

June 7, 2010

## MEMORANDUM

From: Brian Taylor, Site Superintendent

To: Board of Commissioners

Re: Homer Lake Forest Preserve Activity Report

- The flowers beds at the entrance were planted again, but this time more native perennials were used as well as a few annuals.
- New solar lights were installed at the Salt Fork Center parking lot to help people identify their vehicles at night.
- Staff placed numbered boulders along Timberdoodle Trail for the Environmental Education staff to use as markers for interesting sites to see. I think this will be very well-received by trail users. I expect we will be doing more of this as time goes on.
- We assisted the Environmental Education staff by installing plant identification signs that were placed in the landscape in front of the building. We have seen several people enjoying the area and learning about native plants.
- All information displays throughout the preserve were updated before the Memorial Day weekend.
- Jeremy Shafer carved out a log chair (pictured at right) that will be placed in the Nature Playscape. We will do the final shaping and apply a sealer before it can be used.



June 4, 2010

**MEMORANDUM**

From: Thomas M. Pike, Site Superintendent

To: Board of Commissioners

Re: Lake of the Woods / River Bend / Sangamon River Forest Preserves Activity Report

- Staff started string-trimming around the Main Lake and Elks Lake before Memorial Day. They also started trimming around the trees, sign posts, fence lines and parking lots. Some spraying of Roundup and Oust was started.
- The rental boats were open Memorial Day weekend and brought in \$545 for the three days.
- Mowing continues.
- New hand dryers were installed in Lake of the Woods and Elks Lake pavilion restrooms.
- Staff continues to paint the new directional signs; some of the completed ones have been installed by the Construction Department.
- New vertical blinds have been installed on the new windows at Elks Lake Pavilion.
- Staff has completed chipping approximately 250 Christmas trees collected this past winter. They have begun to spread the wood chips, which will be used around trees, sign posts, fences, 6"x 6" posts and buildings.
- Staff completed ongoing janitorial work at rental buildings and public restrooms.
- We continued with routine scheduled maintenance and repairs on various District vehicles and other equipment.

June 7, 2010

## MEMORANDUM

From: Matthew Kuntz, Site Superintendent

To: Board of Commissioners

Re: Middle Fork River Forest Preserve Activity Report

- We had a very busy and successful Memorial Day weekend at the campground. All campsites were full, including the overflow, which we have not seen in many years.
- Middle Fork hosted the first Take Me Fishing event for the year. It was a perfect day, and the event went well.
- We are currently building the sidewalk to the playground located inside the campground.
- Natural Resources staff has been working on invasive removal throughout the forest preserve property. Areas are being mowed or sprayed for teasel, reed canary grass and others.
- We discovered a structural problem with the Maintenance Shop. The roof had a large sag or drop in it, and we found a post holding the southeast side of the shop had dropped nearly six inches. With the help of the Construction Department, we excavated the post and discovered it was completely rotten. The post was raised back into place, and concrete will be poured to secure the roof.
- Our Campground Naturalist has started her programs for the summer. She is receiving many requests from our visitors and is keeping busy.
- Toward the end of May, our area of the county received more than six inches of precipitation within a five-day period. Since my employment, I have never seen that amount of water moving through the property. The front entrance at the highway was completely under water, and all three ponds overflowed. We even noticed small fish swimming down the forest preserve road between the first and second ponds. Fishing docks were restricted from use as they were under water.
- We are still seeing many campers arriving for their stay with loads of ash logs. Visitors are still being asked to remove the firewood from the property, and most are very understanding as to why we make that request. I have placed example logs with borer tracks and entry holes along with numerous brochures and posters to help educate the public on the Emerald Ash Borer infestation and how they travel.
- The remainder of the month has been spent trimming trees, spraying rights-of-way, mowing and weed eating.

June 7, 2010

## MEMORANDUM

From: Daniel J. Olson, Director of Natural Resources

To: Board of Commissioners

Re: Natural Resources Activity Report

- We have placed six trees through the Honorary and Memorial Tree Program. Many were requested to be placed in the Botanical Garden. We also planted three nice-sized Ohio Buckeyes which are somewhat rare to find in sizable nursery stock.
- This is always a big time of year for exotics removal because there is a diversity of exotics appearing, and they are at a point where they can be treated. Invasive species removal has focused on wild parsnip, sweet clover, crown vetch, teasel, red clover and garlic mustard as well as the other usual plants. This month we found two small populations of Star of Bethlehem, an invasive small forb. One patch was found at Lake of the Woods and one at Sangamon River. I believe this is the first time this invasive has been found on our property. We have been doing quite a bit of foliar spraying of resprouts and new plants of honeysuckle, autumn olive, and multiflora rose. Large patches of sweet clover have been mowed, and small patches have been pulled. We continue to mow and spray areas that have been cleared over the last few years with the forestry mower to help deplete the seed bank. We also cleared some oriental bittersweet from the Botanical Garden.
- We have resumed IEPA Volunteer Lake Monitoring on some of our lakes after a several-year hiatus.
- We have planted several wetland plugs in the Golf Course swale. Additionally, we have planted and placed three floating islands on the middle pond at Middle Fork. Plants were purchased from Spence Restoration Nursery and the Champaign County Soil and Water Conservation District.
- We have purchased some prairie plants and plugs to be placed throughout the District. Some will be put into landscaped areas.
- The final numbers are in, and the Urbana Park District beat us this year in the annual Bird-A-Thon.
- Botanical Garden and Natural Resources staff picked up and planted tree and shrub seedlings donated by Kinder Morgan Energy Partners as part of their restoration of the Rockies Express Pipeline that travels 1,679 miles across the U.S.
- We have been doing some tree care including weeding, spraying and pruning.
- We have finished planting all the tree seed and nuts for this season. The last of the seed was planted in areas we had cleared of exotic species as well as some no-mow areas.
- Maintenance and repairs on equipment has increased since use has increased during this season.
- Mike Daab assisted IDNR fisheries biologists with surveying River Bend lakes.
- We are once again placing Emerald Ash Borer traps throughout the District for the Illinois Department of Agriculture.

June 2, 2010

**MEMORANDUM**

From: Larry Beckett, Botanical Garden Supervisor

To: Board of Commissioners

Re: Botanical Garden Activity Report

- The Discovery Garden setup and planting has been completed. Ralph Bonati will present a garden day camp during the latter half of June, where many of the container vegetables will be harvested. He has many activities planned.
- We spread approximately 40 cubic yards of mulch while planting during May.
- We finished planting all of the annuals and perennials into existing flower beds within the Botanical Garden and Mindy's Memorial Garden adjacent to Headquarters.
- WCIA's Best of the Class was filmed May 15<sup>th</sup> during the morning hours, and then we had a garden wedding during the afternoon. We had two garden weddings in May.
- Both the lean-to greenhouse and large greenhouse have been closed for the season. Water heaters, fans, blowers, grow lights, etc. were turned off.
- Plumbing setup and repairs were made to the Enabling Garden water feature, and it is now in operation.
- We planted an additional nine trees in the Botanical Garden (four memorial trees), 21 flower beds, more than 40 container gardens and 14 raised planters; and moved more than 50 vegetable container gardens into the Discovery Garden. During May we planted more than 4,000 flowering plants.
- We anticipate repairs to the Tiger Truck will be completed by the end of June. There is an electrical short in the starting process. Repairs were made to the mowing deck of the garden's smaller trim mower.
- For the next several weeks, we will be concentrating on hand weeding, mulching, pruning and watering as part of our daily maintenance routine in the Botanical Garden and the landscaped areas in the preserve.
- With new landscaping around the one-room schoolhouse, we removed two existing overgrown yews that were declining. They were growing adjacent to the schoolhouse.

June 7, 2010

## MEMORANDUM

From: Bryan Stevens, Construction Manager

To: Board of Commissioners

Re: Construction Department Activity Report

Over the past month, the Construction Department:

- continued work on the new sandblasted signs for Lake of the Woods and started installing completed signs (see below);
- completed the Elks Lake Pavilion windows and insulation project;
- started roof repairs on the West Maintenance buildings;
- started construction of the new sidewalks for the new playground at Middle Fork; and
- assisted Lake of the Woods Operations with locating utilities prior to Bodine Electrical starting the Fiberoptic Project. The contractor started installing conduit that the cable will run through.





<b><u>May Volunteer Hours</u></b>	<b>199.00 hours total</b>
Collections	48.75
Education	64.75
Office Support	61.50
Special Projects	24.00

### **Collections**

Through the help of elders from the Church of the Latter-day Saints, Barb and Tom Meachum are making progress with the cleaning of collection storerooms and shelving units. This task is hard to keep up with and tends to get moved down the list as it competes with “public” activities. The elders have been helping us keep exhibit areas clean as well.

### **Programs**

We had 18-22 people attend a textile-related program titled “The Gift of the Silkworm” in May. Visitors viewed silk worms in different stages and items made from gourds to glass featuring silk decoration. Those attending seemed very engaged.

Another new and different program paired storytelling with an activity focused on creating a “green town”. This program was one component within a grant pairing the museum with a storyteller and students at Mahomet-Seymour Junior High School. The end result of this grant was nothing like what was proposed, but there are portions we would like to try again in another format.

### **Education Department**

The Education Department met to formalize the program schedule and temporary exhibit theme for 2011. Everyone should now have enough information to begin developing their 2011 budget requests. We also shared thoughts about what makes us different from other leisure/educational organizations, the audiences we currently serve, those we would like to serve and ways we might reach them.

June 7, 2010

## **MEMORANDUM**

From: Pam Leiter, Coordinator of Environmental Education and Interpretation

To: Board of Commissioners

Re: Environmental Education Activity Report

### **School Programs 623 students**

Students served in May included classes from St. Joseph Elementary, Early Learning Play School, Leal Elementary, Heritage Hi Preschool, Middletown Early Childhood Center, Judah Christian, Iroquois West Elementary, St. John's Lutheran School and Heritage Elementary.

This season has been the first busy program season for the new outdoor classroom (installed last November). Response has been very enthusiastic; students are captivated by the setting, and teachers are thrilled with the learning opportunities it helps facilitate. One teacher wrote the following in her evaluation of their field trip: "I love your new outdoor seating area! I also enjoyed ending the program with a book - what a nice touch! Great program! You do a wonderful job of drawing my students into nature. What's that saying? No Child Left Inside." I would like to thank Kim Horbas and Brian Taylor and his staff for helping make the outdoor classroom possible.

### **Public Programs 329 participants**

- Take Me Fishing is now into its third year! The first event at Middle Fork on May 29 drew 167 people, and 15 volunteers helped us make the day a success. We collected written evaluations this year; some comments included "Big Fun!" "It was great. Everyone was so willing to be helpful" "Favorite Part: The fish competition. My kids loved having the fish measured! This was awesome! My kids really had a good time." We also put out a donation box this year to see what support we would get; \$8.07 was received. Preparations are underway for the events coming up in June and July.
- Campground programs started on Memorial Day weekend. A total of 56 participants (not including Take Me Fishing) attended programs with topics such as Wild Spring Winds, Scavenger Hunt, Little Critters and Create Your Own Nature Bracelet. Due to popular demand, Wild Spring Winds was offered twice.
- May's Growing Up Wild program, Garden Adventures, was a collaboration between Savannah Hampson and Ralph Bonati. It was very well received; 23 people participated (12 kids, 11 adults) and a picture was included in the newspaper.
- Programs by special request included:
  - Champaign County Retired Teachers' Association: 60 adults
  - A frog program for several families: 10 people
  - "Encouraging Your Young Naturalist" for the Crisis Nursery Staff & Volunteer Training: 13 adults

### **Scout Programs 8 scouts**

A Webelos group requested a program to help them fulfill requirements for their Forester Badge.

## **Summer Programs**

This month we interviewed Counselor-in-Training applicants, recruited adult volunteers, updated summer staff training materials and continued to take registrations. Staff training started June 2; camps begin June 14.

Now in its third year, the Counselor-in-Training program is stronger than ever. This year, we have 13 CITs, which includes CITs for Eco-Adventures, Garden Adventures and Grand Prairie Kids. Many of the CITs are long-time camp participants who have grown too old to be participants in camp. New this year: the Education Department is collaborating on an orientation where all CITs will learn the basics of working with kids. Siv Schwink is coordinating this training.

## **Environmental Education Center Visitation: 245**

- The interpretive signs for the center's native plant landscaping were installed this month; within a few minutes of installation, visitors were enjoying the information provided!
- A UI graduate student is utilizing the bird feeder area outside the center to conduct research on bird diets. He will periodically set up mist nets to capture birds that come to the feeders.
- With the placement of numbered boulders, the Timberdoodle Self-Guided Trail is complete. Visitors can now enjoy an educational hike on their own, guided by a brochure to learn about flora and fauna at stops along the trail. Thanks go to Brian Taylor and his staff for installing the boulders.
- Several groups included a visit to the center as part of their trip to Homer Lake (i.e. no program was requested): Champaign County Head Start, 2<sup>nd</sup> graders from Leal Elementary, and 6<sup>th</sup>-7<sup>th</sup> graders from the Campus Middle School for Girls. One group, Campus Middle School, also enjoyed the new Timberdoodle Self-Guided Trail.

## **Discovery Garden**

Ralph has developed and begun installing interpretive signage in the Discovery Garden.

## **Volunteers 81.5 hours**

Volunteers helped with school programs (20 hours) and Take Me Fishing (50.5 hours). Other support included transferring our slide collection to digital format, finalizing designs for summer camp t-shirts and maintaining the landscaping around the Environmental Education Center.

## **Nature Playscape**

Planning for the Nature Playscape at Homer Lake continues. On May 18, I facilitated a brainstorming session attended by local Girl and Boy Scouts. About 20 scouts, their leaders and several staff attended. Scouts worked in groups to develop playscape models using craft materials and natural items. Their models are displayed at the Environmental Education Center, along with a pad of paper where visitors can list their own ideas. I also submitted an article about the playscape for the CU Fit Families blog.

## **General**

- I attended a leadership workshop entitled The Women's Conference.
- To promote the CCFPD and its programs, Savannah Hampson and Charlise Tice staffed a booth at the Kettle Marsh Visitor Center on I-74 for several hours on May 12. About 25 people stopped at the booth.
- Siv updated the Homer Lake kiosks with the summer newsletter program information and program flyers.

June 7, 2010

**MEMORANDUM**

From: Dave Torrens, Director of Golf

To: Board of Commissioners

Re: Lake of the Woods Golf Course Maintenance Staff Report

- Seasonal staffing positions are now full.
- Spring greens aerification was scheduled for June 2<sup>nd</sup>-3<sup>rd</sup>, but the rain prevented us from starting. We rescheduled for the 7<sup>th</sup> and 9<sup>th</sup>.
- Routine maintenance of equipment continues.
- Staff is edging the sand bunkers. This task is done twice a year.
- Renovation of the sand bunkers will start the week of the 14<sup>th</sup>. Plans are to remove the existing sand and pea gravel, clean the drain line, reinstall the drain line with new pea gravel and fill the bunkers with new sand.

June 7, 2010

## MEMORANDUM

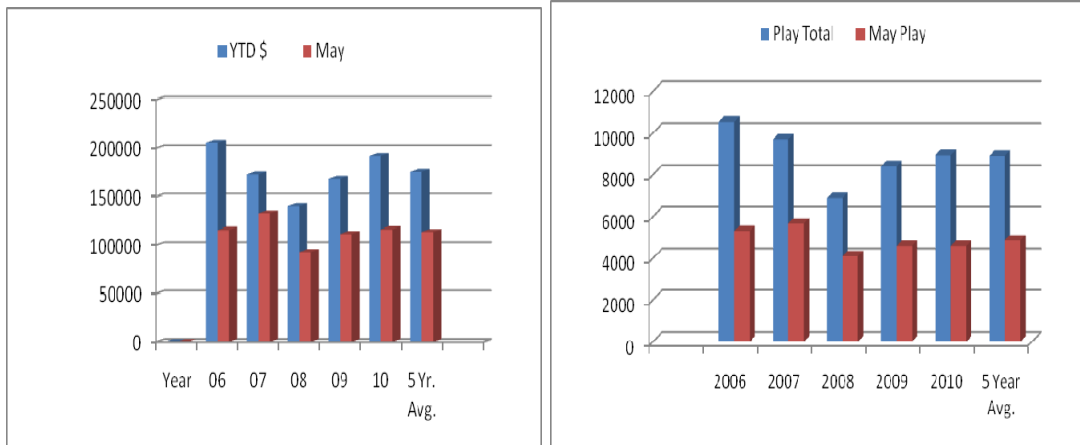
From: Dave Huber, Golf Professional

To: Board of Commissioners

Re: Lake of the Woods Golf Course Pro Shop Activity Report

### Operations

Total revenue for May 2010 was \$116,301.00 compared with \$111,540.00 for May of 2009. Total revenue was up over last May and above the five-year average of \$113,684.00. Player count for May 2010 was 4,588, up one player from last May and off the five-year play average of 5,239.



### Tournament and Outings

May 10

Twin City Grasshoppers

28 players

### Other Activities

- The second series of Get Golf Ready group lessons started June 1<sup>st</sup> with 10 students.
- I again participated in the PGA Free Lesson Month promotion during May.
- Andee Chestnut set me up to represent the Golf Course at a promotional event called High Heels After 5, sponsored by the Champaign-Urbana Radio Group. The event was well-attended and gave us another chance to get our story out to the public.
- We will start our junior golf clinics June 8, and golf outing business looks very good so far for June.

June 7, 2010

## MEMORANDUM

From: John Baker, Administration

To: Board of Commissioners

Re: Administration Activity Report

It was another busy month:

- The first 2010 property tax distribution (\$483,445.20) arrived May 27. The District's total fund balance (which is lowest annually just prior to the first property tax distribution) was \$1,260,584 which equals the average District expenditures for 15 weeks or just under four months. District policy is to maintain a reserve equivalent to 3-4 months of expenses.
- Karl Drake and Matt Morgan spent five days at Headquarters doing their audit field work. They are finishing up the 2009 financial statements and putting together the preliminary audit document for your review. During this time, Melinda Glover and I were occupied with pulling and explaining information needed. It is a very helpful, but laborious, process!
- Bodine Communications is finishing boring for the fiberoptic project, including boring beneath the Sangamon instead of installing the cable under the bridge. The next phase of the project will be plowing in the inter duct for all the locations, installing the racks, and finally pulling the cable. Completion may occur by June 30 as planned, but could spill over into July.
- Furat Ibrahim and I have been working out costs for purchasing and installing the servers, switches and router, and ongoing support services. The servers will cost approximately \$9,500, switches and routers approximately \$2,200, and we are negotiating the support services monthly costs. Our intent is to get the new server and network up and running within a week or ten days after the fiberoptic cabling is laid.
- Sarah Elm is coordinating staff requests for software purchases for 2010. We will be upgrading our server software, Microsoft Exchange, and adding terminal services for remote connection to the server. As we did last year, we will purchase through TechSoup and the Foundation to secure the best pricing for the District.
- Arnold Blair and Melinda have been busy reconciling general ledger transactions in the new financial system with AEK (used for the first three months of 2010) and with District banks.
- The Middle Fork farm acreage is again enrolled in the federal direct cyclical payment program. We will be reporting acres enrolled in CRP this month.
- The Employee Services Portal, which provides employees information through the web on their paychecks and leave balances, was delayed by a glitch for the last May payroll but worked on time and as expected for the June 4 payroll.
- CCFPD will host heavy equipment training at Elks Lake Pavilion July 8<sup>th</sup>. This training is for all employees who work with heavy equipment. PDRMA staff will conduct the training and plan to photograph and videotape portions of the session for future field training.
- The District no longer requests that visitors provide information about their watercraft and frequency of lake use. Since fees and permits are no longer required for use of forest preserve lakes, and there has been such a low percentage of returned forms compared to actual observed users, it is in the best interest of time and resources to discontinue collecting them. A pamphlet about lake use rules and fishing information is being developed in its place.
- I attended a Joint Review Board Meeting on the Mahomet TIF District. The village is planning some technical changes in its TIF that will allow more flexibility in working with vendors on development projects.

- 2010 rental paperwork has been sent out to more than 370 renters. This includes both in-house and paid rentals.
- The following Special Use Permits have been submitted and approved:
  - WCIA Best of the Class, May 15<sup>th</sup>, Botanical Garden
  - UI Extension Moon Walk, May 15<sup>th</sup>, Homer Lake
  - 2<sup>nd</sup> Wind Running Club 5-Mile Run/Walk, May 22<sup>nd</sup>, Buffalo Trace
  - Harris Wedding, September 4<sup>th</sup>, Covered Bridge Area
  - Mahomet-Seymour Junior High Cross-Country Meets, Sept 16, 18, 23; Oct 9, Lake of the Woods

June 7, 2010

## MEMORANDUM

From: Mary Ellen Wuellner, Grants Coordinator

To: Board of Commissioners

Re: Grant Activity Report

### **Grants Approved/Denied**

- The *preliminary* grant request to the Community Foundation of East Central Illinois for \$20,000 in funding from the Marajen Stevick Foundation for the Homer Lake playscape was accepted. To continue the process, the District was asked to submit a full application by the end of June. Final decisions should be made by the end of July.

### **New Grant Applications Submitted**

- Energy Efficiency Conservation Block Grant funding was made available to the Champaign County Regional Planning Commission (RPC) under the American Recovery and Reinvestment Act. The RPC then solicited proposals from small communities and county agencies that did not qualify directly for block grants. The District submitted two proposals: (1) to replace the five furnaces in the Early American Museum, and (2) to replace the furnaces that heat the restrooms and storage areas in Lake of the Woods and Elks Lake pavilions. The applications, which were due June 11, will go through a three-stage approval process. They first must be approved by RPC, then by the Illinois Department of Commerce and Economic Opportunity, and finally by the U.S. Department of Energy. RPC staff indicates this approval process should be completed early this fall. If approved, 75% of the project costs would be covered by these grants - \$12,900 and \$4,650, respectively.
- A request for funding will be submitted by the end of June to the IDNR for Open Space Lands Acquisition and Development (OSLAD) grant funding for the purchase of land adjacent to one of the District's existing preserves. An Illinois Clean Energy Community Foundation grant will be used as match.
- An application was submitted to the Illinois Conservation Foundation for the playscape project in the amount of \$4,500. This small grant program supports youth, environmental education, and outdoor recreation projects. Award decisions will be made in the fall.
- An application in the amount of \$1,671 was submitted to The Nature Conservancy and Illinois Nature Preserves Commission for the purchase of tools and equipment for the volunteer trail stewards/herbicide applicators. The Volunteer Stewardship Network grant decision is expected in July.

### **Grant Applications Previously Submitted – Decision Pending**

- State of Illinois' Public Museum Capital Grant (\$996,750) to undertake Phase I of the Museum of the Grand Prairie project – a 4,400-square-foot single-story addition to the annex that would add both storage and education space and connect the annex to the museum building.
- Office Depot Foundation (\$2,885) for environmental education for the visually impaired.
- Lowe's Foundation (\$20,000) for the Homer Lake playscape.
- Illinois Wildlife Preservation Fund - Small Projects Program (\$2,000) to partially fund a teacher education workshop *Making Good Choices: Cross-Curricular Teaching of the Environment and History in Champaign County*.

June 8, 2010

**MEMORANDUM**

From: Sally Prunty, Planning Director

To: Board of Commissioners

Re: Planning Activity Report

**Sangamon River OSLAD Grant Project**

One of the components of the OSLAD grant is development of a bioswale. We have a topographic map of the Sangamon River site, and Planning Intern Darren Leonardi is currently working on a drainage plan for the parking area and bioswale.

We will pave the existing gravel parking area and access road with asphalt, and we will construct a sidewalk connecting the restroom to the picnic area, as well as constructing a picnic shelter. Planning Intern Chase Morgan is developing the plans for the sidewalk and picnic shelter.

**Nature Playscape**

Darren and Chase have met with Pam Leiter and Jerry Pagac to familiarize themselves with the work that has been done so far on the playscape. We have sifted through a number of ideas and components for the project and have arrived at a final list to be included. Darren and Chase are currently developing a concept plan for the layout of these items within the site.

**Middle Fork Sealcoat Project**

We completed bid specifications and accepted bids for the project. The project consists of building up areas of road at Middle Fork that are badly in need of repair. Unfortunately, we were not able to stretch our dollars as far as I had hoped – the price of emulsion has tripled since we last completed a sealcoat project. We should probably begin to budget a larger amount than we have in the past, in order to keep our roads in good repair. The item will be on this month's agenda.

**Miscellaneous Planning Tasks**

- We reorganized the planning office and the storage room to accommodate the planning interns. The area now has five work spaces, including areas for Mary Ellen Wuellner and Kim Horbas. With the help of Lake of the Woods Operations, we moved our very large flat-file cabinets into the storage room to make room for an additional desk.
- Citizens Advisory Committee: Our first outreach event for 2010 was May 22<sup>nd</sup> at the Farmer's Market. We made quite a few contacts and forwarded the information for the mailing list.
- Planning continues to develop and provide various maps for District staff and members of the public.

June 7, 2010

## **MEMORANDUM**

From: Andee Chestnut, Public Information Director

To: Board of Commissioners

Re: Public Information Activity Report

### **Publications**

- The artist has provided the mockup for the District brochure, and we are reviewing and revising.
- Another artist is working on the revisions for the Expanding the Classroom school program brochure that goes to all the area teachers annually. That should be complete by the end of July.
- The first newsletter of the year was distributed in the past month.

### **Freedom Fest**

- Freedom Fest planning is moving along. Posters have been distributed throughout the area. This year's winning poster was designed by Christina Campbell. We had a difficult selection, but hers stood out (see copy that follows).
- After last year's event when we had a local band volunteer their services during the afternoon, we had another local band offer to perform at no charge this year, so we're pleased to be able to provide that extra entertainment before the disc jockey starts at 5 PM.
- We continue to receive sponsor checks, which is truly appreciated as we know it's difficult for some of the sponsors right now.
- The usual paperwork, for permits and vendor agreements, is progressing. We are working to have another individual certified to supervise the fireworks show as a backup for Chuck Thompson, who, I recently learned, will mark his 29<sup>th</sup> year of shooting fireworks this year!

### **Promotions**

- Entering of programs on community calendar websites is now complete through August.
- Approximately 14,000 flyers were distributed to all area elementary schoolkids. This takes a significant amount of time because every school district has its own set of packaging requirements for approved distribution, but it is a low-cost way of reaching a great number of households. The flyers promoted Take Me Fishing, the 2<sup>nd</sup> Sunday Music & Artisan Series, the new exhibits and summer camps.
- Paid advertising focus right now is on Take Me Fishing, with ads in the News-Gazette and each location's corresponding weekly paper, and the 2<sup>nd</sup> Sunday programs, with ads being placed in the News-Gazette and Mahomet Citizen, and also on WILL Radio.

### **Phone Directory Survey**

Because it pains me each year to pay so much for our very minimal listings in local yellow pages and white pages, I thought it might finally be time we could cut back; so I sent out requests via e-mail to all staff and about 40 other people asking them to complete a brief survey about their directory usage. I really thought the feedback would say people are not using phone books anymore, and the 50 responses received proved I was completely incorrect. Approximately 90% of those responding said they still use phone directories, with more than 75% saying they used them more than five times in the last year. I also learned that more than 80% used the white business pages and also yellow pages, with about 60% using white residential pages. It was clearly not scientific, but I did learn a lot of people still find information in phone books, so apparently that method of reaching them needs to continue, much to my dismay.

June 7, 2010

**MEMORANDUM**

From: Kim Horbas, Volunteer Coordinator

To: Board of Commissioners

Re: Volunteer Activity Report

**General**

- CCFPD will host 50-75 volunteers from across the Midwest the week of July 19 for four days. Project Catholic Heart Workcamp is comprised of students, young adults and adult leaders who spend the week in community service. We will meet with local coordinators for a site visit on June 14th to go over projects submitted by Lake of the Woods, Headquarters, Botanical Garden, Education and Homer Lake.
- I will be participating in the annual Eastern Illinois Volunteer Conference in Bloomington June 10. The day-long seminar includes noted guest speaker Tim Miles and several breakout sessions focusing on best practices and idea sharing in the volunteer field.
- The Discovery Garden volunteer group will meet June 11 to develop a maintenance schedule for the season. Several returning volunteers and new members to the group will share responsibility directed by Larry Beckett and Kim DeLong.

**May Volunteer Hours**

Museum	199.0
Education	81.5
Stewards	79.0
Miscellaneous	17.0