

**Wyoming Department of State Parks and Cultural Resources
ANNUAL REPORT –FY 2019 (July 1, 2018 – June 30, 2019)**

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. 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 FY19: The total biennial budget for the department for 2019/2020 is \$53,802,339, of which \$31,612,673 are general funds. The Department's budget accounts for less than 1.0% of the state's overall General Fund budget. The department expended \$24,957,315 during Fiscal Year 2019 (July 1, 2018 thru June 30, 2019) consisting of \$16,490,973 general funds, \$2,696,015 federal funds and \$5,770,327 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 and National Register of Historic Places.

Economic Impact: 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 (OREC) 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 - 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, 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 FY19: 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. With this new strategic plan in place, our annual report has been modified to reflect these updates. Below are the five measurements used to gauge performance. 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 and Outdoor Recreation Office:

- As shown in the above economic impact numbers, we continue to impact communities in which we serve. With the addition of the OREC office, the impact of this industry is significant. We are working to take it to a \$10 billion industry by implementing the recommendations of the Governor's Task Force on Outdoor Recreation.
- We have had another banner year. In 2018, SPSHS&T served over 4.3 million visitors, which is 136,000 or 3% more than the previous year. This is up 6% from the five year average.
- Division issued nine Land and Water Conservation Fund grants totaling \$1,366,221, 17

Recreation Trails Program grants totaling \$1,731,236 and 60 OHV Partnership grants totaling \$1,148,284. All funds went to local communities, and state/federal agency partners.

- The OREC office has been the point of contact for five outdoor recreation businesses looking to relocate or expand in WY. The OREC office is working closely with the Wyoming Business Council and local economic development agencies to build relationships and put forth proposals and plans to make these moves come to fruition.
- Over the last two snowmobile seasons we have seen a steady revenue increase of 10% each year. This mostly consists of non-resident and commercial snowmobile user fee sales. This has contributed to an addition of \$150,000 of revenue each of those years.
- Both in and outside of Wyoming, the OREC office gave over 50 presentations regarding what Wyoming has to offer for businesses, tourism, and outdoor recreation opportunities. This included dozens of interviews with media.
- State Parks, Historic Sites and Trails, in conjunction with the OREC office, provided support and assistance to numerous outdoor businesses and nonprofits to coordinate, execute and promote dozens of statewide events including the WY State Capitol Open House Celebration, Wyoming Outdoor Expo, and the Wyoming Governor's Magpul Shooting Match.
- The OREC office continues to facilitate and support the Bighorn Basin Outdoor Recreation Collaborative. This diverse group of community leaders, local businesses, non-profits, and outdoor interest groups work together to promote, enhance, and develop sustainable outdoor recreation for the economic benefit and personal well-being in the Basin. The Collaborative is developing a strategic plan emphasizing outdoor recreation as a valuable economic contributor.
- The OREC office participated in a United States Forest Service Chief's Review of Region two.

Division of Cultural Resources:

- Wyoming State Historic Preservation Office:
 - In FY19, the office awarded ten grants totalling \$80,845 to the cities of Cheyenne, Green River, and Kemmerer, as well as Albany, Fremont, Teton, and Weston Counties in support of historic preservation activities including preservation plans, petroglyph survey, training, a Carnegie Library Structural Evaluation, architectural assistance, and restoration work on Cheyenne's Historic Airport Fountain.
 - Staff reviewed Historic Architectural Assistance Fund proposals in the communities of Rawlins, Casper, Evanston, Laramie, Greybull, Thermopolis, and Guernsey. SHPO attended and presented at the Main Street Placemaking Conference and training in Evanston on September 20, 2018.
 - Staff worked with property owners to promote the use of tax credits in the state. The part 3 application for the King Brothers Ranch in Albany County and the part 1 application for Colter's Lodge in Lincoln County were approved by the National Park Service.
 - SHPO staff helped to organize 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 State Historical Records Advisory Board (via a grant from the National Historical Publications and Records Commission) funded three awards totaling \$6,271.11. Projects representing three Wyoming communities included digitizing stereographs of Yellowstone, making accessible historic newspaper photographs from Jackson, and organizing photographs at the Cheyenne Frontier Days Museum for research and display.

- The State Archives reading room hosted nearly 800 visits from landsmen researching the ownership of land and mineral rights to property across Wyoming. They determined the feasibility of land acquisition and minerals exploration, searching through county land ownership records (434 visits) and probate court files (approximately 355 visits). Their work also helps to insure mineral royalties from development are distributed to the correct individuals.
- Illustrating how heritage tourism benefits our state, 83 visitors to the State Archives (22 Wyomingites from outside Cheyenne, 61 from other states) planned their trips to Cheyenne around family history research; they looked at land records and photographs, as well as vital records. We are working with the Public Information Office to produce short video spots highlighting some of our frequent users speaking about what draws them to our resources.
- The Wyoming State Archives is primarily a cost-saving unit, rather than a revenue-generating one. We provide certified copies of high school transcripts allowing Wyomingites efficient and lower cost access to the credentials they need to continue their education or apply for jobs and professional licenses. The Records Management unit supervised the destruction of 3,168 cubic feet of paper and 1,802 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 storage for these records than agency office space. The Digital Archives saves staff time across state government, and counties who wish to participate, by providing a centralized records storage location and research/reference services, freeing up agency staff from these time consuming duties.
- Wyoming Arts Council:
 - The Arts Council granted \$917,720 to 187 nonprofit organizations, individuals for professional development and career advancement, and municipalities.
 - Working with partners, the Arts Council created the 2019 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 of over 300% online streaming activities as well as an increase in name recognition.
 - In partnership with the State Parks, the Arts Council created and hosted 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:
 - Journey Through Yellowstone (Digital exhibit)
 - Basque Shepherders (Audio interactive, developed through University of Wyoming internship)

- Ice Patch Archeology (Exhibit and lecture, collaboration with Wyoming State Archeologist and the Institute of Arctic and Alpine Research)
 - The Wyoming Tapiromorph (Exhibit and two lectures, collaboration with the Wyoming State Geological Survey and University of Wyoming Geological Museum)
 - Capitol Renovations (Exhibit)
 - Capitol Square Project (Exhibits and tour book, collaboration with Legislative Services Office)
 - The museum provided free traveling exhibits to nine institutions in two states.
- Office of the Wyoming State Archaeologist:
 - The office participated in public and professional training and gave presentations related to the understanding of how archaeological resources in the State contribute to the overall economic diversification of Wyoming through tourism.
 - The office hosted the Archaeology Fair at the Wyoming Territorial Prison in Laramie and had over 1,100 attendees.
- Wyoming Cultural Trust Fund :
 - In FY19, grant awards reached 39 organizations in 18 communities in Wyoming, assisting with a wide variety of cultural and preservation activities.
 - FY19 grants directly supported 12.28 FTE (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:

- In response to external customer demand, the Division continues to improve the offering of campsite reservation sites in our system. We also effectively oversee 65+ special/short-term permits, 53 cabin leases, six cooperative agreements, 19 easements, 12 friend's agreements, five grazing leases, seven long-term concessions, 23 leases, nine MOU's and 170+ selling agent contracts.
- With the Passage of the E-bike legislation (SF81), the Division quickly worked on a rules change and now is allowing Type 1 E-bikes on our non-motorized trails. The division is also piloting an experiment to look at the effects of Type 2 on State Parks trails with the possibility of allowing Type 2 E-bikes on some trails.
- State Parks, Historic Sites & Trails has created downloadable maps of snowmobile and ORV trails. In FY 19, over 79,000 snowmobile and ORV maps were downloaded by customers.
- In partnership with Wyoming Game and Fish and the Casper Area Convention And Visitors Bureau, State Parks staff helped organize and host the Wyoming Outdoor Expo. SPHS&T staff worked over 600 working hours, serving close to 6,400 Expo participants. 3,257 of those participants were students and their chaperones from 57 Wyoming schools.
- In an effort to mitigate the effects of reduced budgets, the department continues to foster a comprehensive, robust volunteer program. From July 1, 2018, through June 30, 2019, volunteers donated 23,148 hours to Wyoming State Parks, Historic Sites and Trails. This donation is equivalent to 17 full-time employees. In conjunction with site staff, the Wyoming Conservation Corps (WCC) and the Veterans Trail Crew worked on a multitude of projects in parks from trail

maintenance and trail creation, painting and maintenance of historic facilities, and pine bark beetle mitigation.

- Our staff have done an amazing job in hosting fun, innovative and educational programming for the public. The popularity and participation in these programs continue to grow. The Division continues to participate in the Capitol Campout Program for Great Outdoors Month. This year's State Parks Summer Campout was held in June. We taught a group of 32 people how to camp in tents, cook food outdoors and have fun under the beautiful Wyoming night sky. At Fort Bridger alone 665 participants participated in the July 4th Kids eXtreme event.
- The Division continues to participate in the "Every Kid In A Park" program. This program mirrors a national Department of the Interior program established during the National Park Services 100th year. It allows all Wyoming 4th grade students, and their families, to enter a park or historic site for free.
- In 2019, for the first time in ten years, increases to visitor fees were implemented. The Division will continue to monitor the impact of these increases in the years ahead.
- Staff developed, administered and completed several projects paid for by funds derived from entrance and camping fees including: new docks at Seminoe State Park, the opening of the 1868 English Tunnel at South Pass City State Historic Site, four new miles of trail at Fort Phil Kearny Historic Site, a new shower house at Keyhole State Park, and helped support an archery range at Glendo State Park. These projects and added amenities help market our facilities, which boost local economic impact and provides sustainability in additional revenue for future construction projects.
- Programming highlights the last year were a new movie on the water at Guernsey State Park, school tours that helped thousands of Wyoming students understand their state's history, a new youth archery competition at Glendo State Park, a historical cooking program at Fort Steele, new bus tours at Fort Phil Kearny, 28,794 people attending Rendezvous at Fort Bridger, kid's science night every other week at Sinks Canyon State Park, and with support from the Curt Gowdy Foundation, new programming for at-risk youth at Curt Gowdy State Park.
- The Division renews their efforts to inform our 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 State Parks and Historic Sites to fund new construction, improvement projects, site interpretation and maintenance.

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, advocacy groups, and multiple local governments.
 - Held annual meetings with the USFS, BLM, and NRCS.
 - Staff organized the Archaeology Fair in Laramie that 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 11, 2018. The ceremony was well attended by centennial families, the congressional delegation, and state elected officials.
- Staff developed Historic Preservation 101 training for realtors and appraisers. Trainings were held in Evanston, Wheatland, Gillette, and Cheyenne.
- The office continues adding new National Register of Historic Places-related photos to the web-based photo database LUNA. Over 1,000 were added in the past year and are available on the WYSHPO website for researchers and the general public.
- The office provided training to the Wyoming County Commissioners Association on coordinating Section 106 of the NHPA with NEPA.
- Wyoming State Archives:
 - The Wyoming Digital Archives now includes 806,753 documents in its database and serves 163 licensed users, eighteen state agencies and ten county agencies. . We mounted an introductory video on our website and provided it to 40 agency staff. It began to live up to its records management promise with the destruction of 1,802 digital documents which had passed their required retention periods.
 - The State Imaging Center scanned 256 rolls of microfilm and 1,978,237 documents for state agencies, including the Legislative Service Office, Secretary of State, Public Service Commission, State Hospital, and Probation and Parole; 1,621,999 of these images were added to the Digital Archives. Of the 584 cubic feet of paper scanned, 59% were removed from Records Center shelves and securely destroyed. The remaining 41% were uploaded to each agency's digital files.
 - The State Archives served 5,155 research patrons: 1,738 in person, and 3,417 by phone, fax, snail mail and email. 2,197 of these were from Wyoming. The rest hailed from nearly every U.S. state and eight countries. Our most common queries (1,156) are for school transcripts, as well as court case files (divorce and probate) and vital records. Use by landmen picked up again this year. Significant research topics included Wyoming women's suffrage, the Civilian Conservation Corps, Cheyenne's history, World War II POW camps in Wyoming, historic chuck wagon equipment, an unsolved murder from 1911 and the first (and only) NFL game played in Wyoming.
 - Online access to digital collections: We added 72 finding aids to the Rocky Mountain Online Archive, linking digital content such as our World War I collections, We added 1,195 images to our LUNA photograph database, bringing the total to 37,568. And we added 558 oral history interviews, increasing that online content by 25%.
 - Staff, interns, and volunteers mounted exhibits on the WWI Armistice, gubernatorial inaugurations, the Capitol building, women's suffrage, and Wyoming women's political firsts.
 - We added 15 new historical collections and 600 cubic feet of archival records of which 69% ocame from county courts and school districts. Over half of the new state agency records came from retiring Governor Mead's office; the rest were new accessions from nine state agencies.
 - Records Management analysts had 2,176 contacts with state agency and local government staff this year, including 56 phone/in-person RIMS database training sessions. This is the first year we've tracked this statistic. .

- Records management staff inventoried all 44,000+ boxes in the State Records Center, the first time such an inventory had been completed in nearly ten years. Due to these efforts, and being fully staffed, we have a more reliable shelf count, and moved from an alarming 1.8% of our shelving space available at the end of 2017 to 6.6% open shelving today. We hope that this, and a reduction in incoming non-permanent paper records will provide some relief for the Archives side of the house, which is 93% full.
- Archives staff gave 13 in-person and online presentations to state agency staff, Wyoming Municipal Clerks and Treasurers, members of the general public, and archivists across the country. Topics ranged from transparency in government recordkeeping, to researching your historic home, and the development of the Archives' function-based records schedules. Seventy state agency staff attended our new RIMS training series, beginning with the basics of using the RIMS database, as well as a popular building tour. The online presentations were under the auspices of the National Association of Government Archives and Records Administrators, and the Society of American Archivists. For Archives Month, Digital Archivist, Cindy Brown presented a well-attended workshop in Cheyenne on caring for your personal digital records. Oral historian, Barbara Bogart, conducted two sessions of her workshop, "Doing Oral History in Your Community," in Thermopolis and Gillette, sponsored by the Wyoming SHRAB.
- Wyoming Arts Council:
 - The Arts Council supported 54 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 19 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 12 schools, comprised of 15 teachers, and 330 students, hosting local competitions and eight 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 Dept. of Education in developing the STEM to STEAM conference by creating and running STEAM sessions during the 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.
- Wyoming State Museum:
 - 59,288 individuals visited the museum or participated in education programs. Of this total, 37,189 were walk-in visitors and 22,099 were participants in the museum's education programs.
 - 4,379 students engaged with the teaching collection through the museum's hands-on traveling *Discovery Trunk* program:

- 2,982 students and adults visited the Museum and participated in on-site programming
 - 1,733 youth and adults participated in off-site in-person programming:
 - 3,868 children and their parents participated in special programming at the museum, including *Family Days* and *A Night at the Museum*, up 2,034 from last year.
 - 9,137 students visited the museum through *Skype in the Classroom* virtual field trips, an increase of 1,985 students from last year. Museum staff presented 327 online programs to students in 44 states and 23 foreign countries. We also celebrated our 600th, 700th, and 800th Skype programs. These programs covered 1,343,801 virtual miles, an increase of 97,461.
 - The museum has one University of Wyoming intern working on various projects. She is required to do 100 hours of work in the museum field for the museum component of her degree. She completed 45 hours of work during the fiscal year.
- The museum assisted 52 patrons researching their own artifacts or objects held in the state museum collections in which they had a special interest.
- The museum answered questions on proper artifact storage, handling, or history, for 30 institutions.
- During the last fiscal year, the museum loaned 2,217 objects to 41 different institutions and offices.
- Office of the Wyoming State Archaeologist:
 - OWSA completed its first and second years of the Wyoming Avocational Archaeology Training Program., which included six programs:
 - The 2018 survey course consisted of one week of archaeological survey and site recording at the Ice Cave on state land in the Bighorn Mountains where we taught professional survey and site recording methods to up to 20 volunteers/program participants (August 2018).
 - The 2018 curation course took place at the University of Wyoming Archaeological Repository in Laramie, Wyoming over one weekend. During that program, we taught 11 participants how to properly prepare historic and prehistoric archaeological artifacts for permanent housing in a museum or curation facility (July 2018).
 - The 2019 survey course consisted of one week of archaeological survey and site recording on private land in extreme northeastern Wyoming where we taught professional survey and site recording methods to the landowner and five volunteers/program participants (June 2019).
 - The 2019 excavation course consisted of one week of archaeological excavation at the Courchaine Bison Jump site outside of Beulah, Wyoming, where we taught professional excavation methods to over 20 local landowners, students, and program participants/volunteers (June 2019).
 - The 2019 curation course was held at the Pioneer Museum in Douglas, Wyoming over one weekend in June 2019. During that course, we led the five participants on a field trip to the La Prele Mammoth site and taught them how to prepare and catalog historic artifacts for permanent housing in a museum or curation facility.
 - OWSA completed its second annual Summer Ventures program at Fort Fetterman, outside of Douglas, Wyoming. This program provides hands-on excavation experience and teaches basic archaeological methods to children between the ages of 10 and 15.
 - OWSA hosted the fourth annual Wyoming Archaeology Fair in Laramie, Wyoming with over 1,100 attendees and 90 volunteers.

- OWSA participated in the Jackson Wild Science Festival in Jackson, Wyoming, where we provided educational archaeology-related activities to more than 2,500 students over the course of two days.
- OWSA gave at least 3 presentations to different archaeology-related groups reaching around 240 people across Wyoming.
- Wyoming Cultural Trust Fund:
 - The board and staff reviewed the grant application processes and review procedures at their August 2018 meeting. Updates were made in the application process and implemented with the October 1, 2018, grant application deadline.

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.
- Human Resources - Worked with the staff (internal customers) on the new ESS/MSS systems that provides staff 24/7/365 access to leave balances, leave request submission and approval, hours worked and leave used entry and approval, address changes, name changes, emergency contact changes, pay stubs, benefits, etc. for all employees. Met with management several months after implementation to discuss how to continue to streamline the process.

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:

- Staff managed the completion of various projects throughout the system including: health/life safety, improvement, and maintenance projects of support and historic facilities such as: continued restoration of the Camp Douglas Officer's Club, statewide fee sign replacements, statewide WYDOT Rest Area interpretation signage upgrades, water system rehabilitation at Boysen, roof repairs at Hot Springs, sewer system rehabilitation at Glendo, river ramp replacement at Glendo, historic structure repairs at Guernsey State Park, Trail End and Wyoming Territorial Prison, statewide pavement and gravel road maintenance, statewide toilet replacements, hazardous tree removals at Guernsey and Hawk Springs. The total capital construction expenditures for the reported time frame was approximately \$6.287 million.
- The Wyoming Conservation Corps has been integral in helping to conserve important historical resources. Last year they cleaned, painted, and whitewashed ten historic buildings at Fort Bridger.
- In 2018, the Division completed a multi-year project involving water and wastewater systems at 53 subleased cabin sites at Glendo and Guernsey State Parks. Through collaboration with other federal, state and local agencies, the Division identified deficiencies at 18 sites. In 2018, the Division accomplished a goal of having compliant waters and wastewater systems at 100% of cabin lease sites, which contributes to public safety and resource protection at these sites.

Cultural Resources Division:

- Wyoming State Historic Preservation Office:
 - National Register nominations completed in FY19 include the Outlaw Inn in Rock Springs and the Jameson Site in Johnson County. Nominations for the Amoretti, Welty, Helmer &

- Company Bank in Dubois, Gillette City Hall, Gateway Site in Lincoln County, and the Dinwoody Tradition Rock Art MPDF were forwarded to the State Review Board.
- The office hired 7 University of Wyoming student interns and five At-Will Employee contractors who added 1,768 sites to our database, accessioned 1,065 projects, scanned 2,020 reports and 3,716 site forms and added site and project information 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.
 - 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 and did site monitoring near Kemmerer at the Names Rock and Gateway sites, conducted an outreach and information lecture with the Dubois Museum to aid in the ongoing site monitoring at the Torry Lake Petroglyph Site, and did a site stewardship training with the Shoshone National Forest for the Simpson Lake Lodge located in the Fitzpatrick wilderness area.
 - A free public booklet on the Ring Lake and Torrey Valley Petroglyphs was completed and distributed.
 - Research continued at the Hole-in-the-Wall Ranch near Kaycee with Sacred Sites Research. Recording of newly discovered rock art panels was completed.
 - Passage of SF78 was a highlight of the year putting in place protection for burial locations on state and private lands. SHPO worked with Senators Boner and Ellis on the development of the bill and the passage of the legislation.
 - Wyoming State Archives:
 - Preserving the records of Wyoming State government, regardless of format, is the primary function of the State Archives. Governor Matt Mead transferred his records to us, enabling us to document a particularly significant period in our state's history, particularly in terms of economic shifts and diversification efforts. We also received a request from Governor Gordon's staff for advice on managing their files, both paper and digital.
 - The Wyoming Digital Archives provides agencies a way to preserve and manage their electronic records. The State Archives staff this year updated our *Guidelines for the Creation and Preservation of Digital Files* which provide best preservation practices to state agency staff for saving and accessing their long-term records. The State Imaging Center scans state agency records for digital preservation. We also consult with local government staff on preserving their digital files, including an increasing number of county clerks choosing to join the Digital Archives.
 - Records Management: The "Archival Review" function of our records retention schedules allows us to determine if non-permanent records have long-term value and should be transferred to the Archives for preservation. Since 2016, we have outsourced the microfilming of all of Wyoming's local newspapers onto 35 mm master negative silver halide preservation microfilm.

- We loaned early land records from Laramie County to the County Clerk for onsite scanning by a third-party vendor. These records will soon be accessible online via their website. This will save wear and tear on these frequently consulted records.
- Wyoming State Museum:
 - The museum is beginning to make its collections available world wide through the use of a searchable online database starting with some of the more popular collections. The goal is to place 10,000 objects online in the first year.
 - The museum is partnering with Google Arts and Culture to make high resolution photos and exhibits of our collections. There are currently 481 images available online that include art by Merritt Dana Houghton, Cyrenius Hall, and Allen True.
 - 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 newly properly 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:
 - The office processed, curated and submitted to a database system and catalogued archeological artifacts for preservation and use in future research.
 - The office participated in or led 30 archaeological investigations including cooperative research and contract projects. At least 6,225 acres in Wyoming were surveyed and 44 archaeological sites and 18 isolated resources were discovered and documented.
- Wyoming Arts Council:
 - Submitted an application for Jim Jackson, who was then selected for a National Heritage Fellowship, bringing a national reputation to the leather workers of Wyoming.
 - 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 FY19, \$129,572, or 27.45%, of all grant awards supported historic preservation activities, including: interpretation at roof repairs on the historic Museum of the Occidental Hotel, restoration of the windows of the historic Union Pacific Depot in Cheyenne, repairs to the Historic Airport Fountain in Cheyenne, and archaeological investigations at the Hell Gap Archaeological Site National Historic Landmark. Additionally, another \$33,650, or 7%, of grant awards supported safety improvements for the Gryphon Theatre in the Laramie Plains Civic Center in Laramie and equipment and curtain improvements for the Evanston Cultural Center (formerly Strand Theatre).

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:

- The Division of State Parks and Outdoor Recreation Office attended and presented to members/media at five trade shows. Trade shows included the Recreation Vehicle Industry Association, Archery Trade Association, Outdoor Retailer and the Shooting, Hunting, and Outdoor Trade.
- This year, seven sites were awarded TripAdvisor's Certificate of Excellence. Award winners must maintain a rating of at least four out of five stars, be listed on the TripAdvisor website for at least one year and have a minimum number of reviews to receive the honor.
- 396,758 website visitors including a 17% increase in June/July.
- Social media followers grew seven percent to a total of 24,191.
- *Bike Magazine* featured mountain bike trails at Curt Gowdy and Glendo State Parks. *Country Living Magazine* listed Sinks Canyon State Park Yurts as the #4 in "The 10 Best Yurt Camping Sites in the U.S.", *Sunset Magazine* listed Hot Springs State Park as one of the top natural hot springs experiences across the west, and *Houstonia Magazine* highlighted Trail End, Fort Phil Kearny and Oregon Trail Ruts in an article titled "Three Wyoming Towns Beckoning for Summer Travel Plans".
- Partnered with Visit Cheyenne and the Wind River Visitors Council to bring Google Street View and Google 360 to Cheyenne and Lander. They filmed tourist attractions including the Historic Governors' Mansion, Wyoming State Museum, Boysen and Sinks Canyon State Parks. This promotion was valued at \$60,000 for each destination.
- State Parks, Historic Sites & Trails participated in the International Snowmobile Congress (ISC) attending meetings with International Association of Snowmobile Administrators (IASA) and American Council of Snowmobile Associations (ACSA); developing brand recognition and partnership with other agencies and association on the national and international levels.
- State Parks, Historic Sites & Trails received national recognition for their use of Federal Recreation Trails Program grant funds with the Coalition for Recreational Trails (CRT) Award - Maintenance category. This is a huge accomplishment, and Trails' staff were able to travel to Washington D.C. to accept this award.
- State Parks, Historic Sites & Trails was able to participate in the nomination and award ceremony that inducted one of the agency's Snowmobile Trail Grooming Contractors into the Snowmobile Hall of Fame in Eagle River, Wisconsin.
- The Division continues to recognize and show gratitude to our nation's veterans. We continue to offer and promote the availability of our Lifetime Veteran's Permit, which is available to all Wyoming veterans who are 50% or more service-connected disabled. Parks for Patriots programming in 2018 gave all veterans the opportunity to visit state parks and historic sites free of charge on Flag Day and Veterans Day.
- Began work on five-year Visitor Use Survey designed to gather data from our customers for use in understanding their needs and setting priorities for future growth and projects.

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.
- Wyoming State Archives:
 - The State Archives continues to revise our web pages, adding a section for local government staff, updating others for increased user access, and updating the Blue Book wiki platform. We had 137,334 total page views for the year. Our topical guides on the LibGuide platform, particularly those on Women’s Suffrage and Vital Records, were popular, receiving 12,029 total views.
 - Archives has been active on social media this past year with 6,788 followers on Facebook, 1,917 followers on Twitter, and our blog received 19,299 views.
 - All SHRAB workshops and Archives Month activities carried the new State Archives logo and advertised our activities.
- Wyoming Arts Council:
 - The Arts Council added over 5,000 contacts in its directory, and sent 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 3,700 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 37th annual Governor's Arts Awards, which had over 400 people in attendance.
- Wyoming State Museum:
 - Wyoming State Museum conducted visitor surveys to ensure we are presenting what the public desires in a museum.
 - 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 attraction for ‘Traveler Favorites’ in Cheyenne according to TripAdvisor.
- Office of the Wyoming State Archaeologist:
 - The office increased its social media presence and increased followers on Facebook by 820 and established 525 followers on Instagram.
 - The University of Wyoming Archaeological Repository (UWAR), a division of OWSA, established Facebook and Instagram accounts, currently with 145 and 249 followers, respectively.
 - OWSA/UWAR reached over 360,000 people on Facebook and Instagram in FY19.
 - OWSA 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.

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 and Trails and Outdoor Recreation Office:

- Through careful budget management, including scholarships and discounts, the Division of State Parks and Outdoor Recreation Office was able to send three staff through the Wyoming Certified Public Manager Course and four staff members to the National Association of State Park Directors leadership school. We were also able to carefully budget for our required certifications in water, sewer, law enforcement, etc.
- The OREC office has partnered with the University of Wyoming Haub School of Environment and Natural Resources to train staff on meeting facilitation training in order to host more statewide, county-focused, Outdoor Recreation Collaboratives with local communities.
- Continued to recognize employees with an Employee of the Quarter/Year program.
- Staff volunteered to be District Safety Coordinators and have set up monthly training sessions and purchased specialized safety equipment for all districts. Created and implemented a divisionwide safety committee, including a management strategy program, which has improved communication.
- Created a standing Employee Satisfaction Committee to address staff concerns and general morale. Developed a scorecard for management to provide regular updates on issues brought forth by staff.

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 and the Wyoming Association of Professional Archaeologists. 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 ESS system.
- Wyoming State Archives
 - Staff attended 28 webinars and in-person trainings on crowdsourcing, web archiving, Excel, preservation of electronic government records, and a host of other work-related topics. Several staff engaged in the new mindfulness meetings. They also attended professional meetings, making presentations and serving on boards.
 - Two staff were approved for telework during medical leave to enable them to continue to contribute to the State Archives, and one pursued an alternative work schedule to allow for care of elderly parents at home.
 - A position was reimagined, split between the State Imaging Center and the Archives reading room, to allow for improved staffing for customer service, and for another staffer to devote her full energies to the Digital Archives.
- Wyoming Arts Council:
 - The Arts Council developed flexible working schedules including telework agreements for all eight staff members, including switching telework days by request of some employees.
 - Arts Council switched all staff to 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, Americans for the Arts, Treefort Music Festival, Western States Arts Federation professional development gatherings, and Community Development Coordinators gathering.
- Arts Council implemented semi-monthly staff development/comradery gatherings, including an outing to the arcade, wreath and holiday cookie making, beginning of the year individual goal setting workshop, and a staff yard game and barbeque gathering.
- Wyoming State Museum:
 - The Wyoming State Museum has made efforts to increase the opportunities for professional development among staff.
- Office of the Wyoming State Archaeologist:
 - In FY19 the staff attended webinars, seminars, or workshops to enhance their skills..

Administrative Services Division:

- Due to budget constraints, all Admin staff were directed to seek low to no cost training and most staff attended a minimum of two training sessions.
- Accounting has attended multiple training sessions available at the State Auditor's Office. Attending these trainings have given the Accounting section the ability to become more well-rounded employees and cross-trained to do multiple duties outside of their current job duties.
- 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 required all staff to complete the Active Shooter course.
- 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' comp 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 created an agency Health and Wellness Program which encourages staff to be more active in their personal lives.
- 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 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 60%. We are analyzing the results of the survey to assist in improving this number this year.
- 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.

STATE PARKS AND CULTURAL RESOURCES

