



The Urbana Free Library

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The Urbana Free Library Foundation
Records, 1994-2007

Collection 60

Champaign County Historical Archives

Compiled by: Sherrie Bowser

Creator/Corporate Name: The Urbana Free Library Foundation

Inclusive Dates: 1994-2007, bulk 2000-2004

Physical Description: 5 boxes (2.5 linear ft.)

Language: English

Provenance:

The Urbana Free Library Foundation records were donated by Gerri Kirchner, Fundraising Campaign Administrator, in October 2004. Additional materials were donated by Kermit Hardin, Urbana Free Library Foundation Board Member, in 2015.

Access:

These records are accessible to the public within applicable copyright restrictions and limited to use at the Champaign County Historical Archives of The Urbana Free Library.

Biographical/Historical Note:

The Urbana Free Library Foundation was established in 1997 as a non-profit organization managed by a volunteer Board of Directors. Following the completion of a successful capital campaign and expansion of the library in 2005, the Foundation continues to advocate and promote support of the library to benefit the community, meet the emerging needs of library users, and plan for future expansion.

Scope and Content Note:

This collection contains the working documents of The Urbana Free Library Foundation and consists of administrative records, financial reports, meeting minutes, and project records. The majority of the material concerns the capital campaign (2000-2004) for the library's remodel and expansion project that was completed in 2005.

Arrangement:

The records are arranged into 5 series: Foundation Administration Records; Foundation Projects; Foundation Treasurer's Records; Capital Campaign for Library Expansion, 2000-2004; and Photographs. The files are then arranged alphabetically within each series.

Related materials:

VIDEORECORDING: An evening with Roger Ebert (2001)

Call number: A Video ILLINOIS (Champ) UFL

Subjects Terms:

Urbana Free Library

Urbana Free Library Foundation



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Urbana Free Library (Expansion)
Urbana Free Library (Construction) (Funding)
Urbana Free Library Foundation (Urbana, Ill.). Board
Public Libraries--Urbana.

Name Terms:

Urbana Free Library Foundation

Container List:

Box 1

Series 1: Foundation Administration Records

Folder 1: Board Members, 2000-2007, 2009
Folders 2-8: Board of Directors Minutes, 1996-2004, 2010 (7 folders)
Folder 9: By-laws and Articles of Incorporation, 1995, 1997
Folder 10: Foundation Planning, general information, 2002-2003
Folder 11: Fundraising Consultant (Boris Frank) Reports, 1997-1998
Folder 12: Fundraising Consultant Proposals, 1997-1998
Folder 13: Gerri Kirchner, Fundraising Campaign Administrator, 2000
Folder 14: Major Gifts Cabinet and Board Training Meeting, 2001
Folder 15: Special Information and Organization Meeting for Urbana Free Library Foundation Invitees,
November 4, 1997

Series 2: Foundation Projects

Folder 16: Cherry Alley, 2005
Folder 17: Ibidem by Cecilia Allen, 2006

Box 2

Series 3: Foundation Treasurer's Records

Folder 1: Building Fund Payment Agreement with the City of Urbana, June 4, 2002
Folder 2: CD Investments, 2009
Folder 3: Foundation Documents, State of Illinois charitable organization documents, 1999-2000, 2008
Folder 4: Foundation Tax Return, 2000-2002
Folder 5: Foundation Tax Return, 2000-2002, cont.
Folder 6: Invoices/Architects, 2004
Folder 7: Treasurer's Donor Records, 1994-2000
Folders 8-15: Treasurer's Report, 1994-2010 (8 folders)
Folder 16: Urbana Free Library Donor Records, 1994-2000

Box 3

Series 4: Capital Campaign for Library Expansion, 2000-2004

Folders 1-4: Notebook Prepared by Gerri Kirchner Documenting the Capital Campaign, 2000-2004 (4 folders)
Folder 5: Anonymous Cash Gifts, 2001-2003



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- Folder 6: Building Plan, 2000-2002
- Folder 7: Building Plan, February 2002
- Folder 8: Building Program for The Urbana Free Library, August 18, 2001
- Folder 9: Business Cabinet, 2001-2002
- Folder 10: Business Call Lists, 2000-2002
- Folder 11: Business Direct Mail, 2002
- Folder 12: Business Donor Letters, 2001-2002
- Folder 13: Campaign Brochures, undated
- Folder 14: Capital Campaign for Library Expansion, Final Campaign Donor List, 2004
- Folder 15: Capital Campaign, Publicity for Naming Opportunities, 2001
- Folder 16: Champaign County Board's Grant for Champaign County Historical Archives, 1999-2000
- Folder 17: Campaign Cabinet, 2000-2001

Box 4

Series 4: Capital Campaign for Library Expansion, 2000-2004, cont.

- Folder 1: Carle Community Grant, 2001
- Folder 2: City Council, 2000-2001
- Folder 3: Clippings, 2001-2004
- Folder 4: Combined Charitable Campaign, Champaign, 2000-2003
- Folder 5: Combined Charitable Campaign, Champaign, 2000-2003, cont.
- Folder 6: Community Cabinet 1-10K, 2001-2002
- Folder 7: Community Correspondence, 2000-2003
- Folder 8: Community Direct Mail, 2002
- Folder 9: Corporate Solicitation, 2001
- Folder 10: Donor Direct Mail, 2002-2003
- Folder 11: Donor Prospect Letters, 2001-2003
- Folder 12: Donor Recognition Plan, 2003-2004
- Folder 13: Donor Recognition Signage Installations, undated
- Folder 14: Ebert Event, Direct Mail, 2001
- Folder 15: Ebert Event, Ebert Correspondence, 2001-2002
- Folder 16: Ebert Event, An Evening with Roger Ebert, October 13, 2001
- Folder 17: Ebert Event, An Evening with Roger Ebert, October 13, 2001, cont.

Box 5

Series 4: Capital Campaign for Library Expansion, 2000-2004, cont.

- Folder 1: Endowment Gift, 2001-2002
- Folder 2: Famous Patrons, 2000 and undated
- Folder 3: Gift Notices/Stocks, 2001-2003
- Folder 4: Gift Opportunities, 2000-2001
- Folder 5: Grant Applications/Information, 2001-2002
- Folder 6: Groundbreaking Event, October 20, 2002
- Folder 7: Illinois First Funding, 2004
- Folder 8: In-Kind Donations, 2000-2003



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Folder 9: Library Master Plan, 2004

Folder 10: Library Services Reports, 1996-2002

Folder 11: Major Gift Call Lists, undated

Folder 12: Memorial Gifts, Briscoe, 2001

Folder 13: Memorial Gifts, Lansing, 2001-2003

Folder 14: Memorial Gifts, Mehaffey, 2003

Folder 15: Public Relations Fact Sheets, 2001 and undated

Folder 16: Wing Gift Proposals, 2001

Folder 17: Volunteers, 2000-2002

Series 5: Photographs

Folder 18: Fred Schlipf with Roger Ebert, October

Urbana Free Library Foundation Board, 2001

2001Urbana Free Library Foundation, undated

Urbana Free Library Foundation Board with Jesse White, undated