1000; eight percent reached 1,001-1,500, and finally 16% of Facebook posts reached between 1,501 and 18,146 people.
 - We gained over 400 new likes to our Facebook page in 2019, and currently have 2,670 people who like our page and 2,883 followers.
- Wyoming State Archives:
 - The most visible manifestation of our brand was our logo on face masks designed and sewn by Reference Archivist, Suzi Taylor.
 - The State Archives continues to revise our web pages, and we had 128,750 total page views for the year. Our topical LibGuides, particularly those on women's suffrage and vital records, were popular, receiving 13,073 total views.
 - We have markedly increased our social media posting this past year and it has paid off! We saw a 320% increase in Facebook post views (166,679) and a 177% increase in Twitter views (119, 982); our blog also received 13,293 views.
 - All SHRAB workshops and Archives Month activities carried the State Archives logo and advertised our activities.
- Wyoming Arts Council:
 - The Arts Council has over 5,000 contacts in its directory, and send out monthly emails to specific targeted individuals based on their interest in what information they would like to receive. These emails are specifically focused on areas of interests picked by the individual subscriber.
 - The Arts Council grew its social media presence to over 3,939 followers on Facebook and over 1,000 on Instagram. There are daily scheduled posts and geographically focused marketing and promotion, including weekly engagement through Twitter.
 - Three issues of the *ArtScapes* magazine were produced and distributed to over 5,000 households and businesses across the country.
 - The Arts Council does multiple mailers to over 5,000 Wyoming constituents for major events including the Governor's Arts Awards application and event and the Wyoming Arts Summit.
 - The Arts Council hosted the 38th annual Governor's Arts Awards, which had over 400 people in attendance.
- Wyoming State Museum:

- The Wyoming State Museum implemented online surveys to determine the needs of our visitors. Our initial survey solicited feedback about our Prehistoric Wyoming exhibit plan and received 78 responses.
- The museum continues to maintain a strong online reputation with a 4.7 star rating on Google and 4.5 star ratings on Yelp and TripAdvisor. It remains the number one traveler favorite attraction in Cheyenne according to TripAdvisor.
- The Wyoming State Museum began a complete redesign of its website. The anticipated launch for the new site is the Fall of 2020.
- The Wyoming State Museum published six articles in Cheyenne Living magazine.
- Facebook posts/presence for FY20:
 - 163,885 - Total Impressions (total number of times a post appeared on someone's screen - including multiple times for the same person)
 - 135,767 - Total Reach (total number of times a post appeared on a unique person's screen - each person is only counted once per post)
 - 10,721 - Total Video Views (total number of views for the posts that Facebook calls a video - this includes Facebook Live videos and shared videos, but not shared links like YouTube videos)
 - 336 - Total Comments
 - 3,886 - Total Likes
 - 1,721 - Total Shares
 - 10,630 views of videos the museum has posted on YouTube
- Office of the Wyoming State Archaeologist:
 - Maintained an active social media presence with a total of 3,222 Facebook and 755 Instagram followers. Other social media stats include:
 - Total Facebook reach (sum of individuals reached from all posts): 248,065
 - Total Facebook engagements (sum of engagements for all posts): 30,483
 - Maintained an active social media presence for the University of Wyoming Archaeological Repository, a division of OWSA, with 497 Facebook and 435 Instagram followers.
 - Increased distribution of OWSA-logo items to volunteers, program participants, festival and fair attendees, and employees including stickers, patches, photo sales, t-shirts, and hats to promote OWSA and the programs and activities that we offer.
 - Wrote brochure, poster, and proclamation text for the 2020 Wyoming Archaeological Awareness Month. Posters and brochures are distributed to the BLM, Forest Service, Park Service, local museums, and other institutions throughout Wyoming.

Administrative Services:

- Public Information through increased training and promotion saw an increased use of the "Marketing Calendar" by State Parks, Historic Sites and Cultural Resources programs resulting in better promotional strategization. These efforts resulted in more timely flyers, printed materials and press releases.
- PIO began tracking of social media analytics going back three years and now updating periodically.
- During the past year, PIO, at different times, managed the WyoParks, Cultural Trust Fund, Curt Gowdy, Hot Springs, Legend Rock, EKW and SHPO social media sites.
- PIO began an event and site visitation database which tracks attendance, as well as documents contributing factors such as weather, competing events, amount of publicity, ect.

- Updated website site specific videos

Performance Measure #5: Have a Competent and Satisfied Workforce: Recognize, retain and recruit employees to ensure a cohesive, well trained, happy, safe and healthy workforce.

Division of State Parks, Historic Sites & Trails and Outdoor Recreation Office:

- Wyoming State Parks & Historic Sites:
 - Through careful budget management, the use of scholarships and discounts, and utilizing staff instructors, SPHS was able to fulfill training needs in a number of ways:
 - Two staff members went through the Wyoming Certified Public Manager course.
 - Four staff members attended the National Association of State Park Directors Leadership School.
 - Nine employees received National Association of Interpreters certification.
 - Several staff members received EMT Basic Training and NWGC Wildland Firefighting (red card) certification.
 - SPHS employees throughout the system obtained all required certifications in CPR/first aid, water, sewer, herbicide/pesticide application, and law enforcement training.
 - Staff around the state continued to job shadow and had opportunities to learn from colleagues and co-workers.
 - SPHS updated its Seasonal Employee Handbook, used by parks, sites, WyoRec and law enforcement personnel to familiarize themselves with the division as a whole, specific job duties within their program, administrative responsibilities, and applicable rules and regulations.
 - Several SPHS facilities and programs placed an emphasis on cross-training personnel. Within the Concessions & Revenue Program, for example, each team member was provided with a “desk manual” to assist team members to carry on the day-to-day assignments and duties when one team member is gone or needs assistance.
 - Improving safety was a main goal of 2020 throughout the SPHS system.
 - Monthly gear checks were instituted and Safety Data Sheets were updated at the majority of facilities.
 - In addition, the SPHS Safety Committee was instrumental in setting guidelines and providing adequate amounts of personal protection equipment for parks and sites personnel during the COVID-19 pandemic.
 - With input from the Employee Satisfaction Committee and the Senior Management Team, SPHS conducted an employee satisfaction survey in December 2019. Results showed a significant improvement from the prior year in terms of overall job satisfaction, but there is more work to be done in the areas of communication and workplace satisfaction.
 - The SPHS Employee Satisfaction Committee continued to address staff concerns and general morale. The committee reached out to staff to get their opinions and input on how the agency could improve on communication, advancement opportunities, working conditions, management, and overall employee morale. The Senior Management Team developed a scorecard to provide regular updates on issues brought forth by staff.
 - Increased communication through district-wide and site level staff meetings and training resulted in an uptick in productivity and efficiency. The division-wide newsletter, sent to all staff and SPCR commission members, was one means by which information was exchanged

- between field sites, headquarters and department staff.
- Utilizing individual skill sets, SPHS staff throughout the system worked more as a team to assist at facilities other than their own. For example:
 - Fort Bridger did not have to hire and train as many supplementary staff this year for the Rendezvous since staff from the Absaroka and Shoshone Districts were able to assist.
 - Staff from the Shoshone and Absaroka Districts went to South Pass City to assist with Gold Rush Days.
 - Keyhole staff assisted Trail End staff with maintenance and repair duties at the LX Bar Ranch facility.
 - EKW and Glendo employees helped move display cases at the Wyoming Pioneer Memorial Museum, which in turn assisted Guernsey with its museum artifacts.
 - Wyoming Office of Outdoor Recreation:
 - In cooperation with the University of Wyoming's Ruckelshaus Institute, WyoRec hosted a two-day facilitation training workshop for division staff in Casper. Topics included collaboration vs. cooperation, conflict resolution, and a variety of communication techniques.
 - The Non-Motorized Trail Program coordinator created a new visitation reporting program and procedure for parks and historic sites that will allow superintendents to better manage their reports and make corrections in a timely fashion. These changes allow for quicker and more accurate reporting each month.
 - SPHS Trails Program:
 - The Trails Program provided a variety of training opportunities for all staff, including CPR/First aid and Avalanche Training, chainsaw operation and tree felling certifications and refresher courses, professional development and leadership training for program manager and management team members (including shop foreman, supervisors, and grant program manager), plus Wyoming Introductory Supervisory Education program completion for new supervisors.
 - In order to maintain high employee satisfaction and safety standards, the Trails Program held weekly crew meetings to discuss day-to-day tasks, both in the shop and in the field, and to ensure that crews were provided with the right tools and gear needed to safely complete all assigned job duties.
 - The Trails Program incorporated an Employee of the Month wall, with the winner always nominated by at least one other member of the crew. In addition, Employee Recognition Barbecues took place, during which employees and their families gathered and enjoyed each other's company in an environment that did not relate directly to work. These activities proved to be a great motivator to increased productivity.
 - Trails Program efficiency improved through involving and educating the entire crew on all aspects of the program, from administration to on-the-ground operations.
 - The Trails Program held an employee workshop to begin the development of the Trails Program Maintenance Manual, which will link to the existing operations manual in order to streamline the training processes of all positions within the program.

Cultural Resources Division:

- Wyoming State Historic Preservation Office:

- The office participated in regional and national meetings sponsored by NCSHPO, the National Trust, and the National Association of Preservation Commissions.
- SHPO Staff participated in the annual meeting of the Wyoming Archaeological Society.
- The Wyoming Association of Professional Archaeologists has been delayed due to COVID-19, but plans for an in person meeting have been made.
- Staff attended training at the Western Center for Historic Preservation in Grand Teton National Park.
- Staff attended regional meetings on the development of cultural resources databases and GIS.
- Staff attended training on the Wyoming State Accounting System, CGI Advantage and the new Employee Self Service (ESS) system.
- Staff attended the Colorado Preservation Conference and the National Trust for Historic Preservation Conference in Denver.
- Wyoming State Archives:
 - Two thirds of our staff began teleworking in March, with minimal time to find mobile equipment and new projects for those whose normal tasks must be done on site. All pivoted to this new normal work environment with good spirits and high productivity. We held virtual, group and all-staff meetings every week and got to meet each other's four-legged co-workers. Most importantly, we remained healthy and were ready to return to our offices in June.
 - Staff took full advantage of distance learning opportunities while teleworking or social distancing on site, attending over 135 webinars and in-person trainings this year. Topics included workplace impacts of COVID-19, teaching virtually, email archiving, crowdsourcing, and digital preservation of audio and video. They also attended professional meetings, making presentations and serving on boards.
 - Reference Archivist, Carl Hallberg, assumed the duties of Editor for the Wyoming State Historical Society's Annals of Wyoming and Digital Archivist, Cindy Brown, attained her Digital Archives Specialist certificate from the Society of American Archivists.
 - When the budget freeze went into effect in April, we had an open position. Ultimately, this position would have bolstered the public services staff in the main reading room, where adequate coverage can be an issue. We will need to consider future staffing plans, in light of impending budget cuts, to ensure that reference staff have the coverage they need.
- Wyoming Arts Council:
 - The Arts Council continues flexible working schedules including telework agreements for all eight staff members, and switching telework days by request of some employees.
 - Arts Council staff remain working from cell phones instead of landlines, giving staff more flexibility with where to physically be located for conversations with constituents.
 - Through some required training per the National Endowment for the Arts federal funding, the Arts Council has been able to provide professional development opportunities for all eight staff to attend an out-of-agency professional development conference, including the Wyoming Women's Conference, National Assembly of State Arts Agencies gathering, and Western States Arts Federation professional development gatherings.
 - The Arts Council has restructured staff meetings in the virtual environment to help build a stronger culture among staff.
- Wyoming State Museum:

- Two museum staff persons attended the Cretaceous and Beyond Conference in Dickinson, ND.
- One museum staff person attended and presented at the Museum Computer Networks Conference in San Diego, CA.
- Five museum staff persons visited Fossil Butte National Monument to meet with the Curator and tour the collections.
- Staff attended an American Association for State and Local History on-line conference and several free webinar presentations on various topics including emergency preparedness, internships, artifact interpretation, museums and COVID-19.
- Office of the Wyoming State Archaeologist:
 - Hired a new State Archaeologist.
 - Assistant State Archaeologist trained to fly an unmanned aerial vehicle (drone) for archaeological reconnaissance.
 - All staff participated in regional meetings and as members of local archaeological Foundations.
 - Completed Cobblestone training and all training required by the State of Wyoming.
 - Attained three additional grants and agreements intended to recruit and employ five to 10 AWEC positions for students at the University of Wyoming.
 - Lost the manager of the University of Wyoming Archaeological Repository to a different position and have currently not rehired this position due to a State hiring freeze. Position duties being fulfilled part time by Assistant State Archaeologist.
 - Failed to renew five student employee contracts paid out of non-general fund grants and agreements due to a State hiring freeze and denial of exception requests. Office is currently operating with three individuals, where it typically operates with nine or more.
 - Currently fulfilling core duties of OWSA, but continued absence of these contract positions will result in lapse of core responsibilities and agreements.

Administrative Services Division:

- Due to budget constraints, all Administrative staff were directed to seek low to no cost training and most staff attended a minimum of two training sessions.
- Accounting attended Wyoming Online Financial System training sessions available at the State Auditor's Office to strengthen employee skill sets and create an overall knowledgeable staff.
- HR continues to train staff on ESS and MSS time sheets. This makes it easier for employees and managers to enter and approve leave usage and hours worked, which in turn ensures employees are paid correctly and timely.
- HR ensures staff is up to date on defensive driving training.
- HR continues to lead the monthly agency safety meetings, with committee member participation, seeking ways to reduce the number of workers' compensation claims within the agency.
- HR is working with the State Parks Division in the areas of employee satisfaction, compensation, classification and organization, helping to implement any ideas that are feasible and seeking alternatives to those that are not.
- HR is working with OSHA to schedule annual consultations at each building where employees work. The consultations assist the agency in maintaining a safe working environment for our employees.

- PIO has put together a series of training videos that walk employees through the process for daily online editing of their websites.
- Agency developed an employee survey to gather information on where we are with the satisfaction of our workforce. This is the first time this has been done, and therefore, will be our baseline going forward. We had nearly 70% response rate and our satisfied to very satisfied percentage was 64%. We continually analyze the results of the survey to effectuate changes that can assist in improving these numbers.
- The PIO office began weekly staff meetings to communicate, strategize and prioritize. These meetings resulted in more cohesive promotion of department events and more timely and detailed information distributed to the public and media.
- In an effort to develop and maintain a successful, competent, and happy workforce, the Agency is developing an internal leadership academy program.
- PIO is also researching on-line and local training opportunities especially in the area of graphic design.
- PIO created and produced an internal "SPCR Snapshot" newsletter distributed monthly.
- PIO developed a social media policy and training manual to assist program and SPHS administrators.

Wyoming Department of State Parks and Cultural Resources

