



Collect. Preserve. Educate.

The Campbell County Rockpile Museum tells the story of the Powder River Basin.

John Daly, President
Tami Bishop, Vice-President
Rita Cossitt Mueller, Secretary-Treasurer
William Monahan
Lalia Jagers

A. Call To Order And Introductions

I. Phone Conference Information

Regularly scheduled meeting of the Rockpile Museum Board of Directors scheduled for April 21, 2020 at 6:00 p.m. This meeting will be a phone or video conference. If you have any trouble connecting, please contact Rockpile Museum Director Robert Henning at 307-682-5723.

JOIN MICROSOFT TEAMS MEETING

+1 307-223-1073 United States, Laramie (Toll)

Conference ID: 912 105 380#

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B. Approval Of Agenda

C. Consent Agenda

Documents:

[CCRM CONSENT AGENDA 4-21-2020.PDF](#)
[CCRM BOARD MINUTES FEB2020.PDF](#)
[CCRM BOARD MINUTES MAR 17, 2020 SPECIAL MEETING.PDF](#)
[CCRM BOARD MINUTES APR 2, 2020 SPECIAL MEETING.PDF](#)
[CCRM BUDGET REPORT 4-17-2020.PDF](#)

D. Collections/Exhibits Department Update

Documents:

ROCKPILE MUSEUM APRIL 2020 COLLECTIONS AND EXHIBITS
UPDATE.PDF

- E. Museum Program Updates
 - I. Visitation Report
 - II. Education Report
 - III. Schedule
- F. Old Business
 - I. COVID-19 Closure
 - II. Museum Name Discussion
 - III. Facilities Improvement Update
 - a. Museum Storage Update
 - b. Lighted Crosswalk Update
 - c. Museum Sign Move Update
 - d. Parking Lot Sealcoat And Striping
 - e. Potential For Expanded Parking
 - IV. FY2020-2021 Budget
 - V. New County Software - Tyler Technologies
 - VI. Experience Works Update
 - VII. Mary Kelley Book Request
 - VIII. Sue Knesel And Joyce Jefferson Thank You Correspondence
- G. New Business
 - I. Strategic Plan Update
 - II. IMLS CARES Act Committee
 - III. Report On AAM Advocacy Day
- H. General Discussion
 - I. Adjournment

**Rockpile Museum Board Meeting
CONSENT AGENDA – April 21, 2020**

Approval of Minutes

February 18, 2020 Regular Meeting Minutes
March 17, 2020 Special Meeting Minutes
April 2, 2020 Special Meeting Minutes

Expense Report

For the month of February 2020, there were 13 vouchers from our regular accounts totaling \$4,370.40 and six vouchers from 1% accounts totaling \$1,288.46.

Board Member Lalia Jagers signed the following late month vouchers after the regular meeting:

Office Depot	\$160.25
First National Bank Visa 2962	\$317.05
First National Bank Visa 9833	\$365.12
First National Bank Visa 2962 - 1% Youth	\$849.19
First National Bank Visa 9833 - 1% Youth	\$245.80
Walmart - 1% Youth	\$113.77
Wyoming Craftsman, LLC - 1% Youth	\$37.30
Bears Dry Cleaning - 1% Youth	\$18.04

For March 2020, there are 17 purchase orders from the regular budget to be approved totaling \$7,943.87 and two vouchers from 1% accounts totaling \$123.24.

The March 2020 vouchers signed by Board President John Daly are as follows:

Campbell County Treasurer	\$140.48
National WASP WWII Museum	\$639.76
Rocky Mountain Business Equipment	\$262.78
Vista Leasing Company	\$98.00
True West Magazine	\$550.00
Henning Mileage Reimbursement	\$13.80
Gaylord Archival	\$467.97
Sir Speedy	\$208.13
InkOwl	\$367.00
City of Gillette	\$741.73
Certified Folder Display Service	\$2,103.98

The March 2020 vouchers signed by staff members Penny Schroder and Stephan Zacharias are as follows:

Office Depot	\$45.04
Walmart	\$29.88
Black Hills Energy	\$672.11

Arbuckle Lodge	\$79.00
Home Depot	\$68.54
First National Bank Visa 2962	\$1,455.67
Walmart - 1% Youth	\$81.38
Home Depot - 1% Youth	\$41.86

As of April 17, 2020, there are 8 purchase orders from the regular budget to be approved and paid totaling \$2,589.64. There are several outstanding invoices from both regular accounts and 1% accounts including First National Bank Visa, Gaylord Archival, Home Depot, and Lestz Wholesale LLC.

The April 2020 vouchers are as follows:

Black Hills Energy	\$652.90
City of Gillette	\$704.41
Rocky Mountain Business Equipment	\$112.47
Vista Leasing Company	\$98.00
CC Chamber of Commerce	\$865.25
Henning Mileage Reimbursement	\$31.63
Colorado-Wyoming Assoc. of Museums	\$60.00
Spectrum	\$64.98

REVENUE UPDATE: As of 4/17/2020 the Museum Gift Shop has gross receipts of \$9,503.86 for FY19-20. There is also \$66.67 in miscellaneous revenue for a total of \$9,570.53. We are now expecting to come in under our budgeted revenue expectation due to the COVID-19 closure.

BUDGET VARIANCE for FY19-20 as of April 17, 2020 (see attached)

Collect. Preserve. Educate.
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**Minutes of the Regular Meeting of the CCRM Board of Directors
February 18, 2020**

Rockpile Museum, 6:00 p.m.

A. Call to Order and Introductions

The meeting was called to order at 6:01 p.m. by Board Vice-President Tami Bishop presiding officer.

Present: Museum Board Members: John Daly (via phone), Tami Bishop, Rita Cossitt Mueller, Lalia Jagers, and Bill Monahan

Museum Staff: Director Robert Henning

Absent:

Guests: Tom Butler and Brandy Elder, Executive Director CC HR/Risk Mgmt.

Roll Call: Lalia: King cake from Mardi Gras, Basque from 1700s; New Orleans 1890
John: Oil City near Osage, WY
Rita: neighborhood phone in her gr. parents house, 1938, Big Horn, WY
Robert: newspaper clipping of oil well near Upton, 1920
Tom: pass
Tami: recipe and family history of snow ice cream
Bill: Tucson's El Charro Restaurant, operated by same family since early 1900s

B. Approval of Agenda

Board reviewed agenda and Tami Bishop called for changes or corrections. No changes or additional items were presented. Bill Monahan moved to approve the agenda for tonight's meeting. Lalia Jagers seconded the motion. Motion passed unanimously.

C. Consent Agenda

Approval of Minutes

January 21, 2020 Regular Meeting Minutes

Expense Report

As of February 18th, there are 10 purchase orders from the regular budget to be approved and paid totaling \$3,527.98 and one 1% request in the amount of \$24.36. There are several outstanding invoices from both regular accounts and 1% accounts including First National Bank Visa, Lestz Wholesale LLC, and Office Depot.

The February 2020 vouchers are as follows:

Vista Leasing Company	\$98.00
CC Historical Society	\$180.00
Chichester, Inc.	\$334.21
Office Depot	\$25.31
Gaylord Bros.	\$1,036.22
Henning Mileage Reimbursement	\$19.03
Arcadia Publishing	\$307.27
City of Gillette Utilities	\$802.13
Coca Cola Bottling High Country	\$60.00
Black Hills Energy	\$665.81
Fastenal - 1% Youth	\$24.36

For the month of January 2020, there were 20 vouchers from our regular accounts totaling \$7,804.79 and three vouchers from 1% accounts totaling \$4,243.91.

Board President John Daly signed the following late month vouchers after the regular meeting:

Sue Collins	\$66.00
Gaylord Bros.	\$300.78
C & J Sayles	\$534.16
First National Bank Visa 2962	\$644.31
First National Bank Visa 9833	\$1,186.30
Whitney Rencountre	\$1,000.00
First National Bank Visa 2962 - 1% Youth	\$3,094.26
First National Bank Visa 2962 - 1% Senior	\$237.50

REVENUE UPDATE: As of 1/30/2020 the Museum Gift Shop has gross receipts of \$9,053.97 for FY19-20. There is also \$66.67 in miscellaneous revenue for a total of \$9,120.64.

BUDGET VARIANCE for FY19-20 as of February 16, 2020

Tami Bishop asked the board if they wished for any items to be removed from the consent agenda. No items were requested removed. Lalia Jagers moved to approve all items of the consent agenda as presented; Bill Monahan seconded the motion; motion approved unanimously.

D. Museum District Petition Update – Mr. Tom Butler

DISCUSSION: Tom reported that the southern portion of the county is coming in and that the northern section is looking good. It will be touch and go and he

would appreciate any and all help. The Recluse area are being very helpful. Petition sheets need to be into him by next week. Filing deadline is March 4.

E. Executive Session – Personnel

Rita Cossitt Mueller moved to convene an executive session for the purpose of discussing personnel matters. Bill Monahan seconded the motion. No debate. Motion passed unanimously.

Bill Monahan moved to adjourn the executive session and return to the regular agenda. Lalia Jagers seconded the motion. No debate. Motion passed unanimously.

No action was taken following the Executive Session. Ms. Brandy Elder exited the meeting at this point.

F. Collections

I. Collections Department Update

DISCUSSION: Volunteers are proving very helpful. Tami Bishop wondered if time management training would be beneficial. Training could be county wide. Fred Pryor Institute was mentioned as a possibility. The board is pushing for the inventory to be done so we will have information we need going forward with storage space needs and eventually a new building. Angela will be attending the April meeting.

G. Museum Program/Exhibit Report

I. Visitation Report – Our visitor statistics continue to be way off from the past few years. We served a total of 491 guests this January which is down 323 or 39.7% from last year. Some of this drop-off can be attributed to lower program attendance. This combined with lower regular visitation is really hurting our use statistics. We have now started to see what we hoped was an aberration in lower attendance turning into a trend. It is time for all of us to begin thinking about how to turn this around and start bringing folks back into the museum.

DISCUSSION: Possible ideas floated on attendance issue:

- Steven's B&Y theatre changed to a weeknight during the winter months
- Work needed on promotions
- Exhibits need to have an interactive/participation aspect
- Museum kiosks in prominent places: movie theater, city & county hall, Rec. Center, etc.
- Host a "Historical Trivia" contest
- Improve museum link on county website and social media - notifications are coming in AFTER the event

- Establish Museum’s own social media presence if allowed by Commissioners
- “Pop-up” museum presentations

II. Education Reports – Written reports submitted by Museum Educators Penny Schroder and Stephan Zacharias

a. WWII Day – Meadowlark Update

DISCUSSION: Alex Ayers, superintendent of schools, has met with the Meadowlark principal to discuss reasons for their NOT participating in WWII days. Director Henning is following up to get more information.

III. Exhibit Report

DISCUSSION: Work is continuing on the museums upcoming exhibit *She Served Too: Campbell County Women in WWII* to open March 21.

IV. Schedule

- Feb. 20 – RMA Board Meeting, 2:30 p.m.
- Feb. 24-28: Robert to DC for AAM Advocacy Day/Vacation
- Mar. 1 – Museum begins opening for guests at 8:00 a.m. Mon-Saturday
- Mar. 7 – Cow to Children’s Festival at CAM-PLEX
- Mar. 10 – Senior Outreach – Special Guest Joyce Jefferson at 10:30 and 2:00
- Mar. 10 – Women’s History Month - Joyce Jefferson as “Aunt Lou”, 7:00 p.m.
- Mar. 14 – Black & Yellow Theatre: Native American Educators, Rencountres
- Mar. 17 – CCRM Board Meeting and Quarterly Mtg. with Commissioners, 6:00pm
- Mar. 19 – RMA Board Meeting, 2:30 p.m.
- Mar. 21 – *She Served Too: Campbell County Women in WWII* Exhibition
- Mar. 21 – April 18: *WASP: The Untold Story* Traveling Exhibit
- Mar. 23-28: Medal of Honor Pop-Up Exhibit
- Mar. 24-25: 6th Grade WWII Day at CAM-PLEX
- Mar. 25 – Medal of Honor Popup Exhibition
- Apr. 4 – Smithsonian Museum Day 2020
- Apr. 4 – Cow Party, 1:00 p.m. to 3:00 p.m.
- Apr. 10-12: Rex Carnegie “Love on the Range” and Mus. Theater Workshop
- Apr. 18 – Wyoming Columnist Bill Sniffin, 2:00 p.m. ONLY
- Apr. 21 – CC Conservation District Ag Expo

DISCUSSION: Bill Monahan brought up developing an exhibit on local sports teams. Could bring in more locals. Audio from KIML radio would be a great addition.

H. Old Business

I. Museum Storage Update

DISCUSSION: Robert Henning reports that the storage project looks like it is going to happen. Drawings are coming and it will fill the current need for space although will not have the mezzanine level as originally discussed due to budgetary limitations.

II. Lighted Crosswalk Update

DISCUSSION: Kevin King has put the crosswalk design out for bid. The City did not agree to partner with us on the TAP grant, so the County will move forward with other options including budgeting for the project in the next fiscal year, applying alone for a TAP grant, or looking into an AARP grant that was recently sent to Director Henning and forwarded to Mr. King.

III. DRAFT Museum Budget for Fiscal Year 2020-2021

- a. Capital Construction – Due March 4th
- b. Computer Hardware and Software – Due March 4th
- c. Vehicle Budget Request – Due March 4th
- d. Capital Outlay – Due April 1
- e. Operations Budget and Revenue – Due April 13
- f. Additional Staffing Requests – Due April 13
- g. One Percent Funding Requests – Due April 13

DISCUSSION: Budget request priorities:

- 1) Install heat for Oriva schoolhouse
- 2) Extend sidewalk to Hwy 14-16/2nd St.
- 3) Refresh UV filters on glass doors/windows

Other considerations: Rita Cossitt Mueller requested that staff look into what it takes to put up and take down the big tents requested before purchase. Also, whether the Gillette Main Street people have already purchased tents that might be available for our use.

Rita Cossitt Mueller would like to see the mobility chair moved above the stream table on the priority list.

Bill Monahan moved and Lalia Jagers seconded a motion for discussion on staff development in the budget. Tami Bishop suggested it be reduced for a period of time. John Daly wants to continue to encourage staff development.

Rita Cossitt Mueller moved and Lalia Jagers seconded that the board approve the vehicle and IT line items in the budget. Motion carried. A March 12th meeting has been set to discuss the rest of the budget.

IV. Museum Signs/Museum Name Ideas

DISCUSSION: Bill Monahan moved to leave the signs and name issues on the table until the April meeting. Lalia Jagers seconded. Motion carried.

V. New CVB Committee Update

DISCUSSION: John Daly reported that he has now attended three meetings; Robert Henning has been able to attend two of those. Some of those in attendance: city engineer, Chamber of Commerce, Visitors Center, Econ. Development, county engineer, county commissioners, superintendent of schools, Gillette College president, Cam-Plex chair, land board.

I. New Business

I. Veterans Project 1% Funding

DISCUSSION: Robert Henning continues to reiterate that we do not have the staff or the dollars to undertake this project. The county library has also begged off. The county needs someone local to be the leader of this project. Having additional staff (i.e. a curator staff position) would be a start.

II. New Volunteers

DISCUSSION: Robert Henning reports that we have three new volunteers: John Kirk, at the front desk on Thursdays; Grey Huskins, collections; and Wayne Worthen, to be determined. Welcome and thank you!

III. Legislative Updates

DISCUSSION: Robert Henning reports that a statewide lodging tax is making its way through the legislature. John Daly moved that we, as a board, support the 5% lodging tax. Bill Monahan seconded. Motion carried. Please contact our local Senators to support: Michael Von Flatern, Jeff Wasserburger, and Ogden Driskill.

J. General Discussion

Rita Cossitt Mueller asked for new dates for the museum visit to Belle Fourche and Spearfish. She will contact both museums to see if March 26, 27, or 30th will fit their schedules.

K. Adjourn

Rita Cossitt Mueller moved to adjourn the meeting; Lalia Jagers seconded the motion, meeting was adjourned by Board Vice President Bishop at 8:05 p.m.

The next regular board meeting and quarterly meeting with the County Commissioners will be on March 17th with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m.

February 18, 2020 Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller

CCRM Board Member

Date

CCRM Board Member

Date

Collect. Preserve. Educate.
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Special Meeting of the CCRM Board of Directors
March 17, 2020
Rockpile Museum, 11:00 a.m.

President John Daly, presiding officer of the Rockpile Museum Board of Directors, called a special meeting of the board of directors for 11:00 a.m. on March 17, 2020 to discuss the Museum's response to the COVID-19 outbreak.

A. Call to Order and Introductions

The meeting was called to order at 11:00 a.m. by Board President John Daly, presiding officer.

Present: John Daly, Pres., Tami Bishop, V.P., Rita Cossitt Mueller, Sec. (via phone), Bill Monahan, and Lalia Jagers (via phone).

Museum Staff Present: Robert Henning, Director, Stephan Zacharias, Educator

Guests: Jonathan Gallardo, Gillette News-Record

B. Museum Response COVID-19

Board President John Daly has suggested that the museum be closed to the public because of the Covid19 virus outbreak. He had contacted all board members yesterday, 16 March 2020. The County Commissioners met later in the day and stated that closing the museum needed to be done in a board meeting. Some of the factors taken into consideration:

1. President Trump has requested that groups numbering more than ten be avoided. The Governor of Wyoming has recommended schools be closed.
2. Health professionals are recommending closure.
3. The museum is a non-essential facility.
4. Almost all the volunteers, the foundation board members, and the museum board members are over 60 years, making them a vulnerable group.
5. The virus affects the elderly more easily.

6. The museum hosts people from out of town, out of state, and sometimes out of country, increasing the chance of introducing the virus.

John Daly stated that some of the Experience Works trainees are facing a financial issue if they cannot work. He also reiterated that this a board action, not an action of the director. Tami Bishop read aloud the memo issued from the commissioners.

Bill Monahan moved, and Tami Bishop seconded that the museum be closed to the public because of the above concerns. Discussion followed. Robert Henning stated that the staff has been cleaning and sanitizing. All events and programs are cancelled until further notice. He has asked the RMA to cover Experience Works wages until things can be straightened out with the grants. He also reported that attendance has been slow and that the staff supports closure to the public. Stephan Zacharias voiced his concerns. At last Saturday's event there were many elderly and children. He feels there is a social responsibility to limit the public's exposure.

Tami Bishop moved and Bill Monahan seconded to amend the motion to include closed to the public until April 2, 2020. Motion passed unanimously. Board will reconvene after April 2. The regular meeting scheduled for this evening is cancelled. Rita Cossitt Mueller will cancel the planned field trip to Belle Fourche and Spearfish.

Pres. John Daly adjourned the meeting at 11:27 a.m.

March 17, 2020 Special Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller

CCRM Board Member

Date

CCRM Board Member

Date

Collect. Preserve. Educate.
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Special Meeting of the CCRM Board of Directors
April 2, 2020
Conference Call, 10:00 a.m.

Campbell County Rockpile Museum Board of Directors President John Daly called a special meeting on Thursday, April 2nd at 10:00 a.m. to discuss the closure of the Rockpile Museum, plan a path forward, and to receive an update on museum operations. This was a phone or video conference meeting.

A. Call to Order and Introductions

The meeting was called to order at 11:00 a.m. by Board President John Daly, presiding officer.

Present via Phone or Internet: John Daly, Pres., Tami Bishop, V.P., Bill Monahan, Lalia Jagers, Rita Cossitt Mueller, Sec.

Museum Staff Present: Robert Henning, Director, Angela Beenken, staff, Cara Reeves, staff, Stephan Zacharias, staff.

B. Museum Closure and Path Forward

President Daly stated that the purpose of the special meeting was to address the operation hours of the museum. Robert Henning stated that all information he has received from the county has been forwarded via e-mail to board members.

Gov. Gordon has closed all public facilities through April 17. **Bill Monahan moved to close the Rockpile Museum indefinitely due to the COVID-19 crisis.** Bill left his motion with no end date. **Tami Bishop seconded the motion.** Discussion followed.

Tami Bishop asked if the staff had seen John Daly's e-mail sent yesterday. She read it aloud. Robert Henning reported that Angela Beenken and Cara Reeves are working remotely with agreements in place. Penny Schroeder has taken vacation time. Robert Henning and Stephen Zacharias continue to physically report to the museum for work. Dusty DeBoer, part-time employee, also has been coming into the building. Angela Beenken expressed her appreciation to the board and director for their consideration of

the staff during this virus outbreak. Bill Monahan asked if the Governor had changed the date for public closures. He has not.

John Daly called for a vote on the motion. Motion carried unanimously.

Other items: Robert Henning reports that he is comfortable with the work-at-home arrangements. They are all able to communicate via video chat, phone, etc. Salaries will continue. Angela Beenken reported that she is working on assessment, a procedure manual, etc. This time has opened some doors for different types of projects that will make work easier when things to normal.

If a Stay-at-Home order comes from the county or state, Robert Henning plans to check the facility at least twice a week. Public Works will also be checking systems.

Robert Henning stated that there were no issues with invoices yet but that we would need to meet in April at the regular time. That might have to be a conference call, as well. Rita Cossitt Mueller passed along kudos to Robert and Stephen from the Conservation District for their help in the Ag Day that isn't going to happen now. John Daly suggested artifacts be gathered from this time as we are literally making history. But only virus free artifacts!

Pres. John Daly adjourned the meeting at 10:25 a.m.

April 2, 2020 Special Board Meeting Minutes submitted by Secretary Rita Cossitt Mueller

CCRM Board Member

Date

CCRM Board Member

Date

CAMPBELL COUNTY GOVERNMENT
BUDGET VARIANCE REPORT
721 - ROCKPILE MUSEUM - GEN ADMIN

Account Description	April Expenditures	2019 Budgeted	Y-T-D Expended	Encumbrances	% Used	Amount Left	% Left	Account Number
EXPENDITURES								
PERSONNEL SERVICES								
SALARIES AND WAGES								
FULLTIME - REGULAR	10,325.27	267,953.00	204,085.67	.00	76.16	63,867.33	23.83	6022.
FULLTIME - O.T.	.00	1,542.00	1,708.67	.00	110.80	166.67	10.80	6023.
PART-TIME - REGULAR	189.00	10,000.00	288.00	.00	2.88	9,712.00	97.12	6024.
PART-TIME - O.T.	.00	.00	.00	.00	.00	.00	.00	6025.
SUMMER EMPLOYMENT GRANT	.00	.00	.00	.00	.00	.00	.00	6033.
ADD'L REQUESTED PAYROLL	.00	.00	.00	.00	.00	.00	.00	6038.
COMPENSATION ADJUSTMENT	.00	.00	.00	.00	.00	.00	.00	6039.
EMPLOYER CONTRIBUTIONS								
P/R TAX EXPENDITURES	787.93	21,382.00	15,568.15	.00	72.80	5,813.85	27.19	6041.
P/R BENEFIT EXPENDITURES	9,838.61	138,163.00	103,234.91	.00	74.71	34,928.09	25.28	6042.
FLEX SIGNUP	.00	.00	.00	.00	.00	.00	.00	6046.
	21,140.81	439,040.00	324,885.40	.00	73.99	114,154.60	26.00	
CONTRACTUAL SERVICES								
COMMUNICATION/TRANSPORTATI								
POSTAGE AND FREIGHT	.00	1,500.00	1,057.36	.00	70.49	442.64	29.50	6052.
TELEPHONE	.00	.00	.00	.00	.00	.00	.00	6053.
PRINTING/DUPLICATING								
PRINTING/SPECIAL FORMS	.00	.00	.00	.00	.00	.00	.00	6071.
BROCHURES	.00	.00	.00	.00	.00	.00	.00	6072.
PUBLICITY								
ADVERTISING	.00	7,500.00	6,000.40	.00	80.00	1,499.60	19.99	6092.
PUBLICATION/LEGAL NOTICE	.00	.00	.00	.00	.00	.00	.00	6093.
DUES AND SUBSCRIPTIONS								
PERIODICALS	.00	150.00	130.00	.00	86.66	20.00	13.33	6101.
ASSOC. COMM. DUES, & FEE	.00	1,225.00	350.00	.00	28.57	875.00	71.42	6102.
UTILITY SERVICE								
ELECTRICITY	.00	10,000.00	5,688.34	704.41	63.92	3,607.25	36.07	6112.
PROPANE, NATURAL GAS	.00	5,500.00	3,344.42	652.90	72.67	1,502.68	27.32	6114.
GARBAGE COLLECTION	.00	.00	.00	.00	.00	.00	.00	6116.
PROFESSIONAL SERVICES								
FIRE SPRINKLER INSPECTIO	.00	.00	.00	.00	.00	.00	.00	6153.
MAINT/LICENSING AGREEMENTS								
OFF EQUIP MAINT CONTRACT	.00	2,000.00	1,266.63	210.47	73.85	522.90	26.14	6234.
HEATING/AIR CONDITIONING	.00	.00	.00	.00	.00	.00	.00	6237.
TRAVEL - EMPLOYEES								
AUTOMOBILE	.00	1,000.00	252.71	31.63	28.43	715.66	71.56	6281.
AIRPLANE, TRAIN, BUS	.00	.00	.00	.00	.00	.00	.00	6282.
MEALS AND LODGING	.00	300.00	273.85	.00	91.28	26.15	8.71	6283.
TRAVEL-OTHER								
AUTOMOBILE	.00	500.00	.00	.00	.00	500.00	100.00	6301.
AIRPLANE, TRAIN, BUS	.00	.00	.00	.00	.00	.00	.00	6302.
MEALS AND LODGING	.00	1,000.00	692.23	.00	69.22	307.77	30.77	6303.
OTHER CONTRACTUAL SERVICES								
CONTRACT LABOR	.00	1,000.00	.00	.00	.00	1,000.00	100.00	6321.
TRAINING AND DEVELOPMENT								
STAFF DEVELOPMENT	.00	1,000.00	848.40	.00	84.84	151.60	15.16	6517.2
CONFERENCE/SEMINAR/WRK	.00	2,500.00	2,140.00	.00	85.60	360.00	14.40	6517.3
TRAVEL & TRANSPORTATIO	.00	1,750.00	655.80	38.00	35.30	1,132.20	64.69	6517.4
MEALS AND LODGING	.00	1,750.00	1,314.44	.00	75.11	435.56	24.88	6517.5
	.00	38,675.00	24,014.58	1,561.41	66.13	13,099.01	33.86	

CAMPBELL COUNTY GOVERNMENT
BUDGET VARIANCE REPORT
721 - ROCKPILE MUSEUM - GEN ADMIN

Account Description	April Expenditures	2019 Budgeted	Y-T-D Expended	Encumbrances	% Used	Amount Left	% Left	Account Number
SUPPLIES								
OFFICE SUPPLIES								
GENERAL SUPPLIES	.00	5,000.00	2,060.86	.00	41.21	2,939.14	58.78	6531.
COMPUTER SUPPLIES	.00	4,500.00	3,609.16	.00	80.20	890.84	19.79	6532.
OPERATING SUPPLIES								
EDUCATIONAL PROGRAMMING	.00	4,500.00	2,761.62	.00	61.36	1,738.38	38.63	6554.
PHOTOGRAPHIC SUPPLIES	.00	1,000.00	685.31	.00	68.53	314.69	31.46	6556.
JANITORIAL SUPPLIES	.00	1,000.00	617.96	.00	61.79	382.04	38.20	6666.
GASOLINE	.00	750.00	453.97	.00	60.52	296.03	39.47	6673.
GIFT SHOP PURCHASES	.00	10,750.00	5,938.29	.00	55.23	4,811.71	44.76	6706.1
EXHIBITS	.00	5,000.00	3,576.00	.00	71.52	1,424.00	28.48	6712.
SALES TAX PAYMENTS	.00	750.00	750.00	.00	100.00	.00	.00	6713.
VOLUNTEER PROGRAM SUPPLI	.00	1,271.92	271.92	865.25	89.40	134.75	10.59	6733.
REPAIRS AND MAINTENANCE								
GENERAL VEHICLE MAINT	.00	.00	.00	.00	.00	.00	.00	6755.
OFFICE FURNITURE & EQUIP	.00	500.00	156.45	.00	31.29	343.55	68.71	6762.
SECURITY SYSTEMS	.00	.00	.00	.00	.00	.00	.00	6764.
GROUNDS MAINTENANCE	.00	.00	.00	.00	.00	.00	.00	6770.
BUILDING MAINTENANCE	.00	500.00	146.90	.00	29.38	353.10	70.62	6777.
SHOP SUPPLIES	.00	500.00	27.00	.00	5.40	473.00	94.60	6778.
EXHIBITS MAINTENANCE	.00	5,000.00	3,721.32	.00	74.42	1,278.68	25.57	6784.
	.00	41,021.92	24,776.76	865.25	62.50	15,379.91	37.49	
FIXED CHARGES								
INSURANCE								
VEHICLES & EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	6932.
OTHER INSURANCE	.00	228.08	.00	.00	.00	228.08	100.00	6948.
SURETY BONDS								
OTHER	.00	.00	.00	.00	.00	.00	.00	6958.
BOARD EXPENSES	.00	2,500.00	962.21	.00	38.48	1,537.79	61.51	7026.
GRANTS								
OTHER GRANTS-ANTICIPATIO	.00	.00	.00	.00	.00	.00	.00	7078.
INSTITUTE OF MUSEUM SERV	.00	.00	.00	.00	.00	.00	.00	7092.
WYO ARTS COUNCIL	.00	.00	.00	.00	.00	.00	.00	7093.
WYO COUNCIL - HUMANITIES	.00	.00	.00	.00	.00	.00	.00	7094.
NATL ENDOWMENT HUMANITIE	.00	.00	.00	.00	.00	.00	.00	7103.
	.00	2,728.08	962.21	.00	35.27	1,765.87	64.72	
CAPITAL OUTLAY								
MACHINERY AND EQUIPMENT								
GENERAL ITEMS	.00	.00	.00	.00	.00	.00	.00	7191.
ARTIFACTS	.00	500.00	135.84	.00	27.16	364.16	72.83	7242.
PROGRAM SUPPORT								
SPECIAL EVENTS	.00	8,000.00	4,926.55	.00	61.58	3,073.45	38.41	7362.
ACCRUED EXPEND - EOY ADJ	.00	.00	.00	.00	.00	.00	.00	7532.
WAGE ADJUSTMENT FUND	.00	.00	.00	.00	.00	.00	.00	7533.
	.00	8,500.00	5,062.39	.00	59.55	3,437.61	40.44	
	21,140.81	529,965.00	379,701.34	2,426.66	72.10	147,837.00	27.89	

CAMPBELL COUNTY GOVERNMENT
BUDGET VARIANCE REPORT
721 - ROCKPILE MUSEUM - GEN ADMIN

Account Description	April Expenditures	2019 Budgeted	Y-T-D Expended	Encumbrances	% Used	Amount Left	% Left	Account Number
COMPANY 00001 TOTAL	21,140.81	529,965.00	379,701.34	2,426.66	72.10	147,837.00	27.89	

Collections Update

4/16/2020

Cataloging:

June 2018 backlog is still in progress. The goal of adding all of 2018.029 to PastPerfect by April 1st was partially met. Before transitioning to remote work, Cara created a record for every item in this donation and photographs or scans for several items. However, there are 150 of 342 total records that will need to be completed upon returning to normal work. Due to our volunteer Graye Huskins being unable to come into the museum, the 2018.026 backlog that she was working on will also need to be dealt with upon return to the museum. The goal for this to be completed was June 1, 2020 but will likely need to be re-evaluated.

Volunteer Greg Bennick was cataloging the only collection in the March 2019 backlog, 2019.011, before he was asked to stay home for public safety. This is not complete. There are approximately 300 items remaining to be cataloged. The goal for completing this by June 1, 2020, will most likely have to be re-evaluated once normal work is resumed.

May 2019 backlog was started, but not completed. The goal for finishing this by May 15, 2020, will not be met and will have to be re-evaluated once the June backlog is completed.

Remote Work:

Online engagement: Cara has been researching the photograph collection while Angela researches the object collection. Items are being selected each week to post on Facebook, which is part of the Collections Department's long-term goal to engage the public and teach them about the significance of the collection. The first post in this series received over 1,300 views, 15 likes/loves, and 6 shares. These posts will occur every Saturday morning, and eventually happen on Wednesdays as well. This new series is titled Cabinet of Curiosities.

Collections Procedure Manual: Angela and Cara have been working to develop a Procedure Manual for the Collections Department. This manual will aid volunteers, interns, and staff in understanding how the collections were handled in the past and how they should be handled going forward. Cara has recently been describing the different Collection Types, how they've been used, issues that need to be addressed, and how items with unknown or anonymous donors have been entered in PastPerfect. Much of what Cara has completed will also be added to the Collections Assessment. Angela is reviewing catalog record types and creating documents that outline what information should be entered into each field. This should help with standardizing the records moving forward. Much of this information will also be added to the collections assessment and assist in creating a collections plan. Angela has also been reviewing and developing potential short and long-term goals for collections and has started a glossary of terms for staff and volunteers.

Continuing Education: Cara has been meeting the goals set out in her annual evaluation by continuing her professional development through online webinars. In addition to this, it was announced that the

May AAM conference that the Board approved Cara to attend will be moved to a virtual format; Cara will plan to attend this conference on May 18 and June 1-4.

Angela has also been attending webinars and reading publications related to the current pandemic. The topics include how to safely clean collections and museum spaces, how to address opening back up to the public, and digital content strategies. Angela has also been viewing training videos on the Tyler software and will be attending a virtual meeting on April 29th regarding Museum Project Ledgers. Angela will also be attending webinars related to building virtual tours, collections issues, updated Teams instructions, and Safety Committee training through Campbell County.

Archaeology Fair: Cara has continued to plan the Archaeology Fair. SHPO/OWSA have been helping one of the Archaeology Fair Committee members develop a map for one of the stations. Cara has sent updates to the committee via email since they could not gather for the March meeting. Cara will be contacting the committee in the next week to set a phone meeting and provide updates. Cara has been using materials from the Research Area of the museum to learn more about specific sites in Wyoming. She has also been planning additional supplies that could be ordered in the next budget year.

Photo Requests: Angela has been fulfilling photo requests remotely as well. This has been possible as access to Past Perfect has been available and the photos can be shared through the cloud.

Internship: The internship application deadline expired on April 10th with 21 applications received from across the US. Angela and Cara reviewed all applications and eight applicants were chosen for interviews, which occurred April 15th through 17th. Angela created and sent in a report to the Rockpile Museum Association for their monthly meeting in April. It is yet undecided if the internship will happen this year based on the current situation.