



The Urbana Free Library

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**Office of the Public Facilities Manager Records,  
1993-2005**

**Collection 23**

## Champaign County Historical Archives

**Creator/Corporate name:** City of Urbana, Department of Public Works, Public Facilities Manager

**Inclusive Dates:** 1993-2005

**Physical Description:** 5 boxes (5.5 linear feet)

**Provenance:**

The Office of the Public Facilities Manager records were donated to the Champaign County Historical Archives.

**Access:**

The 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.

**Scope and Content Note:**

Series 1 documents the planning and execution of the renovation and expansion of The Urbana Free Library from 1999-2005. Meeting minutes, correspondence, bid proposals, architectural reports, contractor reports, photographs, and blueprints are example types of documents incorporating the subseries. Series 2 documents the planning and execution of the renovation and expansion of the Urbana Police Facility and City Complex from 1993-1998. Meeting minutes, correspondence, bid proposals, architectural reports, contractor reports, photographs, and blueprints are example types of documents incorporating the subseries.

**Arrangement:**

Materials are arranged into two series: **Series 1: Urbana Free Library renovation and expansion, 1999-2005** and **Series 2: Police Facility and City Complex renovation and expansion, 1993-1998.**

**Subject Terms:**

City halls  
Green St (Urbana), West, 210  
Public buildings  
Renovation (Architecture)  
Urbana (Ill.). Department of Public Works  
Vine St (Urbana), South, 400

**Name terms:**

City Complex (Urbana, Ill.)  
Urbana Free Library (Urbana, Ill.)



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**Container List:**

**Box 1**

**Series 1: Urbana Free Library Renovation and Expansion, 1999-2005**

Asbestos Abatement – Bids and Reports

Asbestos Abatement

Bids/Contracts

Budget

Change Orders

Change Orders – 2004-2005

Construction/Renovation Bids

Correspondence

**Box 2**

Expansion design reports

Library end panels

Library furniture

Library HVAC

Library landscaping

Media/press releases

Pre-construction Designs

**Box 3**

Punch List

Telephone/LAN/WAN

Tepper Building

Library preliminary designs/master plan

Library designs for bidding

Design Project Manuals

**Box 4**

**Series 2: Police Facility and City Complex Renovation and Expansion, 1993-1998**

Police Evidence Lockers

Ground Breaking Ceremony

Urbana City Complex Schematic Design Report, January 10, 1995

Building Dedication, August 28, 1998

Bid 9697-09 Urbana City Complex Council Chambers Audio/Visual Systems

Proposed City Complex/Police Facility Study, 1994

Police/City Building Complex

Operators Manuals

Audits/Reports



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Change orders/architects supplemental instructions  
Asbestos Abatement Inspection/Removal Reports  
Contracts, Certificates of Insurance, Bonds  
Correspondence to Isaksen Glerum

**Box 5**

Correspondence from Isaksen Glerum  
Miscellaneous Correspondence from Contractor  
Architect's Field Reports  
Miscellaneous Correspondence  
Pre-qualification Statements and CPF's  
Progress Meetings and Notes