



Notice is hereby given that the following Committees of the Library Board will meet in the
First Floor Meeting Room of the Park Ridge Public Library
20 S. Prospect Avenue, Park Ridge, IL
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. For additional information, or to request accommodations, please contact Library Administration.

LIBRARY COMMITTEE AGENDAS
BOARD OF TRUSTEES
Tuesday, October 14, 2025 – 7 p.m.
All committees are committees-of-the-whole unless noted

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT ON NON-AGENDA ITEMS

BUILDING & GROUNDS – Haggerty and Powers, Co-Chairs

1. Approve Minutes of September 9, 2025
2. Project updates
3. Other

PLANNING & OPERATIONS – Jarnagin and Kiem, Co-Chairs

1. Approve Minutes of September 9, 2025
2. Task calendar review
3. Loft furniture purchase
4. Third Way Spaces Contract review
5. Kupjack Miniature discussion
6. Other

RESOURCES – Thiagarajan, Chair

1. Approve Minutes of December 10, 2024
2. Per Capita Grant application requirements
3. Other

NO MEETINGS: BUDGET & FINANCE, COMMUNICATIONS & DEVELOPMENT, NOMINATING, PERSONNEL

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

September 9, 2025 at 7:00 p.m.

Trustee Powers called the Committee of the Whole meeting to order at 7:21 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn; Library Staff
Aldersperson Lauren Rapisand

APPROVAL OF MINUTES

Trustee Thiagarajan made a

MOTION: to approve the minutes of the August 12, 2025 meeting

Trustee DeFrank seconded the motion

Roll Call Vote: Yes: DeFrank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Rusk, Thiagarajan

Motion passed

PROJECT UPDATES

Director Bertucci reviewed the project status memo appearing on page 21 of the packet noting the status of building projects currently underway. Highlights include:

- The HVAC project is underway with boiler start up anticipated at the end of next week. The project focus will then shift to demolition and replacement of AHU2.
- OSG began deploying the new staff PCs today. Deployment to staff will continue and upon completion, patron PCs will then be replaced.

OTHER

None

Meeting was adjourned at 7:23 p.m.



Memorandum

Memo Date: October 10, 2025
From: Joanna Bertucci, Library Director
 John Priala, Facility Manager
Meeting Type: Building & Grounds Committee of the Whole
Meeting Date: October 14, 2025
Subject: Building Project Updates

Project	
HVAC Replacement Project	<p>The HVAC project continues to progress:</p> <p>In late September, the boilers were inspected by the Park Ridge Fire Marshal and the Illinois State Fire Marshal. Startup has occurred and the contractors are adjusting to ensure optimal performance.</p> <p>Starting the week of September 29, Olmen started bringing components of AHU #2 (location first floor mechanical room) onsite for reassembly. To accommodate their work, the library allocated one-third of the meeting room space to the contractors. A temporary wall was installed to ensure the remaining two-thirds of the meeting room is safe, usable space.</p> <p>If time allows, we can tour the first-floor mechanical room to view the new equipment.</p>
PC Replacement project	<p>OSG has completed the replacement of the staff PC fleet and has moved onto imaging and deploying the new patron PCs. OSG has been making proactive recommendations to further enhance the security and efficiency of our IT systems.</p>

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

September 9, 2025 at 7:00 p.m.

The meeting was called to order by Secretary Kiem at 7:23 p.m.

ROLL CALL

Trustees Present: Anita DeFrank, Michael Donahue, Kevin Haggerty, Briana Jarnagin, Josh Kiem, Danielle Powers, Theresa Renaldi, Gregg Rusk, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; Angela Berger, John Priala, Joan Wrenn, Library staff Alderperson Lauren Rapisand

APPROVAL OF MINUTES

Vice President Powers made a

MOTION: to approve the minutes of August 12, 2025

Trustee Jarnagin seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Rusk, Thiagarajan

Motion passed

TASK CALENDAR REVIEW AND UPDATE

Secretary Kiem reviewed tasks listed for September on the annual task calendar noting that all are either in progress or completed. Trustee DeFrank asked about the deliverable regarding the library director annual evaluation. She noted that the eval was to be aligned with the strategic plan that will now begin in 2026. She suggested that the current form be used for the 2025 evaluation and that the evaluation form for 2026 be revisited in Q2 2026.

DISPOSAL OF PROPERTY POLICY

Director Bertucci noted that as a result of the PC replacement process, the Library will be decommissioning and disposing of approximately 80 desktop computers. She has included a draft Disposal of Property policy for the Board's approval that is aligned with Illinois statute (75 ILCS 5/4 – 16) and outlines clear procedure for the proper disposal, recycling or resale of Library property. After discussion among the Committee, language will be added to the draft policy that specifies how revenue from sales of property will be reported, clarifies who is eligible to purchase property being disposed of, and that sets an aggregate value of property that would require the Board be informed prior to disposal of the property. This matter will be included on the Board agenda as New Business.

ORANGEBOY CONTRACT RENEWAL

Director Bertucci is requesting approval of a three year contract renewal at a cost of \$4,000 per year for this product that provides essential customer engagement and data analysis services that strengthen the Library's marketing, outreach and strategic planning efforts. Trustee DeFrank inquired about the contract term and if the contract auto renews or is cancelled after the original term. She suggested that the contract should cancel after the original term and thus require Board action for renewal. Director Bertucci will verify the contract renewal clause.

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

September 9, 2025 at 7:00 p.m.

Secretary Kiem made a

MOTION: to approve a three year renewal contract (2025-2028) with Savannah/OrangeBoy at an amount not to exceed \$4,000 per year

Trustee Thiagarajan seconded the motion.

Roll Call Vote: Yes: De Frank, Donahue, Haggerty, Jarnagin, Kiem, Powers, Renaldi, Rusk, Thiagarajan

Motion passed

RELOCATION OF THE 2026 PARK RIDGE FARMER MARKET – DISCUSSION

Director Bertucci provided some background information on location options that are being considered for relocation of the Farmers Market for 2026. Currently there are four options being considered with one being the Taste of Park Ridge footprint on Summit and in the parking lot adjacent to the Library. Discussion ensued among the committee with regard to how that location would impact parking next to the Library and thus the Library's operations. Director Bertucci provided some statistics on Saturday library usage and door counts. Alderperson Rapisand provided the Committee with additional information on the discussion along with the timeline for City Council's consideration of this matter. The Committee developed a list of questions/concerns around the impact on Library operations if the Taste of Park Ridge location is adopted.

OTHER

None

Meeting closed at 8:28 pm

ADJOURNMENT

There being no further agenda items for the committees' consideration;

Trustee Rusk made a

MOTION: to adjourn the Committee of the Whole meetings

Trustee Jarnagin seconded the motion.

Voice Vote: All in favor

Motion passed

Meeting adjourned at 8:29 pm



BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY25

SEPTEMBER 2025

- ✓ Board committee chairs assigned
- ✓ Approve FY26 draft budget
- ✓ Approve 2025 Levy request
- ✓ Recognize former trustees

OCTOBER 2025

- *National Friends of the Library week 10/19-10/25*
- Per Capita Grant requirements assigned

NOVEMBER 2025

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2026 Days Closed schedule
- Library Director annual review – closed session
- Semiannual closed session minutes review
- Policy review

DECEMBER 2025

- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY26

JANUARY 2026

- Policy review
- Issue new policy manuals to Trustees

FEBRUARY 2026

- Budget carryforwards from FY25
- Statistical collection review and discussion

MARCH 2026

- Annual Library Certification due to State Library
- Receive FY Annual report (IPLAR)
- Policy review

APRIL 2026

- National Library Week
- Receive FY25 Annual report (Marketing)
- Cyber security presentation – April COW Mtg.
- Personnel Committee: Library Director Evaluation form

MAY 2026

- Statement of Economic Interest due to Cook County
- FY25 audit field work
- Nominating committee appointments
- Policy review

JUNE 2026

- Approve CCS and OCLC annual fees
- Approve Non-resident library card resolution

JULY 2026

- B&F check-in/levy forecast
- Discuss FY27 budget goals and levy forecast
- Annual trustee and staff anti-harassment training
- New Trustee orientation

AUGUST 2026

- Nominating Cttee. Meeting
- Welcome new and reappointed trustees
- Election of officers
- Approve FY27 salary plan
- Review budget assumptions for City-provided services
- FY25 Audit presentation

Updated September 3, 2025

Memorandum

Memo Date: October 1, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Planning & Operations Committee of the Whole
Meeting Date: October 14, 2025
Action Requested: For review and approval
Subject: Loft display furniture

Background

I am requesting approval to purchase three new display fixtures for the Teen Loft. The total cost of the fixtures is \$10,896.68, which includes the fixtures cost of \$9,644.85 and \$1,251.83 for shipping. As this exceeds my spending authority, Board approval is required to proceed.

These fixtures were selected after reviewing multiple options. We chose this particular model (photo at right) for its mobile configuration and the ability to customize unit and shelving colors, which will enhance the visual appeal and flexibility of the Teen Loft space. At 36" tall, these fixtures are significantly lower than the current 70" mobile shelving unit, improving visibility and accessibility for our teen patrons.

Importantly, these new fixtures will provide much-needed face-out display space, allowing us to better showcase materials and encourage browsing. The existing display unit will be repurposed for use in the Adult Services department, ensuring continued value and utility.



Suggested Motion

Approve the purchase of 3 mobile display units for the Teen Loft from The Library Store, in the amount of \$10,896.68 from the Furniture budget.

Attachments

The Library Store Quote 6088407



112 E. South Street, PO Box 0964
 Tremont, IL 61568-0964
 TEL [800] 548-7204
 FAX [800] 320-7706
 www.thelibrarystore.com

QUOTE: 6088407

Customer Number: 15688

Issue Date: 9/29/2025

Expiration Date: 11/15/2025

Ship To:

Emily Fardoux
 Park Ridge Public Library
 20 S Prospect Ave
 Park Ridge, IL 60068-4102
 (847) 720-3262 x

Bill To:

Dawn Pahlke
 Park Ridge Public Library
 20 S Prospect Ave
 Park Ridge, IL 60068-4102
 dpahlke@parkridgelibrary.org

Qty	Item	Item Description	Retail Price	Your Price	Ext Price
3	92-70028	Russwood Palette Curved Mobile Shelving - 42 in.H x 60 in.W x 24 in.D, Double-Face	\$5,626.46	\$3,214.95	\$9,644.85
		Unit Color: Dove Grey			
		Top/Back/Shelf Color: Chrome Yellow			

**You Saved
 \$7,233.63!**

Sub-Total:	\$9,644.85
Tax:	\$0.00
Shipping:	\$1,251.83
Quote Total (USD):	\$10,896.68

Shipping Information:

Your quote will ship via semi-truck with a power lift gate to lower the items to ground level. You will be responsible for unloading the items from the lift gate.
 *Please contact us if other services are needed so we can provide a more accurate shipping quote.

Comments:

- Pricing valid for listed items and quantities only
- Shipping charges are subject to change after 30 days
- To ensure you receive your quoted prices, quote number 6088407 must be referenced at the time of purchase
- *Please note: While we will strive to hold pricing where possible, due to current economic conditions, product and shipping costs are changing rapidly and we may be forced to revise your quote prior to expiration.**

Prepared By: Lori Smith
E-Mail: loris@thelibrarystore.com
Phone: 800-548-7204 x7235



Memorandum

Memo Date: October 1, 2025
From: Joanna Bertucci, Library Director
Meeting Type: Planning and Operations Committee of the Whole
Meeting Date: October 14, 2025
Action Requested: For discussion
Subject: ThirdWay Space Audit

Background

On Thursday, September 11, Laura Scott (Adult Services Manager), Staci Greenwald (Youth Services Manager), Jen Healy (Marketing Manager), John Priala (Facility Manager), and I attended a workshop at the Helen Plum Public Library in Lombard, IL, titled *“Reimagining Library Spaces on a Budget.”* The session was led by David Vinjamuri, a library space-planning expert who draws on retail analytics and consumer behavior research to help libraries reimagine their spaces without costly renovations.

Mr. Vinjamuri began working with libraries in the early 2010s while helping launch new authors and seeking guidance from libraries. Since then, he has collaborated with libraries and architects to apply his consumer marketing expertise to improve how libraries promote their collections and services.

His approach is grounded in four key principles:

- **Understanding community needs**
- **Observing how patrons use the library**
- **Reframing collections as displays rather than storage**
- **Engaging users as customers**

Space Audit Process

The audit includes:

- 1.5 days onsite to independently evaluate public spaces, including video, photo documentation, and note-taking.
- 2–3 focus groups (45–60 minutes each) with public-facing staff to gather insights on sightlines, ergonomics, patron behavior, common questions, and what works or does not.

Final Deliverable

The final report will include:

- Actionable, affordable recommendations
- A Board-ready presentation with photos and specific steps that can be implemented immediately.
- Visuals of the library’s current space alongside examples of best practices from other libraries



Memorandum

Recommendation

In his presentation, Mr. Vinjamuri recommends that libraries reorganize their spaces every five years. Since our last major reorganization took place in 2018–2019, we are due for a refresh. This recommendation also aligns with feedback we received from patrons during our strategic planning process, particularly regarding evolving expectations for library spaces and how usage patterns have shifted since the renovation. Engaging Mr. Vinjamuri’s expertise will support the management team in advancing the *Optimize Spaces* strategic plan goal—specifically the activity to “update the library’s interior spaces by working with staff and/or design professionals to develop options, plans, and cost estimates.”

I would also recommend that the Library elect the optional merchandizing test service to help evaluate how well collections are performing across physical spaces, formats, and subjects.

If approved, this work would begin in 2026, to align with the start of the new budget cycle. Mr. Vinjamuri has availability and would likely be visiting PRPL in January 2026.

Suggested Motion

Enter into a contract with ThirdWay Space, Inc. in the amount of \$13,500 to be paid from the FY26 Consulting budget.

Attachments

Park Ridge Public Library Space Audit Contract



Park Ridge Public Library District Space Audit Contract

Summary – ThirdWay will evaluate space usage at the Park Ridge Public Library at 20 South Prospect, Park Ridge, IL 60068, and offer suggestions to improve circulation, space utilization, and overall patron satisfaction for the library. ThirdWay will present these findings in a 70 – 110-page written report with pictures of your space, a zone layout recommendation and best practices drawn from libraries throughout the United States.

Goals:

1. Help the Park Ridge Public Library use space effectively to meet its goals.
2. Make specific recommendations for changes that can be made immediately.
3. Propose a zone layout for the best use of existing space.
4. Make suggestions for optimal space configuration in a renovation.

Library Visit Date – January 2026

Space Audit Methodology –

1. Preliminary conversation to discuss audit.
2. Walkthrough space without guidance and take photographs.
3. Supplemental guided tour by library director.
4. Library to provide floorplans and heat maps of space.
5. Interview Director and other librarians on history, opportunities, goals and plans.
6. Produce written report with observations and recommendations.
7. Call with Library Director, etc. to discuss final report.
8. Presentation of final report to library board/staff/public via zoom at director's option.

Final Report – Board-ready report with photos and specific recommendations that can be implemented immediately. Report includes pictures of your library space and pictures/descriptions of best practices

Licensed Services Disclaimer – ThirdWay's space audit does not provide guidance requiring license in the State of Illinois. ThirdWay's space audit provides furniture, zone and pathway configuration and other recommendations based on space utilization and retail best practices. Should the Park Ridge Public Library District choose to engage ThirdWay for services requiring license in the State of Illinois, such as architectural, engineering, or interior design services, ThirdWay will work with professionals licensed by the State of Illinois and engaged by ThirdWay or the Park Ridge Public Library District Board of Trustees to perform these services.

Audit Fee: \$9,000

Payment Terms: \$4,500 due on date of walk-through
\$4,500 due upon delivery of space audit report
to library director.
Checks should be made out to THIRDWAY, INC.

Additional Fees: Travel fees including coach class airfare on Delta, Marriott Hotel, meals, car rental, gas, parking, transfers.

Optional Services: \$4,500 – Merchandising Test (see details on Page 3) **
\$2,500 – Merchandising/Space Planning training – ½ day session **
** not included in this contract

Agreed for ThirdWay, Inc.



David Vinjamuri
President
ThirdWay, Inc.

Remit Address:

ThirdWay, Inc.
PO Box 392
Pleasantville, NY 10570-0392

Agreed for the Park Ridge Public Library

Joanna Bertucci
Director
Park Ridge Public Library

Park Ridge Public Library Marketplace Test w. Analytics

Summary:

For the Edison Public Library Park Ridge Public Library, ThirdWay will test the effectiveness of improved merchandising and a marketplace in the library as follows:

1. **ILS Preparation** – Work with the library to evaluate ILS data for pre- and post-test measurements. This includes removing holds, consortium lending and being able to identify items which have circulated from displays.
2. **Prior Period Heat Mapping** – Create a prior-period heat map of the space for six weeks – ideally one year before the established testing period.
3. **Order Displays** – Work with the library to order display furniture for the marketplace test if necessary. Identify vendor, help with order specifications.
4. **Create Signage** – create signage for new displays and existing shelving. ThirdWay will provide design services and Canva files for wide-format printing at no extra cost if Opto displays are used.
5. **Design Merchandising Test** – design the measurements for the merchandising test
6. **Create Marketplace Strategy** – Work with the library to identify the displays for the marketplace and create rules for filling and restocking the marketplace during the test.
7. **Train Staff** – Train staff in establishing a marketplace, merchandising techniques and staff roles in replenishing items on display. Monthly refresher training for the duration of the test.
8. **Report Results** – Measure and create a report of the results of the test.
9. **Present to Board** – Present the test design, measurement and results to the library board.

Goals

1. Evaluate the effectiveness of shelving, displays and pathways on circulation.
2. Create a measurement system for display that informs the library's future merchandising and acquisition strategy.
3. Train library staff on basic merchandising techniques and library best practices.

Process

Help set up ILS to capture circulations per square foot for circs creating through browsing, excluding holds, ILL, etc.

1. In Advance – work with Park Ridge Public Library staff to understand ILS system and set up parameters for measuring circulation effectiveness and for the merchandising test. Order display furniture, set up a collection and operational strategy for the marketplace. Train the staff to implement the test correctly.
2. During the test – Ensure that staff follow the agreed testing protocol.
3. Follow-Up – Analyze the results of the test, create report and present to the board.

Memorandum

Memo Date: October 1, 2025
From: Joanna Bertucci, Library Director
Joan Wrenn, Finance/HR Manager
Meeting Type: Planning and Operations Committee of the Whole
Meeting Date: October 14, 2025
Action Requested: For discussion
Subject: Kupjack Miniature loan

Background

In 1994, Mrs. Robert Haselhuhn donated a three-dimensional miniature room to the Library in memory of Ruth Kupjack. The piece was created by Eugene Kupjack, a renowned miniaturist who worked in the Chicagoland area during the 1930s. The Thorne family commissioned him to design several miniature rooms that are now part of the permanent collection at the Art Institute of Chicago. Mr. Kupjack's studio was located at 12 S. Main Street in Park Ridge, and he was a long-term resident until his passing in 1991.

Description of the Artwork

Title: *Early American Parlor, Williamsburg, c. 1780s*

This miniature room represents the main parlor of a prosperous farmer's home in northern Virginia shortly after the American Revolution. Constructed at a scale of one inch to one foot, the piece is crafted primarily from wood, metal, and paper.

All the furniture in the original parlor would have been made locally. The only English imports depicted are the curtains and the porcelain figures on the mantle. The wall sconces and iron chandelier were crafted by a local blacksmith, and the rag rug would have been made from repurposed household clothing.

Dimensions: 24.75" W × 11" D × 12.5" H

Insurance Value: \$27,000 (replacement value per policy)

Current Situation

The Kupjack miniature was previously displayed on the Library's second floor. Due to its three-dimensional nature, it was installed into a wall, allowing the front to be viewed while the back remained accessible. See photos to the right.

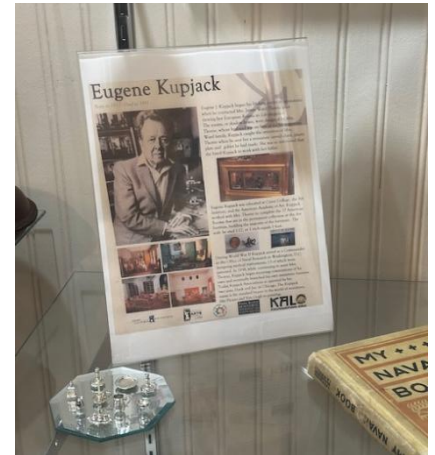
During the fall 2023 lintel installation project, the miniature was removed to accommodate the installation of steel lintel supports above the doorway to the Local History Room and other areas on the first and second floors. Because the new wall is now load-bearing, the



Memorandum

miniature cannot be reinstalled in its original location and is currently in storage. We have struggled to find an alternative location to display the miniature due to the requirements of the installation wall.

Earlier this year, Dr. Maria Hyrcelak, President of the Kalo Foundation (225 N. Northwest Highway, Park Ridge), approached Ms. Wrenn to explore the possibility of the Library loaning the miniature for a potential exhibition. The Kalo Foundation holds a few small items designed by Kupjack (photo to the right) and is interested in showcasing this significant piece.



Possible Next Steps

If the Library Board of Trustees supports the idea of a loan, Joan and I propose the following action items:

1. Appraisal: The last appraisal was conducted in June 2001, valuing the piece at \$20,000. Our current fine arts insurance policy lists a value of \$27,000, but we were unable to verify this in the Library's records, therefore a new appraisal is recommended.
2. Legal Review: Consult with the Library's attorney to draft a formal Work of Art Loan Agreement, including insurance and liability terms for both parties.
3. Insurance Consultation: Engage with our insurance provider to understand the implications and requirements of loaning the artwork.
4. Begin Discussions with Kalo: Initiate formal conversations with the Kalo Foundation to coordinate logistics and expectations.

At this stage, a formal vote is not necessary—I am seeking consensus so we can confidently move forward with the next steps.

Attachments:

- Description and appraisal documents from the Library's local history collection
- "The Eugene Kupjack Miniature Rooms." Park Ridge Public Library Exhibition Pamphlet, 1992.



Memorandum



Eugene Kupjack

Eugene J. Kupjack began his chess career when he received his first chess set from his mother for Christmas. He is a 2nd dan player. The series on chess problems were composed by Eugene Kupjack. Kupjack wrote the introduction to the book. He was also the author of the book. He was also the author of the book. He was also the author of the book.



EARLY AMERICAN PARLOR, WILLIAMSBURG C. 1780'S
studio date 1965 Eugene Kupjack

This miniature room depicts the main room of the home of a prosperous farmer in northern Virginia after the revolution. All the furniture would have been made locally and the only English imports are the curtains and the porcelain figurines on the mantle. The wall sconces and the iron chandelier are the products of the local blacksmith and the rag rug would have been old clothes from the home.

Donated in 1994, to the Park Ridge Public Library by Mrs. Robert Haselhuhn in memory of Ruth Kupjack.

Item no.3

EUGENE KUPJACK and STUDIO

EARLY AMERICAN PARLOR, WILLIAMSBURG, C. 1780'S 1965

construction with miniature components, electrified; c. 11 ¾ in.v., 18 ½ in.h., 11 in.depth
overall measure of construction 22 in.v., 24 ¾ in.h.

reverse of the box carries an annotated description of the interior; the description is surmounted
by the monogram of the artist

provenance: donated in 1994 to the Park Ridge Public Library by Mrs. Robert Hagelhuhn
in memory of Ruth Kupjack

glazed, semi-permanently wall mounted

condition: clean, intact, stable

Eugene Kupjack's (1912-1991) work as a miniaturist with extraordinary devotion to historically-accurate detail earned for him an international respect. He was a long-time resident of Park Ridge. Although the collection of room models on which he collaborated with Mrs. James Thorne, and now in the permanent collection of The Art Institute of Chicago, are his major accomplishment, Kupjack's work is also included in the collections of the Baltimore Museum of Art, the Carl Tunick Gallery collection of Elizabeth Wallace Miniature Rooms, in South Carolina; the collection of miniature bedrooms commissioned by the Serta Corporation; and the Palm Springs Museum of Art, California. Eugene Kupjack's son, Henry (Hank), continues the tradition begun by his father.

INSURANCE VALUE: **\$20,000.** [28 June 2001]



Item no.3

EUGENE KUPJACK and STUDIO

EARLY AMERICAN PARLOR, WILLIAMSBURG, C. 1780'S 1965

construction with miniature components, electrified; c. 11 $\frac{3}{4}$ in.v., 18 $\frac{1}{2}$ in.h., 11 in.depth
overall measure of construction 22 in.v., 24 $\frac{3}{4}$ in.h.
reverse of the box carries an annotated description of the interior; the description is surmounted
by the monogram of the artist
provenance: donated in 1994 to the Park Ridge Public Library by Mrs. Robert Hagelhuhn
in memory of Ruth Kupjack
glazed, semi-permanently wall mounted
condition: clean, intact, stable

Eugene Kupjack's (1912-1991) work as a miniaturist with extraordinary devotion to historically-accurate detail earned for him an international respect. He was a long-time resident of Park Ridge. Although the collection of room models on which he collaborated with Mrs. James Thorne, and now in the permanent collection of The Art Institute of Chicago, are his major accomplishment, Kupjack's work is also included in the collections of the Baltimore Museum of Art, the Carl Tunick Gallery collection of Elizabeth Wallace Miniature Rooms, in South Carolina; the collection of miniature bedrooms commissioned by the Serta Corporation; and the Palm Springs Museum of Art, California. Eugene Kupjack's son, Henry (Hank), continues the tradition begun by his father.

INSURANCE VALUE: **\$20,000.** [28 June 2001]



EK

HERITAGE ROOM

Mrs. Bernice Haselhuhn
2625 Techny Rd., Apt. 732
Northbrook, Il 60062

Dear Mrs. Haselhuhn:

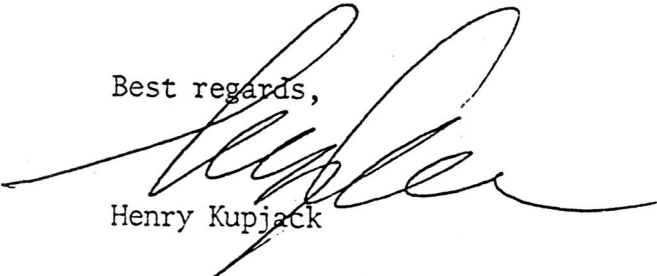
Per your request, the following is the current estimated market value of the miniature room that you own. It is as follows:

WILLIAMSBURG PARLOR 1964 EJK Studio \$20,000.00

This evaluation reflects the current price of the miniature rooms of Eugene Kupjack and their demand at this time.

We are enclosing a color zerox of the WILLIAMSBURG PARLOR for your records.

Best regards,


Henry Kupjack

Library exhibits miniature rooms

A collection of handcrafted miniature interiors created by the late Eugene Kupjack of Park Ridge, an internationally acclaimed miniaturist, will be on display throughout the year in the Park Ridge Public Library.

Before his death last November, Kupjack created more than 700 historically accurate interiors — everything from a Roman banquet hall in 100 A.D. to a 1920s basement laundry in a Lake Forest home.

His miniatures are included in the permanent collections of the Baltimore Museum of Art, the H.F. DuPont Winterthur Museum, the Palm Springs Desert Museum, the Illinois State Museum and the Forbes Gallery in New York. However, he is probably best known for his work on the famed Thorne American Rooms collection in the Art Institute of Chicago.

Some longtime friends of the Kupjack family, Wanda Smail and William Littell, conceived the idea of a library exhibit so that local residents would be aware of the talent in their own community.



The first Kupjack miniature room to be displayed in the Park Ridge Library and a montage dedicated to the city of Park Ridge are admired by (left to right) Henry Kupjack, Mayor Ronald Wietecha, Executive Librarian William McCully and Jay Kupjack.

During his 45-year career, Kupjack often used the Park Ridge Library's research department to ensure the historical accuracy of his interiors. According to his son, Henry, who worked with his father for the past 20 years in their Park Ridge studio, "We would call (the library) and they would find us the information we needed, so we felt this (exhibit) would be a way for us to repay the library for their assistance."

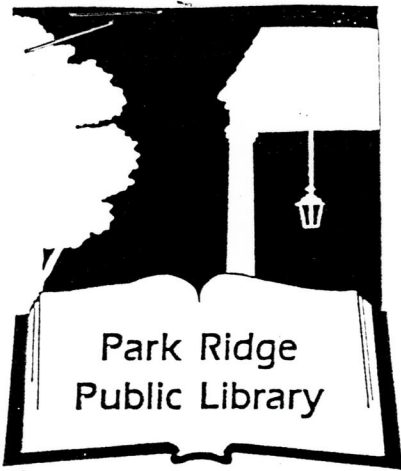
The rooms will be exhibited individually, beginning with a Victorian children's playroom. A new interior will be on display every six weeks. After the library exhibition, the rooms will be placed with museums and private collectors across the country.

Executive Librarian William McCully encourages local residents to view this "world-class exhibition."

PARK RIDGE PUBLIC LIBRARY
FOR USE IN LIBRARY ONLY

SECTION ROOM

HERITAGE ROOM



February 28, 1995

Mrs. Robert Haselhuhn
2625 Techny Road, Apt. 732
Northbrook, IL 60062

FA# 01643 NT

Dear Mrs. Haselhuhn:

Thank you so much for donating your Early American miniature room to Park Ridge Public Library. Your donation will allow generations of Park Ridge residents to see first-hand the intricate work of the Kupjack artists, who created so many beautiful miniature masterpieces right here in Park Ridge. Since Eugene Kupjack's works have been displayed here at the Library, many residents have expressed surprise that such wonderful art had been created so quietly for many years "right under their noses."

Kupjack Studios has informed us that restoration work on your room has now been completed. We are looking forward to installation of the room soon at the Library. On behalf of the Library Board and the residents of Park Ridge, thank you again for your generous and considerate donation.

Sincerely,

William C. McCully, Jr.
Executive Librarian

WCM/en

cc: Gerald Haselhuhn
Hank Kupjack
Wanda Smaiff

THE KUPJACK MINIATURE ROOMS AT THE PARK RIDGE PUBLIC LIBRARY

He is known as the “Master of Miniatures.” The internationally known Park Ridge miniaturist, Eugene Kupjack, died last November, but he left behind a wonderful world that offers a nostalgic glimpse into the past, transporting the viewer into another place and time. Working in his Park Ridge studio, Kupjack produced over seven hundred tiny, scale (one inch to one foot), interiors during his 45-year career. His historically accurate rooms range from a Roman banquet hall in 100 A.D. to a 1920s basement laundry in a Lake Forest home.

Eugene John Kupjack was born on the north side of Chicago in 1912. His interest in fine art and performance developed at an early age, and he was soon constructing fine furniture and complicated stage sets for school plays. He went on to study at the Art



Wayside Inn, Boston Post Road, circa 1750 (Studio date 1976)

This miniature recreates the small tap-room of the Wayside Inn which was visited by many prominent Americans on their way from Boston to New York during the Colonial era. The furnishings are similar to those used in homes of the period. Much discussion of the Revolution took place in this room.

Institute of Chicago and the Chicago Academy of Art. His plans of becoming a set designer were put aside when the Depression, along with the death of his parents, required him to find employment as a designer of convention, advertising and window displays for a radio manufacturer.

In 1934 Kupjack read a *Life* magazine article about the Thorne European miniature rooms commissioned by Narcissa Thorne. He noticed that in one of the rooms, the period depicted should have included some items of cane work and glass. The article inspired him to create a miniature stool with a cane seat as well as several items made from the then new material, Lucite, and send them to Mrs. Thorne. Impressed with Kupjack's skill, she invited him to work for her on a full-time basis, even though the only miniature work he had created at that point had been the items he had sent to her. Kupjack became chief artisan on her American rooms project, and by 1940 had completed work on the thirty-seven rooms. The American rooms are now on permanent display at the Art Institute of Chicago.

During World War II, Kupjack served for six years in the United States Navy. As a Commander in the Office of Naval Research he created orthopedic instruments, thirteen of which were patented. Following the war, he entered the surgical instruments business, while continuing to create miniatures for Mrs. Thorne. Kupjack and his family moved to Park Ridge in 1948, and twelve years later moved his studio from Chicago to Park Ridge.

In 1959 he was asked to build seventeen miniature rooms depicting the work of contemporary designers for the annual convention of the American Institute



Daphne Dining Room of the Raleigh Tavern — Williamsburg, circa 1770 (Studio date 1983)

History tells us that this inn was the favorite meeting place of the members of the House of Burgesses in pre-Revolutionary days. The room is furnished in the Queen Anne style with several Chinese export objects. The wallpaper replicates an example from Williamsburg.

of Decorators. A number of commissions followed, and his full-time career in the field was resumed. In the early 1970s both of his talented sons, Henry, an architect, and Jay, a photographer, joined with him to form E.J. Kupjack and Associates. They continue to create the intricate interiors in their Park Ridge studio.

In addition to the popular Art Institute exhibit, examples of the interiors Kupjack created during his career are in the permanent collections of the Baltimore Museum of Art, the H.F. DuPont Winterthur Museum, the Palm Springs Desert Museum, the Illinois State Museum and the Forbes Gallery in New York.

The Park Ridge Public Library is proud to present the work of this artist to the Park Ridge community.

The Park Ridge Public Library is pleased to present the work of the internationally known miniaturist, Eugene Kupjack. The rooms will be exhibited individually, with a new interior on display every six weeks. The display case will be located in different areas throughout the Library so all visitors have an opportunity to view this unique exhibit.

Throughout his career, Kupjack took painstaking efforts to ensure the historical accuracy of the interiors he created. The Park Ridge Public Library's research department played a key role in this by providing Kupjack and his sons with reference materials and research assistance that enabled them to create details true to the periods they were depicting.

Because of this long-standing relationship, the family and friends of Eugene Kupjack felt the Library would be an excellent place for the community to view and enjoy the works of this distinguished local artist. The works on display are part of the artist's personal collection, and after the Library exhibition the interiors will be sold to museums and private collectors throughout the world.

The Library is honored to have the rare opportunity to host this outstanding exhibition. We invite the community to visit regularly in order to enjoy all the interiors that will be on display.



EUGENE JOHN KUPJACK
1912 - 1991

Cover photo

Flag Room, Betsy Ross Memorial, circa 1776 (Studio date 1960)

Legend holds that a committee headed by George Washington commissioned Betsy Ross to make the first American flag and that Washington visited her in this parlor to discuss its design. The sewing basket holds the partially finished flag. The room is finished with pieces of the period and locale and is American in feeling.



THE EUGENE KUPJACK MINIATURE ROOMS

*Presented by the
Park Ridge Public Library*

MINUTES

PARK RIDGE PUBLIC LIBRARY

20 S. Prospect Avenue, Park Ridge, IL 60068
Resources Committee of the Whole Meeting of the Board of Trustees
Held in the First Floor Meeting Room of the Library
December 10, 2024 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:40 p.m.

ROLL CALL

Trustees Present: Deepika Thiagarajan, Chair; Anita DeFrank, Alexandra Hanba, Josh Kiem, Danielle Powers; Theresa Renaldi, Gregg Rask
Trustees Absent: Michael Donahue, David Somheil
Others Present: Joanna Bertucci, Library Director; Angela Berger, Laura Scott, Joan Wrenn, Library staff

APPROVAL OF MINUTES

Trustee Hanba made a

MOTION: to approve the minutes of November 12, 2024

Vice President Renaldi seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Renaldi, Rusk, Thiagarajan

Absent: Donahue, Somheil

Motion passed

PER CAPITA GRANT APPLICATION APPROVAL

The FY25 Per Capita Grant Application appears in the packet on page 52. At the December COW, the committee reviewed *Serving our Public 4.0 Standards for Illinois Public Libraries*, as required prior to submission of the PCG application. Funding requested in this application will be used to enhance current funding levels for eResources. Prior year funding has been used for projects, but with strategic planning taking place in 2025, additional projects will wait for the results of the planning process.

President Thiagarajan made a

MOTION: to approve the FY25 Per Capita Grant Application

Secretary De Frank seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Renaldi, Rusk, Thiagarajan

Absent: Donahue, Somheil

Motion passed

OTHER

None

Meeting closed at 7:44 pm

Trustee Powers made a

MOTION: to adjourn the meeting

Treasurer Rusk seconded the motion

Voice Vote: All in favor

Motion passed

Meeting adjourned at 7:45 p.m.



Memorandum

Memo Date: October 7, 2025
From: Joanna Bertucci
Meeting Type: Resources Committee of the Whole
Meeting Date: October 14, 2025
Action Requested: Information only
Subject: Per Capita Grant requirements

Background:

Annually, Illinois public libraries apply for the Public Library Per Capita Grant. “The Public Library Per Capita Grant was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1.475 per person served are available, on an annual basis, to all Illinois local public libraries.” For FY25, the Library received \$58,492 in grant funding from the Illinois State Library.

Additional information about the grant program can be found here on the [Illinois State Library](#) website.

Application requirements and review process:

In previous years, the Per Capita Grant application required the Library Director and Board of Trustees to review the entirety of *Serving Our Public 4.0: Standards for Illinois Public Libraries*. While the review of the Standards remains a requirement for the Per Capita Grant, the format has changed. The new *Illinois Public Library Standards* are now compiled in an online-only resource, replacing the printed *Serving Our Public 4.0*. Trustees will need to read the document online or print individual sections as needed. The overall review and discussion process will remain the same.

I will provide a demo of the new website at the October 14 meeting, and Resources Chair Thiagarajan will assign Standards topics to individual trustees. The new Standards can be accessed on the [Illinois Library Association](#) website.

New Illinois Standards for Public Libraries
Topic 1: Access
Topic 2: Advocacy & Community Engagement
Topic 3: Buildings & Grounds
Topic 4: Collection Management
Topic 5: Finance & Budget
Topic 6: Governance & Administration
Topic 7: Human Resources
Topic 8: Information Services
Topic 9: Marketing & Promotion
Topic 10: Programming
Topic 11: Safety & Emergency Preparedness
Topic 12: Technology