



The Urbana Free Library

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The Urbana Free Library Foundation Records

COLLECTION 60

Champaign County Historical Archives

Compiled by: Sherrie Bowser

Creator/Corporate name: The Urbana Free Library Foundation.

Inclusive Dates: 1994-2012, bulk 2000-2004.

Physical Description: 5 boxes, (2.5 linear feet).

Provenance:

Items in this collection were donated by Gerri Kirchner, Fundraising Campaign Administrator, in October 2004. An addition was added in 2015 from Kermit Hardin, Urbana Free Library Foundation Board Member. Additional donations from 2019 and 2022 were incorporated in April 2022.

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.

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:

The records contain the working documents of The Urbana Free Library Foundation and contains 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.

NOTE: See also "An evening with Roger Ebert [videorecording]" cataloged separately.

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.

Subjects Terms:

Urbana Free Library

Urbana Free Library Foundation

Urbana Free Library (Expansion)

Urbana Free Library (Construction) (Funding)

Urbana Free Library Foundation (Urbana, Ill.). Board

Public Libraries--Urbana.



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Names:

Urbana Free Library Foundation

Container List:

Series 1: Foundation Administration Records

- Box 1 | Folder 1: Foundation Board Members, 2000-2007, 2009
- Box 1 | Folders 2-8: Foundation Board of Directors Minutes, 1996-2004, 2010 (8 folders)
- Box 1 | Folder 10: Foundation By-laws and Articles of Incorporation, 1995, 1997;
- Box 1 | Folder 11: Foundation Planning (general information), 2002-2003; undated
- Box 1 | Folder 12: Fundraising Consultant, Boris Frank Reports, 1997-1998
- Box 1 | Folder 13: Fundraising Consultant Proposals, 1997-1998
- Box 2 | Folder 1: Gerri Kirchner, Fundraising Campaign Administrator, 2000
- Box 2 | Folder 2: Major Gifts Cabinet and Board Training Meeting, 2001
- Box 2 | Folder 3: Nominating Committee, 2004-2005
- Box 2 | Folder 4: Special Information and Organization Meeting for Urbana Free Library Foundation Invitees, November 4, 1997
- Box 2 | Folder 5: Strategic Overview, prepared by Gerri Kirchner, September 25, 2012

Series 2: Foundation Projects

- Box 2 | Folder 6: Cherry Alley, 2005
- Box 2 | Folder 7: Ibidem by Cecilia Allen, 2006

Series 3: Foundation Treasurer's Records

- Box 2 | Folder 8: Building Fund Payment Agreement with the City of Urbana, June 4, 2002
- Box 2 | Folder 9: CD Investments, 2009
- Box 2 | Folder 10: Foundation Documents, State of Illinois charitable organization documents, 1999-2000, 2008
- Box 2 | Folders 11-12: Foundation Tax Return, 2000-2002 (2 folders)
- Box 2 | Folder 13: Invoices/Architects, 2004
- Box 2 | Folder 14: Treasurer's Donor Records, 1994-2000
- Box 2 | Folders 15-22: Treasurer's Report, 1994-2010 (8 folders)
- Box 2 | Folder 23: Urbana Free Library Donor Records, 1994-2000

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

- Box 3 | Folders 1-4: Notebook Prepared by Gerri Kirchner Documenting the Capital Campaign, 2000-2004 (4 folders)
- Box 3 | Folder 5: Anonymous Cash Gifts, 2001-2003
- Box 3 | Folder 6: Building Plan, 2000-2002
- Box 3 | Folder 7: Building Plan, February 2002
- Box 3 | Folder 8: Building Program for The Urbana Free Library, August 18, 2001
- Box 3 | Folder 9: Business Cabinet, 2001-2002
- Box 3 | Folder 10: Business Call Lists, 2000-2002
- Box 3 | Folder 11: Business Direct Mail, 2002



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Box 3 | Folder 12: Business Donor Letters, 2001-2002
Box 3 | Folder 13: Campaign Brochures, undated

Box 3 | Folder 14: Capital Campaign for Library Expansion, Final Campaign Donor List, 2004
Box 3 | Folder 15: Capital Campaign, Publicity for Naming Opportunities, 2001
Box 3 | Folder 16: Champaign County Board's Grant for Champaign County Historical Archives, 1999-2000

Box 3 | Folder 17: Campaign Cabinet, 2000-2001
Box 4 | Folder 1: Carle Community Grant, 2001
Box 4 | Folder 2: City Council, 2000-2001
Box 4 | Folder 3: Clippings, 1999-2004
Box 4 | Folders 4-5: Combined Charitable Campaign, Champaign, 2000-2003 (2 folders)
Box 4 | Folder 6: Community Cabinet 1-10K, 2001-2002
Box 4 | Folder 7: Community Correspondence, 2000-2003
Box 4 | Folder 8: Community Direct Mail, 2002
Box 4 | Folder 9: Corporate Solicitation, 2001
Box 4 | Folder 10: Donor Direct Mail, 2002-2003
Box 4 | Folder 11: Donor Prospect Letters, 2001-2003
Box 4 | Folder 12: Donor Recognition Plan, 2003-2004
Box 4 | Folder 13: Donor Recognition Signage Installations, undated
Box 4 | Folder 14: Ebert Event, Direct Mail, 2001
Box 4 | Folder 15: Ebert Event, Ebert Correspondence, 2001-2002
Box 4 | Folders 16-17: Ebert Event, An Evening with Roger Ebert, October 13, 2001 (2 folders)
Box 5 | Folder 1: Endowment Gift, 2001-2002
Box 5 | Folder 2: Famous Patrons, 2000 and undated
Box 5 | Folder 3: Gift Notices/Stocks, 2001-2003
Box 5 | Folder 4: Gift Opportunities, 2000-2001
Box 5 | Folder 5: Grant Applications/Information, 2001-2002
Box 5 | Folder 6: Groundbreaking Event, October 20, 2002
Box 5 | Folder 7: Illinois First Funding, 2004
Box 5 | Folder 8: In-Kind Donations, 2000-2003
Box 5 | Folder 9: Library Master Plan, 2004
Box 5 | Folder 10: Library Services Reports, 1996-2002
Box 5 | Folder 11: Major Gift Call Lists, undated
Box 5 | Folder 12: Memorial Gifts, Briscoe, 2001
Box 5 | Folder 13: Memorial Gifts, Lansing, 2001-2003
Box 5 | Folder 14: Memorial Gifts, Mehaffey, 2003
Box 5 | Folder 15: Public Relations Fact Sheets, 2001 and undated
Box 5 | Folder 16: Wing Gift Proposals, 2001
Box 5 | Folder 17: Volunteers, 2000-2002

Series 5: Photographs

Box 5 | Folder 18: Fred Schlipf with Roger Ebert, October
Box 5 | Folder 18: Urbana Free Library Foundation Board, 2001
Box 5 | Folder 18: 2001 Urbana Free Library Foundation, undated
Box 5 | Folder 18: Urbana Free Library Foundation Board with Jesse White, undated