

Department of State Parks and Cultural Resources

Budget information

General fund	\$ 8,002,895
Federal:	\$ 2,039,848
Other:	\$ 2,221,760
Total:	\$ 12,264,503
Goal I, Objective 1:	\$ 509,696
Goal I, Objective 2:	\$ 948,989
Goal I, Objective 3:	\$ 1,030,676
Goal I, Objective 4:	\$ 705,277
Goal I, Objective 5:	\$ 1,008,436
Goal I, Objective 6:	\$ 12,000
Goal I, Objective 7:	\$ 6,915,741
Goal II, Objective 1:	\$ 477,845
Goal II, Objective 2:	\$ 655.843

Mission and philosophy

The department's mission is to provide excellent Wyoming experiences for everyone. The department's philosophy is that we are a quality of life organization dedicated to improving the well being of Wyoming residents and visitors through our programs and services. The department recognizes that Wyoming's vast recreational and cultural resources provide residents with unique opportunities. The department believes that responsible attention to and stewardship of developing, conserving and providing education about and access to these resources will enable this and future generations to attain an unparalleled quality of life. Thus, by wisely managing programs and services, the Department of State Parks and Cultural Resources dedicates itself to facilitating the enrichment of the lives of the residents of Wyoming.

Results of outcomes

The department's first goal is to enrich, educate and provide for the preservation, evaluation and development of cultural and recreational resources under the stewardship of the Department of State Parks and Cultural Resources.

Through museum exhibits, programs and collections activities, visitors will have a better understanding of Wyoming's heritage and culture.

Visitors to the state museum filled out 33 surveys with 28 visitors responding that the state museum provided an excellent experience while five rated the museum as good. Random telephone surveys were conducted on three historic sites. Staffs at both the Trail End Historic Site

General information

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Other locations

Arts Council, Cheyenne; State Archaeologist, Laramie; State Historic Preservation Cultural Records Office, Laramie; State Parks and Historic Sites, statewide; Collections Center, Cheyenne; Archives South, Cheyenne.

Year established and reorganized

Established 1895; reorganized July 1, 1999 as the Department of State Parks and Cultural Resources.

Statutory references

W.S. 9-2-1701 through 9-2-1708; 9-2-2001; 36-4-101 through 36-4-123; 36-8-105 through 36-8-106; 9-2-401 through 9-2-419; 9-2-901; 9-2-91; 9-2-2017; 11-10-113; 16-6-801; 24-14-102; 36-8-301 through 36-8-320; 36-8-401 through 36-8-407; 36-8-501 through 36-8-502; 36-8-601 through 36-8-602; 36-8-801; 36-8-1001; 39-17-111.

Authorized personnel

163 full-time; 126 part-time

Organizational structure

Administration and Support (includes Executive Office), Division of Cultural Resources, Division of State Parks and Historic Sites

Clients served

General public (resident and nonresident), local governments, federal agencies, nonprofit organizations, special friend groups, state boards and commissions, State Legislature, specific interest groups.

and South Pass City State Historic Site are pleased with their interaction with the state museum. Pioneer Memorial Museum staff had no interaction with the state museum this past year. Email surveys were conducted with four Cheyenne museums. Personnel from the Cheyenne Botanic Gardens gave the highest rating concerning both their level of satisfaction with the state museum and the quality of their experience. No response was received from the Historic Governors' Mansion (also an historic site), the Old West Museum or the Warren Air Force Base Heritage and ICBM Museum. Teachers using the discovery trunks were also surveyed to determine level of satisfaction with the program and to solicit possibilities for future trunks. Of 23 who received surveys, two responded indicating a high satisfaction level.

The museum facilitates collections research and access and enables staff to maintain and care for State-owned museum collections.

Museum staff entered 1,768 catalog cards into the museum system database this year.

The museum provides education and outreach activities for museum constituencies.

A total of 6,942 people participated in 142 programs and/or training sessions.

Another objective is to stimulate and encourage public interest and participation in the study, performance and presentation of the fine and performing arts and related crafts.

The Arts Council staff conducts surveys in targeted areas to assess the positive impact of Wyoming Arts Council (WAC) programs, technical assistance or funding.

Arts Council grants require final reports, which survey grantee information regarding cost and revenues for their projects, the number of artists involved, the attendance and other matters related to the success of the project. Public luncheons were held with board meetings in Riverton, Buffalo and Cheyenne to gather constituent comments, concerns and suggestions about WAC programs and policies. Final project reports (received as of July 24, 2002) indicated that there were 67,830 individuals served and 39 people attended or spoke at the luncheons held for the public.

The council serves as a principle resource for funding, technical assistance and programming in Wyoming by providing grants or programming for every Wyoming county.

Every county in Wyoming received one or more WAC programs. These programs included access to two web sites, Litmail, technical assistance, all funding programs and the opportunity to attend Artspeak and the Governor's Arts Awards. In FY 02, 174 grants were awarded in all 23 counties. Access to programs was made known to all counties through the Internet, newspapers, mailings and electronic media. These four programs included Artspeak, Governor's Arts Awards, Museum Stipends and the WAC art gallery. All grant and fellowship programs

encompassing seven categories were also made known by the same means.

To develop visibility and advocacy plans designed to create an awareness of the impact and importance of the arts to Wyoming's quality of life, staff target at least one population group each year (i.e. political decision makers, general public).

Political decision makers and arts constituents are invited to the Governor's Arts Awards presentation and annual dinner each year to hear about the impact the award recipients have made on the quality of life in Wyoming. At this event, the governor delivers the "State of the Arts Address," giving additional information about the impact of the arts on our state.

The department implemented and expanded the Casper Star Tribune's weekly articles to include arts, state museum, archives, parks, etc. The council's interactive calendar - www.wyarts.com - involves 50 subscribers who provide calendar information on events to the general public through the World Wide Web.

Another objective is to perpetuate an understanding and stewardship of Wyoming's prehistoric and early historic archaeological record, and share that knowledge with the public.

The department conducts archaeological research, attempts to increase public knowledge of Wyoming's prehistory and archaeology, and serves as the principle repository of archaeological records.

The Office of the Wyoming State Archaeologist tracks three output measures that, combined, represent a contribution to the outcome measure delineating number of programs provided. These measures are: 1. Number of formal projects initiated, 2. Number of programs/contacts, and 3. Number of University of Wyoming Archaeological Repository boxes initiated in the inventory. Counts for each are listed below.

The Office of the Wyoming State Archaeologist conducts archaeological field investigations on sites and projects every fiscal year, both through compliance efforts by the archaeological survey section and basic research through the general fund portion of the office. Each of these projects furthers the understanding of Wyoming archaeology. Many fulfill regulatory requirements for clients, and some provide volunteer opportunities for members of the public. This past fiscal year, the Office of the Wyoming State Archaeologist initiated 76 projects through the archaeological survey section.

The Office of the Wyoming State Archaeologist tracks this output by keeping a list of various outreach activities conducted by staff, including educational programs, certain correspondence, lectures, and the like. A public presentation form is filled out for each activity and the number of people attending or benefiting is estimated on the form. Fourteen different communities in Wyoming and six other states benefited from the statewide outreach efforts this past fiscal year. In FY 02, staff documented 60 outreach programs that reached approximately 2,900 people.

Efforts for this output are tracked by collection

management activities at the UW Archaeological Repository. For the last several years, staff has been conducting a box inventory of existing archaeological collections on campus and entering that information into a computer database. Slightly over 40 percent of the collections have been inventoried, so these activities will continue for the next several years before the task is finished. Progress is measured on this output by counting the number of boxes that have been initiated into the inventory each fiscal year. In FY 02, the department initiated inventory procedures on 105 boxes from the repository.

Another objective is to preserve, promote, and interpret Wyoming's archaeological and historic records. Ten national register nominations were submitted and listed on the National Register of Historic Places. The department provides technical and economic assistance, education, information, resource oversight and training to the historic preservation field.

Department staff processed 99 requests for technical assistance, eight grants were issued and conducted 61 presentations, educational activities and training sessions. Staff also participated in 3,317 consultations relating to the preservation, promotion and interpretation of Wyoming's archaeological and historic records.

Another objective is to provide complete and accurate documentation of Wyoming's governmental history for the public, ensuring efficient use of the resources through access and accountability.

Surveys were distributed by each departmental unit (Records Management, Archives and Historical Research, and Technical Services). Of the 136 surveys returned during FY 02, 112 indicated that patrons had received excellent services from the State Archives.

The department works to establish and promote high standards of record keeping, ensuring that significant documents telling the history of Wyoming are preserved.

The State Archives sponsored or co-sponsored 64 training workshops, orientation programs and tours. Training programs include everything from meetings with various groups, a newsletter, web site postings and programs for school children.

To develop an electronic records management plan, a work plan for an electronic records management unit was finalized and submitted on May 1, 2002. A budget request was submitted that resulted in one new position and partial support services funding for that position.

In FY 02, 598 new records retention schedules were legally approved.

The department wants to make it easy for researchers/users to retrieve the information they seek.

What is the optimal balance between user guidelines and human assistance? A patron survey pointed out that most patrons would use automated (computer) databases, but all patrons appreciated the

personal and excellent assistance that staff provides. Until additional resources including funding can be obtained to increase the hardware and software necessary for public use and more databases are created, the current balance of existing public facilities/equipment and computerized information to knowledgeable staff will have to provide the best assistance possible.

A draft photograph management plan was written and submitted on June 27, 2002, for review and comment.

Technical services staff microfilmed 1,253 cubic-feet of records in FY 02 and preserved and made accessible records totaling 2,424 cubic-feet. Staff processed 9,887 research requests and provided 10 programs/displays to the public and patrons in FY 02.

Another objective is to increase public awareness of department programs and provide support and/or coordination of the informational and educational activities. One method is to survey targeted populations to determine awareness of cultural resources programs (i.e. legislators, Wyoming Association of Municipalities members).

No surveys were conducted during this time period. The public information staff is currently in the process of determining a method of survey, as well as a demographic in which to conduct a meaningful evaluation.

The department is developing a strategic marketing plan for public information. Several meetings were held during the period involving public information staff and the department's directors. Based on these meetings, a marketing plan was developed with the goal of better promoting the department as a whole and specifically some of the less popular programs and sites. This marketing plan is dynamic in nature having undergone several changes as decided by the department director and public information staff during monthly marketing meetings.

The department is implementing new methods of promotion. The public information staff has acquired a variety of give-away items with the department logo printed on them. These include balloons and T-shirts, which have been given away to staff and the public. Additionally, banners with the department logo have been purchased to be used at conferences, fairs and shows. It is hoped that by using many different mediums in which to expose the department's logo to the public an increased familiarity of the logo and the department will be realized.

An increased use of advertising in national magazines was also accomplished during the time period. Through advertising of cultural resources programs in magazines such as the American Cowboy and True West, it is hoped that a wider audience will gain an understanding of the Cultural Resource programs and what they offer.

Also, a four-color rack card was developed to

be distributed in partnership with the Division of Tourism. The rack card was specifically produced to be included in Division of Tourism's promotional efforts during the Salt Lake City Olympics. A new website, www.wyobest.org, was also developed highlighting both cultural resource programs and state parks and historic sites.

Another objective is to annually provide for the preservation, protection, development, use, enjoyment and education of cultural and recreational resources under the stewardship of state parks and historic sites. Visitor use in state parks and historic sites in FY 02 numbered 3,131,157. Staff is still evaluating survey results to determine customer satisfaction with the state parks and historic sites. During the time frame of this annual report, 18,393 residents purchased snowmobile permits, 1,030 were sold for commercial use and 19,730 non-residents purchased permits generating 72,875 trail use days.

Department staff operating and maintaining state parks and historic site areas in a responsible manner to protect the resources while providing recreational and educational opportunities for the visitors is another objective. The 27 state parks were open for business 365 days this past year. The web page dealing with state parks and historic sites received 7,000 hits per month totaling 84,000 contacts this past year.

State park and historic sites fees are collected and provide informational services appropriate to meet cultural and recreational needs. In FY 02, \$1,334,622.85 in fees was collected.

The department plans and develops cultural and recreational facilities in response to visitor needs and constructs and renovates state parks and historic sites structures in accordance with long-term use and care. During this past fiscal year, staff revised and/or developed two new master plans. Fifteen Land and Water Conservation Fund grants were awarded to appropriate recreational entities.

To promote the protection of historic trail resources and develop, maintain and approve recreational trail opportunities work is done annually that meet the needs of a wide variety of users. In FY 02, 2,314 miles of existing snowmobile trails were maintained, 39 miles of new trail opportunities were added, improved grooming and signage on all 2,314 miles of snowmobile trails and widened and improved approximately 1,000 of trails. Eighteen recreational trail grants were also awarded in FY 02.

The department wants to increase public awareness of department programs and provide support and coordination of informational and education activities. To generate public interest in department programs, 445 news releases, radio and television programs and news articles were produced. FY 02 also saw 28 partnerships develop and 526 public contacts were made.

The department's second goal is to operate the Department of State Parks and Cultural Resources responsibly, effectively and efficiently in

an open, ethical and accountable manner. Staff work to annually provide policy-level support and leadership, prioritize and coordinate activities, establish and direct department programs and policies, allocate department resources and provide for effective coordination with other entities.

A survey to determine the confidence of the department employees with department administration was mailed to 173 full-time employees of the agency with 70 surveys returning with 80 percent of the responses indicating "satisfied" to "very satisfied" with the department's coordination and direction.

Annually department staff provide support services to external and internal customers through responsible management of the human resources (HR), procurement, financial, legal and information technology (IT) resources.

A survey to determine the percent of satisfaction of the department employees with the support services provided by the administrative support division was mailed to 173 full-time employees of the agency. Of those, 70 surveys were returned with a 99 percent of the responses indicating "satisfied" to "very satisfied" with the overall services.

In FY 02, IT staff installed upgraded or repaired 1,777 computer systems. The system experienced four days of unplanned downtime and five days planned downtime for all eight file server systems in the department. The staff processed 3,975 "help desk" calls and provided training for 332 staff members.

During FY 02, HR staff conducted 11 training sessions for 198 employees. Staff also facilitated 49 defensive driving video training sessions for 212 employees.

Department of State Parks and Cultural Resources organization chart

