



***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

B. Approval Of Agenda

C. Consent Agenda

Documents:

[CCRM CONSENT AGENDA FOR 8-20-2019.PDF](#)  
[CCRM BOARD MINUTES FOR JULY 2019.PDF](#)  
[CCRM BUDGET VARIANCE AS OF 8-16-2019.PDF](#)

D. Collections

I. Collections Department Update

Documents:

[CCRM COLLECTIONS DEPARTMENT UPDATE AUGUST 2019.PDF](#)

E. Museum Program/Exhibit Report

I. Visitation Report

II. Education Report

III. Schedule

F. Old Business

I. Licensing Agreement With Barb Anderson

II. Letter To Commissioners

III. Broadus Museum Trip

G. New Business

I. FY18-19 Annual Report

II. County Communications Memo

III. Social Media Delegation

H. General Discussion

I. Adjournment

*Campbell County Rockpile Museum*  
900 W. 2nd Street Gillette, WY 82716 307-682-5723 [rockpile@vcn.com](mailto:rockpile@vcn.com)

**Rockpile Museum Board Meeting  
CONSENT AGENDA – August 20, 2019**

**Approval of Minutes**

July 16, 2019 Regular Monthly Board Meeting Minutes

**Expense Report**

As of August 16th, there are 7 purchase orders from the regular budget to be approved and paid totaling \$1,696.17. There are at least 23 outstanding receipts from the general museum accounts and 1% accounts including First National Bank Visa, Walmart, and Black Hills Energy that will need board approval following the meeting.

The August 2019 vouchers are as follows:

Vista Leasing Company	\$98.00
Mountain Plains Museum Association	\$300.00
Shoshone Distributing	\$221.00
City of Gillette	\$712.05
Henning Mileage Reimbursement	\$41.12
Campbell County Chamber of Commerce	\$129.00
Coca Cola Bottling High Country	\$195.00
Joyce V. Jefferson	\$663.56

We requested a Hand Warrant from the Commissioners for Joyce V. Jefferson as we needed the check to pay her for her performances on August 31<sup>st</sup>.

For the month of July, there were 23 vouchers from our regular accounts totaling \$7,059.83 and 2 vouchers from the 1% accounts totaling \$105.86.

John Daly signed the following vouchers after the regular July meeting:

<u>FISCAL YEAR 18-19</u>	
First National Bank VISA	\$682.38
Black Hills Energy	\$30.46
Walmart	\$184.54
First National Bank Visa - 1% Youth	\$86.95
Walmart - 1% Youth	\$18.91
<u>FISCAL YEAR 19-20</u>	
True West Publishing Inc.	\$600.00
Campbell County Chamber of Commerce	\$50.00
Vista Leasing Company, Inc.	\$98.00
Tommie M Butler	\$63.00

Tami Bishop signed the following vouchers after the regular July meeting:

FISCAL YEAR 19-20

First National Bank Visa	\$1,415.97
Campbell County Cattlewomen	\$90.00
Shoshone Distributing Co. Inc.	\$172.00
Dickeys BBQ	\$72.45

**BUDGET VARIANCE for FY19-20 as of August 16, 2019**

*Collect. Preserve. Educate.*  
*The Campbell County Rockpile Museum tells the story of the Powder River Basin.*

**Minutes for the CCRM Board Meeting  
July 16, 2019**

Rockpile Museum, 6:00 p.m.

**A. Call to Order and Introductions**

The meeting was called to order at 6:00 p.m. by President John Daly, presiding officer.

Present: Museum Board Members: John Daly, Tami Bishop, and Rita Cossitt Mueller

Museum Staff: Director Robert Henning, Museum Educator Stephan Zacharias

Absent: William Monahan and Lalia Jagers

Guests: Charlene Busk and Sandy Holyoak

Roll call: Rita reported on how the state capitol bldg. was funded in 1886.  
Tami spoke on Dutch Henry Thar in 1897.  
Robert talked about Tom Butler's new book on colorful characters.  
Sandy reported on Whitey Grey on Bikini Atoll during WWII.  
Charlene is enjoying the local bios she is compiling for the card deck.  
Stephen brought a cowboy statue that is reminiscent of Staley Archibald.  
John reported on the only U.S. city bombed during WWII; Miles City.

**B. Approval of Agenda**

Board reviewed agenda and John Daly called for changes or corrections. No changes or additional items were presented, and the board approved the agenda by unanimous consent.

**C. Consent Agenda**

The following consent agenda was presented:

**Approval of Minutes**

June 18, 2019 Quarterly Meeting and Regular Monthly Board Meeting Minutes

**Expense Report**

As of July 13th, there are 11 purchase orders from the regular budget to be approved and paid totaling \$3,466.03. Nine of these are from FY18-19 and two are from FY19-20.

There are at least four outstanding receipts from the general museum accounts and 1% accounts including First National Bank Visa and Walmart that will need board approval following the meeting.

The July 2019 vouchers are as follows:

FISCAL YEAR 2018-2019

City of Gillette	\$567.91
Gillette News-Record	\$690.00
Sir Speedy	\$810.59
Office Depot	\$355.09
Menards	\$658.92
Cara Reeves Mileage Reimbursement	\$35.96
Rocky Mountain Business Equipment	\$49.89
Henning Mileage Reimbursement	\$48.95
Sandra S. Holyoak Reimbursement	\$18.25

FISCAL YEAR 2019-2020

Civil Air Patrol Magazine	\$195.00
Henning Expense Reimbursement	\$35.47

For the month of June, there were 20 vouchers from our regular accounts totaling \$7,897.28 and 6 vouchers from the 1% accounts totaling \$2,991.50.

Sherry Lowell signed the following vouchers after the regular June meeting:

Walmart	\$29.56
Blick Art Materials	\$996.88
Office Depot	\$66.41
Sue Collins	\$165.00
Farcountry Press	\$97.42
First National Bank Visa	\$1,700.45
Mountain Press Publishing, Inc.	\$138.00
First National Bank Visa - 1% Youth	\$683.63
Walmart - 1% Youth	\$117.14
Sir Speedy - 1% Youth	\$366.72
Rinehart Targets - 1% Senior	\$1,539.00
Bears Naturally Clean - 1% Youth	\$161.15
Teacher's Corner / Kid's Mart	\$123.86

Late in the month, and in the absence of a board member, Angela Beenken signed the following voucher after the regular June meeting:

Stagecoach Events and Catering	\$183.75
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**BUDGET VARIANCE for FY18-19 as of July 14, 2019**

**BUDGET VARIANCE for FY19-20 as of July 14, 2019**

John Daly asked the board if they wished for any items to be removed from the consent agenda. No items were requested removed. Tami Bishop moved to approve all items of the consent agenda as presented; Rita Cossitt Mueller seconded the motion; motion approved unanimously.

## **D. Board Elections**

President Daly opened the floor for nominations.

### **I. President**

John Daly was nominated by Tami Bishop for the position of Board President; motion seconded by Rita Cossitt Mueller. Rita Cossitt Mueller moved to cease nominations and cast a unanimous ballot for John Daly. Tami Bishop seconded. John Daly was elected President unanimously.

### **II. Vice President**

Tami Bishop was nominated by Rita Cossitt Mueller for the position of Board Vice President; motion seconded by John Daly. Rita Cossitt Mueller moved to cease nominations and cast a unanimous ballot for Tami Bishop. John Daly seconded. Tami Bishop was elected Vice President unanimously.

### **III. Secretary/Treasurer**

Rita Cossitt Mueller was nominated by Tami Bishop for the position of Board Secretary/Treasurer; motion seconded by John Daly. Tami Bishop moved to cease nominations and cast a unanimous ballot for Rita Cossitt Mueller. John Daly seconded. Rita Cossitt Mueller was elected Secretary/Treasurer unanimously.

## **E. Collections**

### **I. Collections Department Update**

Written report submitted by the Collections Department covering their work over the past month including inventory, internship, and cataloging.

**DISCUSSION:** Some discussion was had regarding the pace of cataloging and Director Henning will work with staff to expedite the cataloging process so that staff can move onto the collections inventory.

## II. Deaccession Report

There were 264 objects up for deaccession this month. They included one player piano and 263 books.

The player piano was purchased by the Rockpile Museum Association in 2002 to be used for museum events and the Registrar at the time cataloged it into the Education Collection. The player piano bellows and timing are not functioning, and staff does not recommend investing in repairs.

The 263 books are mostly vintage fiction and educational books. These have been in main storage for years without being used. Staff hopes to free up more space in storage by deaccessioning these books. Some books will be used as props in our programs while most will be transferred to other institutions or sent to auction.

**DISCUSSION:** Museum Educator Penny Schroder will go through the deaccessioned books for use in the Pioneer School program.

A motion was made by Rita Cossitt Mueller to approve the staff recommendations regarding the deaccessions; seconded by Tami Bishop. Motion passed unanimously.

## III. Dixie Reece Painting Collection Update

**DISCUSSION:** Director Henning and Registrar Angela Beenken are meeting on Thursday, July 18th with Public Works to get a final date for readying the storage space in the Cloud Peak Bldg.

## IV. Storage Addition for Museum Building

**DISCUSSION:** Director Henning recommends that the board approach the county commissioners soon about possible additions to the present bldg. He will draft a letter requesting engineering assistance for all possible additions. All board members will sign.

John Daly suggested meeting with the two new board members to bring them up to date on issues dealing with the museum. A date will be secured once all members are back in town.

## F. Museum Program/Exhibit Report

- I. Visitation Report – The museum served **1,589** guests in June which was down 91 or 5.4% from last June. For the year, visitation is up 674 visitors at a total of 7,408 guests.



**DISCUSSION:** This summer has been slow, and the numbers reflect that as regular visitors continue to be below last year's pace. That decrease is being made up for in tours, programs, and outreach. We may see an uptick in July due to the cancellation of the coal mine tours. Director Henning has three special tours planned for groups in the next two weeks.

## II. Education Report

**DISCUSSION:** Stephen Zacharias reported that the Saturday programs are going well. This upcoming Saturday, Tom Butler will present his new book *Colorful Characters of Campbell County*. Saturday, July 20<sup>th</sup> will be ice cream day. August 31 will be Joyce Jefferson as Mahogany Lou. Sept 28<sup>th</sup> is the first annual NE Wyoming Archology Day. So far it will include: atlatl throwing, stone earth oven cooking, dog travois, dig boxes, and hide tanning.

Penny met with the WWII committee and is also working on a homesteading board game.

## III. Exhibit Report

Director Henning reported that the museum will host traveling exhibits dealing with women's suffrage and other women's history from August into next year. Up first is *In Pursuit of Equality* from the American Heritage Center at the University of Wyoming. That will be followed by *No More Sob Stories* and *Wyoming Women: Life Beyond the Family*.

Sept 21<sup>st</sup> will be the end of the WWII Letters from Home exhibit. Robert would like to see a closing event.

## IV. Schedule

July 17 – Cara Reeves off until August 5 for Arch. Field School in Ireland  
July 18 – RMA General Membership Mtg. and Dinner – 6:00 p.m.  
July 19 – RMA Summer Internship Presentation – 7:00 p.m.  
July 20 – National Ice Cream Day at 11:00 and 2:00  
Aug. 2 – Coffee with the Director  
Aug. 15 – RMA Board Meeting, 2:30 p.m.  
Aug. 15 – MEGA Mixer at Gillette College  
August 30 – September 6: Robert to Honduras for Mission Trip  
August 31 – Joyce Jefferson as “Mahogany Lou” Marchbanks, 11:00 & 2:00  
Sep. 21 – Final day for Letters Home exhibit  
Sep. 21 – Smithsonian Museum Day  
Sep. 22-25 – MPMA Conference in Albuquerque, New Mexico  
Sep. 28 – 1<sup>st</sup> Annual Northeast Wyoming Archaeology Fair  
October 13 – RMA Presents “The American Songster” Dom Flemons

**DISCUSSION:** Director Henning is still hoping to travel to Washington D.C. in February to represent Wyoming museums at AAM Advocacy Day. CWAM will pay for his travel.

## **G. Old Business**

### **I. Final FY19-20 Budget Letter and Documents**

**DISCUSSION:** No change. The \$15,000 from the County Commissioners for veterans' projects remains in the budget. Director Henning has pledged to support the library's efforts on that project.

### **II. Bison Sculpture "Eugene" Update**

**DISCUSSION:** We are waiting permission from the state highway department for placement of the Latta sculpture.

## **H. New Business**

### **I. Museum Staffing**

**DISCUSSION:** Director Henning plans to request two more full time staff, per support stated last meeting by Mark Christensen. The plan as of now is a curator for research and exhibits and an administrative assistant. That will free up Angela to be registrar and Robert to have more time planning, directing, promoting, and potentially fundraising.

Tami Bishop moved to table the discussion of more staff until the October meeting. Rita Cossitt Mueller seconded. Motion passed unanimously.

### **II. Museum Revenue for FY18-19**

**DISCUSSION:** \$12,896.82, primarily from the gift shop.

### **III. New County Software – Tyler Technologies**

**DISCUSSION:** Director Henning updated the board on the progress of the County's new software package. Henning and Registrar Angela Beenken will both be trained on the software. This will require many hours of time beginning with a three-day training on Excel.

#### IV. Front Desk Trainees and Volunteers

**DISCUSSION:** We are very short of front desk help. Dean Turley is not available due to poor health. Chuck Cloud is coming in on Tuesdays. Charlene Busk comes on Mondays. More help is needed.

#### V. Public Records Law Amendment Memo

**DISCUSSION:** Any request for public records needs to go through Ivy McGowan Castleberry at the Commissioner's Office.

### I. General Discussion

#### I. Thank You Letters

**DISCUSSION:** Plenty on hand

#### II. Thank you gift for Sherry Lowell

**DISCUSSION:** A blanket/throw from the Campbell County Cattlewomen (with local brands, a sheep wagon, a horse and a man) was suggested for both Sherry and Molly Huisingh, the summer intern. Rita Cossitt Mueller will get in contact with them.

#### III. Other

Rita Cossitt Mueller would like the board to visit the Powder River Museum in Broadus, MT. We will pursue this in August when the new members are present.

Performance reviews are due in Sept. Robert is awaiting forms.

The museum needs a defibrillator. As a county bldg. open to the public it is necessary.

Annual report, first draft, will be presented to Museum Board in August.

Final report on the CMAM conference is almost done.

### J. Adjourn

There being no further business President John Daly adjourned the meeting at 7:40p.m. The next regular board meeting will be on **August 20th** with dinner at 5:30 p.m. and meeting beginning at 6:00 p.m.

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July 16, 2019 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	July Expenditures	2019 Budgeted	Y-T-D Expended	Encumbrances	% Used	Amount Left	% Left	Account Number
EXPENDITURES								
PERSONNEL SERVICES								
SALARIES AND WAGES								
FULLTIME - REGULAR	19,891.75	267,953.00	19,891.75	.00	7.42	248,061.25	92.57	6022.
FULLTIME - O.T.	.00	1,542.00	.00	.00	.00	1,542.00	100.00	6023.
PART-TIME - REGULAR	.00	10,000.00	.00	.00	.00	10,000.00	100.00	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	1,497.38	21,382.00	1,497.38	.00	7.00	19,884.62	92.99	6041.
P/R BENEFIT EXPENDITURES	10,488.76	138,163.00	10,488.76	.00	7.59	127,674.24	92.40	6042.
FLEX SIGNUP	.00	.00	.00	.00	.00	.00	.00	6046.
	31,877.89	439,040.00	31,877.89	.00	7.26	407,162.11	92.73	
CONTRACTUAL SERVICES								
COMMUNICATION/TRANSPORTATI								
POSTAGE AND FREIGHT	.00	1,500.00	.00	.00	.00	1,500.00	100.00	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	795.00	7,500.00	795.00	.00	10.60	6,705.00	89.40	6092.
PUBLICATION/LEGAL NOTICE	.00	.00	.00	.00	.00	.00	.00	6093.
DUES AND SUBSCRIPTIONS								
PERIODICALS	.00	150.00	.00	.00	.00	150.00	100.00	6101.
ASSOC..COMM..DUES. & FEE	.00	1,225.00	.00	.00	.00	1,225.00	100.00	6102.
UTILITY SERVICE								
ELECTRICITY	.00	10,000.00	.00	.00	.00	10,000.00	100.00	6112.
PROPANE, NATURAL GAS	.00	5,500.00	.00	.00	.00	5,500.00	100.00	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	98.00	2,000.00	98.00	.00	4.90	1,902.00	95.10	6234.
HEATING/AIR CONDITIONING	.00	.00	.00	.00	.00	.00	.00	6237.
TRAVEL - EMPLOYEES								
AUTOMOBILE	.00	1,000.00	.00	.00	.00	1,000.00	100.00	6281.
AIRPLANE, TRAIN, BUS	.00	.00	.00	.00	.00	.00	.00	6282.
MEALS AND LODGING	35.47	300.00	35.47	.00	11.82	264.53	88.17	6283.
TRAVEL - OTHER								
AUTOMOBILE	.00	1,000.00	.00	.00	.00	1,000.00	100.00	6301.
AIRPLANE, TRAIN, BUS	.00	.00	.00	.00	.00	.00	.00	6302.
MEALS AND LODGING	29.56	1,000.00	29.56	.00	2.95	970.44	97.04	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	.00	.00	.00	1,000.00	100.00	6517.2
CONFERENCE/SEMINAR/WRK	1,256.00	2,500.00	1,256.00	.00	50.24	1,244.00	49.76	6517.3
TRAVEL & TRANSPORTATIO	.00	1,750.00	.00	.00	.00	1,750.00	100.00	6517.4
MEALS AND LODGING	.00	1,250.00	.00	.00	.00	1,250.00	100.00	6517.5
	2,214.03	38,675.00	2,214.03	.00	5.72	36,460.97	94.27	

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

Account Description	July Expenditures	2019 Budgeted	Y-T-D Expended	Encumbrances	% Used	Amount Left	% Left	Account Number
SUPPLIES								
OFFICE SUPPLIES								
GENERAL SUPPLIES	8.98	5,000.00	8.98	.00	.17	4,991.02	99.82	6531.
COMPUTER SUPPLIES	.00	4,500.00	.00	.00	.00	4,500.00	100.00	6532.
OPERATING SUPPLIES								
EDUCATIONAL PROGRAMMING	38.37	4,500.00	38.37	.00	.85	4,461.63	99.14	6554.
PHOTOGRAPHIC SUPPLIES	.00	1,000.00	.00	.00	.00	1,000.00	100.00	6556.
JANITORIAL SUPPLIES	.00	1,000.00	.00	.00	.00	1,000.00	100.00	6666.
GASOLINE	.00	750.00	.00	.00	.00	750.00	100.00	6673.
GIFT SHOP PURCHASES	370.00	10,750.00	370.00	.00	3.44	10,380.00	96.55	6706.1
EXHIBITS	.00	6,000.00	.00	.00	.00	6,000.00	100.00	6712.
SALES TAX PAYMENTS	.00	750.00	.00	.00	.00	750.00	100.00	6713.
VOLUNTEER PROGRAM SUPPLI	.00	1,000.00	.00	.00	.00	1,000.00	100.00	6733.
REPAIRS AND MAINTENANCE								
GENERAL VEHICLE MAINT	.00	.00	.00	.00	.00	.00	.00	6755.
OFFICE FURNITURE & EQUIP	.00	500.00	.00	.00	.00	500.00	100.00	6762.
SECURITY SYSTEMS	.00	.00	.00	.00	.00	.00	.00	6764.
GROUNDS MAINTENANCE	.00	.00	.00	.00	.00	.00	.00	6770.
BUILDING MAINTENANCE	46.90	500.00	46.90	.00	9.38	453.10	90.62	6777.
SHOP SUPPLIES	27.00	500.00	27.00	.00	5.40	473.00	94.60	6778.
EXHIBITS MAINTENANCE	.00	5,000.00	.00	.00	.00	5,000.00	100.00	6784.
	491.25	41,750.00	491.25	.00	1.17	41,258.75	98.82	
FIXED CHARGES								
INSURANCE								
VEHICLES & EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	6932.
OTHER INSURANCE	.00	1,500.00	.00	.00	.00	1,500.00	100.00	6948.
SURETY BONDS								
OTHER	.00	.00	.00	.00	.00	.00	.00	6958.
BOARD EXPENSES	162.45	2,500.00	162.45	.00	6.49	2,337.55	93.50	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.
	162.45	4,000.00	162.45	.00	4.06	3,837.55	95.93	
CAPITAL OUTLAY								
MACHINERY AND EQUIPMENT								
GENERAL ITEMS	.00	.00	.00	.00	.00	.00	.00	7191.
ARTIFACTS	.00	500.00	.00	.00	.00	500.00	100.00	7242.
PROGRAM SUPPORT								
SPECIAL EVENTS	59.16	6,000.00	59.16	.00	.98	5,940.84	99.01	7362.
ACCRUED EXPEND - EOY ADJ	.00	.00	.00	.00	.00	.00	.00	7532.
WAGE ADJUSTMENT FUND	.00	.00	.00	.00	.00	.00	.00	7533.
	59.16	6,500.00	59.16	.00	.91	6,440.84	99.08	
	34,804.78	529,965.00	34,804.78	.00	6.56	495,160.22	93.43	

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

Account Description	July Expenditures	2019 Budgeted	Y-T-D Expended	Encumbrances	% Used	Amount Left	% Left	Account Number
COMPANY 00001 TOTAL	34,804.78	529,965.00	34,804.78	.00	6.56	495,160.22	93.43	

## COLLECTIONS DEPARTMENT UPDATE

8-20-2019

### **Internship**

Molly Huisigh, 2019 summer intern, completed her internship on July 26th. During her time at the museum, she worked a total of 310 hours and interacted with 313 artifacts. Working with Past Perfect, she created new records and condition reports, inventoried objects, created and updated exhibit files, photographed objects and uploaded images. She also completed several academic readings, online webinars and trainings, and engaged in one-on-one training with collections staff. Molly was able to acquire a wide variety of experience including completing a cataloging backlog project for the museum.

Beyond Collections staff, she spent time with Museum Educator, Penny Schroder, working with a week-long morning kids camp and spent a few hours with Museum Director, Robert Henning, discussing what his position involves. She journaled daily about her internship experience and a copy of that journal has been printed and is in the Registrar's office.

### **Deaccession**

All 265 objects from the July Board meeting have been formally deaccessioned in the museum catalog program. They are currently pending transfer to other organizations. The Campbell County Public Library will potentially take the bulk of the books.

### **Art Storage**

The art storage racks have been ordered with an anticipated ship date between September 23 and October 11, 2019. Delivery has been coordinated with Public Works so that the racks can be placed in the Courthouse Annex building immediately.

### **Cataloging**

Since the July 16<sup>th</sup> Board meeting, 105 artifacts have been cataloged. Two large donations have been scanned by a collections volunteer and are ready for cataloging. The remaining backlog of approximately 961 items has been scheduled for completion over the next ten months. A timeline for the Collections Plan/Cataloging Backlog project is in process.

### **Gillette College Work Study**

A collections department job posting has been sent to Gillette College for their Work Study program. No applications have been received at this time.