

UA2010.03

## Cuneo Museum and Gardens

### Cuneo Museum Records

**Dates:** 1961-2009, no date

**Creator:** Cuneo Museum and Gardens (1961-2009)

**Extent:** 15 linear feet

**Level of description:** Folder

**Processor & date:** Jessica Hagen, February 2013

### Administration Information

**Restrictions:** No restrictions.

**Copyright:** Consult archivist for more information.

**Citation:** Loyola University Chicago. Archives and Special Collections. Cuneo Museum and Gardens – Cuneo Museum Records, 1961-2009. Box #, Folder #.

**Provenance:** The Cuneo Museum Records were donated to the Loyola University Chicago Archives as part of the Cuneo Museum and Gardens donation of the Cuneo Foundation in December 2009.

**Separations:** how much and what was separated, what was done with separation

**See Also:** Cuneo Museum and Gardens - Office of the Director – Barbara Hirschfeld Records, 1990-1998; Cuneo Museum and Gardens. Administrative Records, 1946-2002; Cuneo Museum and Gardens - Hawthorn Farm Construction Records, 1914-1916; Cuneo Museum and Gardens - Cuneo Family Financial Papers, 1914-1990

### Administrative History

Samuel Insull, born 1859 in London, moved to the United States in 1881. He purchased Hawthorn Farm from J. N. Barr in 1907. From 1914 to 1916, architect Benjamin Marshall and landscape architect Jens Jenson designed and built a new residence for Insull at Hawthorn Farm. John Cuneo, Sr. purchased Hawthorn Farm in 1937, followed by a foundation herd of dairy cattle in 1938. Over the next 25 years, Cuneo renamed the farm to Hawthorn-Melody Farm, built a horse arena near the mansion, constructed a new dairy barn and parlor, and opened a Children's Zoo, Bar 20 Ranch, and Frontier Town.

When John F. Cuneo, Sr. died in 1977, he stated in his will that his mansion in Vernon Hills, Illinois, was to be used for "educational purposes" after his wife no longer used the house. When Mrs. Cuneo died, the mansion became part of the Cuneo Foundation. The Cuneo Museum and Gardens opened to the public under the legal control of the John F. and Julia Cuneo trust in 1991. The house remained as it was when it was a residence, with the exception of some cleaning, renovation, and the addition of display cases and memorabilia from the Cuneo's 1500 N. Lake Shore Drive apartment.

When it first opened, the museum mainly attracted people from the Vernon Hills vicinity. Over the next six years, the Cuneo Museum became a popular place for weddings, private events, concerts, movie settings, and other well-attended events including the annual Christmas light show. In December 2009, the mansion and grounds were gifted to Loyola University Chicago by John and Herta Cuneo, Jr.

The home has served as the backdrop of movies and television shows, including the 1993 CBS television series, *The Untouchables*, a crime series that chronicled the life of Al Capone; the 1997 film, *My Best Friend's Wedding*, starring Julia Roberts; and the 2008 film, *Witless Protection*. Tours of the mansion and grounds have showcased the gardens and extensive collection of medieval and Renaissance artwork.

### **Scope and Content**

The Cuneo Museum Records consists of 15.0 linear feet and spans the years 1961-2009. It consists of staff records, museum operations, scrapbooks, photographs, correspondence, newspaper and magazine clippings, cassette tapes, and VHS tapes. Folders are arranged alphabetically within the series, and folders of the same subject are arranged chronologically.

#### **Series 1: Museum Operations, 1984-2009, no date, Box 1-4**

This series contains materials relating to the day to day operations involved in running the museum and grounds, such as annual reports, catering, event issues, emergency procedures, incident reports, local government issues, planning, security, tickets, tools, equipment, and vendors.

#### **Series 2: Staff Records, 1988-2001, no date, Box 4-8**

This series contains materials relating to the employees of Cuneo Museum. Documents contain accounting information, attendance records, brochures, correspondence, tour scripts, docent records, ledgers, newsletter, and training information, liability and insurance information, job duties, procedural records, postage records, staff meeting minutes, visitor surveys, volunteer information, and 501(c)3 documentation.

#### **Series 3: Maintenance, 1995-2003, Box 8-9**

This series contains materials relating to repairs, supplies, electrical issues, equipment upkeep, lawn care, maintenance plans/reports, projects, rubbish removal, pathways maintenance, and tree services.

#### **Series 4: Cuneo Collections, 1961, 1998, no date, Box 10**

This series contains materials relating to the artwork housed at Cuneo Museum, information about specific paintings, and identification numbers for several artifacts.

#### **Series 5: Curatorship, 1976-2000, no date, Box 10-11**

This series contains accession and curatorial forms, conservation reports, correspondence with restoration organizations, information about exhibits, loan agreements, an IHS award application, photo processing information, and several readings about curating, maintenance, education, art, and architecture.

#### **Series 6: Financials, 1991-2008, Box 11-19**

This series is divided into expenses, income, and summary financial information. Materials include bills, invoices, check registers, profit and loss forms, purchase orders, vendor receipts, deposits, grant and fundraising information, income statements, museum ledger sheets, budget comparisons, monthly statements, and weekly reports.

**Series 7: Events, 1993-2003, Box 20-22**

This series contains reports, flyers, plans, programs, correspondence, and brochures relating to the Botti Opera Showcase, brunches, event expenses, Packard, recitals and concerts, special events, Stage II, Valentine's Day, and Vernon Hill Street Dance.

**Series 8: Advertising and Promotional Materials, 1995-2001, no date, Box 22-23**

This series contains brochures, printing and publication information, public relations samples, publicity articles, and newsletters.

**Series 9: Public Involvement and Outreach, 1995-2000, Box 23**

This series contains correspondence, plans, reports, purchase orders, and flyers relating to the Children's Art Fair, education planning, the first member reception, membership income, and the outreach program at St. Joseph, Grayslake.

**Series 10: Photographs, 1997-1999, no date, Box 23-24**

This series contains photographs and negatives of Cuneo mansion, the interior of the house, and special events.

**Series 11: Scrapbooks, 1993-2009, Box 24-26**

This series contains ten scrapbooks of photographs, newspaper clippings, and magazine articles. The pages are in plastic sleeves, without the binder coverings.

**Series 12: Audio Visual, 1978, 1992-1994, 1997-1998, 2002, no date, Box 27-28**

This series contains nineteen VHS tapes and six cassette tapes about museums, Cuneo Museum events, and lectures.

**Subjects:**

Advertising  
Brunch  
Catering  
Children's Art Fair  
Collections Manual  
Contracts  
Docent Records  
Financial Ledgers  
Light Show  
Lipizzan Horse Show  
Maintenance Reports  
Membership  
Mother's Day  
Oriental Rugs  
Packard's of Chicagoland  
Staff Records  
Stage II  
Vernon Hills Street Dance  
Visitor Surveys

**Accession No.:** UA2010.03

**Creator:** Cuneo Museum and Gardens

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
		<b><u>Series 1: Museum Operations, 1984-2009, no date</u></b>	
1	1	Annual Reports	1998-1999
1	2	Board Supplies	1997
1	3	Car Lease/Rental	1998-2000
1	4	Caterers	1996-1999
1	5	Classic Cuisines Catering	1999
1	6	Contracts	1995-2000
1	7	Cost of Sales	1997-2000
1	8	Cuneo Updates	2000
1	9	Cuneo Updates	2001
2	1	Director of Gardens & Grounds Job Search	1999
2	2	Easter Brunch	1995-1998
2	3	Eddie Bauer Party Masters Catering	1999-2000
2	4	Emergency Procedures	1997-1999
2	5	Facilities Rental	1997, 2000
2	6	Facilities Rental Procedure	1997-1998
2	7	Front Gate	1994
2	8	George Jewell Catering	1999-2000
2	9	Incident Reports	1996-2000
2	10	Light Show	1991-1998
2	11	Light Show	1999-2000
2	12	Local Government Issues	1999
2	13	Local Employee Mileage	1996
2	14	Marriott Lincolnshire Catering	1999
3	1	Miscellaneous Museum & Grounds Operations	1997
3	2	Miscellaneous Museum & Grounds Operations	1998-2001
3	3	Miscellaneous Museum & Grounds Operations	1999
3	4	Mother's Day	1997
3	5	Museum Planning	1997-2000
3	6	Museum Store Supplies	1994, 1997
3	7	Museum Tasks, Accounts, Procedures	1995-2009, no date
3	8	Ongrounds Living Quarters (legislation)	1988-1991
3	9	Policy/Planning Printing	1997
3	10	Property	1997-1998
4	1	Security	1997-1999
4	2	Tickets	1998, 2000
4	3	Tools/Equipment	1997, 2000
4	4	Truck Salvage	1997-2000
4	5	Uniforms	1999-2000
4	6	Vehicles/Equipment	1984-2000
4	7	Vendors	1991-1999

**Series 2: Staff Records, 1988-2001, no date**

4	8	Accounting	1996-2000
4	9	Attendance Records	2004
4	10	Bank Card Charges	2000
4	11	Brochures, Tour Script	1991-1998
4	12	Calendar/Monthly Planner	2002
4	13	Compliance	1996-1999
4	14	Contracts	1999-2000
4	15	Development (Staff)	1993-2000
5	1	Docent Ledger	1991
5	2	Docent Manual Corrections/Questions/ Suggestions	No date
5	3	Docent Newsletter	1992-2000
5	4	Docent Records-Collection Notes	No date
5	5	Docent Records-House Tour	1994
5	6	Docent Records-Tour	No date
5	7	Docent Training-Cuneo Museum Questions	1992
5	8	Foundation Reports	1992-1999
5	9	Garden Brochures	2001
5	10	General Liability	1998
5	11	Health Care	1998-2000
5	12	House Tour	No date
5	13	Illinois Association of Museums Fall 2000 Annual Meeting	2000
5	14	Insurance	1997-2000
5	15	Interns	1998
5	16	Job Duties	1988, 1992, 1996- 1997
5	17	Legal Fees	1997-1998
5	18	Letter and Training Information to Docents from Director	No date
5	19	Local Phone Service	1998-2000
6	1	Long Distance Phone Service	1998-2000
6	2	Miscellaneous Operations and Correspondence	1994-2000
6	3	Miscellaneous Correspondence	1997-1999
6	4	Organizational Memberships	1999
6	5	Personnel Policy	1994-2000
6	6	Personnel Procedure	1997-2000
6	7	Personnel References	1998
6	8	Postage	1997-2000
6	9	Postage	1998
6	10	Postage	1999
6	11	Procedures-Articles, Future Projects	2000-2001, no date
6	12	Procedures-Curating, Housekeeping, Human Resources, Payroll, Phone, Secretary, Security, Tour Guide	No date
6	13	Procedures-Key Staff Notes	2000-2001

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6	14	Program Planning	1999-2000
6	15	Programs Reports	1998-2000
6	16	Resource File-Contractors	1990
6	17	Salary and Bonus Discussions	1994-1995
6	18	Salary Expenses	1997-1998
6	19	Staff Meetings & Minutes	1997
7	1	Staff Meetings & Minutes	1998
7	2	Staff Meetings & Minutes	1999
7	3	Staff Meetings & Minutes	2000
7	4	Staff Meeting, Minutes and Correspondence	2000
7	5	Staff Meeting, Minutes and Correspondence	2000
7	6	Staff Meeting, Minutes and Correspondence	2000
7	7	Tax Exempt Status	1997
7	8	Tour Information for Docents	No date
7	9	Vacations	1998-2000
7	10	Visitor Surveys, Completed	1998
7	11	Visitor Surveys, Completed	1998
8	1	Visitor Surveys, Completed	2000
8	2	Visitor Surveys, Completed	2000
8	3	Visitor Survey, Summary	1998
8	4	Visitor Survey, Summary	1999
8	5	Visitor Survey, Summary	2000
8	6	Visitor Survey, Summary	2001
8	7	Volunteer Correspondence	1999-2000
8	8	Volunteer Expense	1999-2000, no date
8	9	Volunteer Recognition	1996-1999
8	10	501(c)3 Documentation	1994-2000

**Series 3: Maintenance, 1995-2003**

8	11	A-1 Security Roofing	1997-1999
8	12	Building Repairs	1995-1998
8	13	Building Repairs-Roof	1994-2000
8	14	Cleaning Supplies	1999-2000
8	15	Computers & Maintenance	1997-2000
8	16	Copy Machine Maintenance	2000
8	17	Electrical Repairs	1999-2000
9	1	Electricity	1998-2000
9	2	Equipment Maintenance	1996-2000
9	3	Gardens/Grounds Plans/Reports	2000
9	4	Gas Bulk	1995, 2000
9	5	Gas/Propane	1998-2000
9	6	Heating/AC Repairs	1996-2000
9	7	Lawn Care-Seed Fertilizer	1996-1999
9	8	Maintenance/Operations To Do List	December 2003
9	9	Maintenance Plans	1997-2000
9	10	Maintenance Reports	1998-2000
9	11	New Projects	1999-2000

9	12	Pest/Weed Control	1997-2000
9	13	Phone Repair	1999
9	14	Plants and Bulbs	1997-2000
9	15	Roads, Parking Lot, Sidewalks, Paving, Fencing	1999-2000
9	16	Rubbish Removal	1998-2000
9	17	Trailers	1997-1998
9	18	Tree Services	1997-2000
9	19	Water	1998-2000

**Series 4: Cuneo Collections, 1961, 1998, no date**

10	1	Art Information (copies)	No date
10	2	Artifact Identification Numbers	No date
10	3	Cuneo Collections Manual	1998
10	4	Cuneo Collections Manual, Third Edition	1998, no date
10	5	Cuneo Collection Paintings, Loan Exhibition	1961
10	6	Cuneo Italian Renaissance Painting Collection	1998
10	7	Miscellaneous Cuneo Collection	No date

**Series 5: Curatorship, 1976-2000, no date**

10	8	Accession/Curatorial Forms	No date
10	9	Conservation	1997-2000
10	10	Conservation	1997-2000
10	11	“Cyclical Maintenance for Historic Buildings”	1976
10	12	“The Educational Role of the Museum”	1994
10	13	Exhibits	1993-2000
10	14	Exhibit Implementation	1997, no date
10	15	Exhibit Maintenance	1993-1995
10	16	“History Curatorship”	1990
10	17	IHSH Award Application	1999
11	1	Loan Agreements-Outgoing Objects	1999-2000
11	2	Photo Processing	1997-1998
11	3	Readings re: Art and Architecture	No date
11	4	“Rome is Love Spelled Backward” publication announcement	No date

**Series 6: Financials, 1991-2008**

11	5	Bills/Expenses	2001
11	6	Bills/Invoices	2000
11	7	Boelter Invoices	2001-2003
11	8	Cellular One Antenna Location Proposal	1996
11	9	Dues and Subscriptions	1997-1999
11	10	Expenses	2000
11	11	Supplies-Office Max, Xerox, Deer Feed Expenses	2002-2003
11	12	Profit & Loss	2002
11	13	Profit & Loss	2003

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11	14	Approved Purchase Orders	2000
12	1	Approved Purchase Orders	2000
12	2	Approved Purchase Orders	2001
12	3	Purchase Orders	1996-1997
12	4	Purchase Orders	1999
12	5	Pre-Approved Purchase Orders	2002-2003
13	1	Check Register & Correspondence Regarding High Costs	2000
13	2	Check Register Notes	2000, 2004
13	3	Check Registers	1995
13	4	Check Registers	November 1995
13	5	Check Registers	1996
13	6	Check Registers	1996
13	7	Check Registers	1997
13	8	Check Registers	1997
13	9	Check Registers	1997
13	10	Check Registers	1998
13	11	Check Registers	September 1998
13	12	Check Registers	1998
13	13	Check Registers	1999
13	14	Check Registers	1999
13	15	Check Registers	2000
13	16	Check Registers	2000
13	17	Check Registers	2001
13	18	Check Registers	2001
13	19	Check Registers	2002
13	20	Check Registers	2002
13	21	Check Registers	2003
13	22	Check Registers	2004
14	1	Vendor Balance Summary (Expenses)	2002
14	2	Expenses by Vendor Details	2003-2004
14	3	Expenses/Vendor Open Balance Reports	2003
14	4	Vendor Receipts	2002-2003
14	5	Vendor Receipts	2002-2003
14	6	Vendor Receipts/Invoices	2002
15	1	Deposits	1999
15	2	Deposits	2001
15	3	Deposits	2002
15	4	Deposits, National City Bank	2003
15	5	Federal Grants	1999
15	6	Fundraising Correspondence	1999
15	7	Fundraising	1998-2000
15	8	Fundraising	1991-1997
16	1	Income Comparison	2002-2003
16	2	Income Statements	1994
16	3	Income Statements	1995
16	4	Income Statements	1996



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16	5	Income Statements	1997
16	6	Income Statements	1998
16	7	Income Statements	1999
16	8	Income Statements	2000
16	9	Income Statements	2001
16	10	Income Statements	2002
16	11	Income Statements	2003
16	12	Income Statements	2004
16	13	Monthly Deposits	2000
16	14	Monthly Deposits	2003
16	15	National City Bank Deposits	2000
16	16	Museum Ledger Sheets	1994-1996
16	17	Museum Ledger Sheets/Store Weekly Totals	1997
16	18	Museum Ledger Sheets/Store Weekly Totals	1998
16	19	Museum Ledger Sheets/Store Weekly Totals	1999
16	20	Museum Ledger Sheets/Store Weekly Totals	2000
16	21	Museum Ledger Sheets/Store Weekly Totals	2001
17	1	Museum Ledger Sheets/Store Weekly Totals	2002
17	2	Museum Ledger Sheets/Store Weekly Totals	2003
17	3	Budget Comparison	1992-1995
17	4	Monthly Statements	January-June 2005
17	5	Monthly Statements	July-Dec 2005
17	6	Monthly Statements	January-June 2006
17	7	Monthly Statements	July-Dec 2006
18	1	Monthly Statements	January-June 2007
18	2	Monthly Statements	July-December 2007
18	3	Monthly Statements	January-June 2008
18	4	Monthly Statements	July-December 2008
18	5	Weekly Reports	January-April 2004
19	1	Weekly Reports	May-August 2004
19	2	Weekly Reports	September- December 2004
19	3	Weekly Reports	2005
19	4	Weekly Reports	2006
19	5	Weekly Reports	2007
19	6	Weekly Reports	2008
19	7	Summary Financials	2003
19	8	Miscellaneous Summary Financials	1999

**Series 7: Events, 1993-2003**

20	1	Botti Opera Showcase	1998
20	2	Brunch	1995-2000
20	3	Children's Art Fair	1998-2000
20	4	Clippings about Cuneo Museum Events	1993-1998
20	5	Clippings about Cuneo Museum Events	1997

20	6	Clippings about Cuneo Museum Events	2002
20	7	Event Expenses	2002
21	1	Museum Brunch Notes	1994-1999
21	2	Packard	1996
21	3	Packard	1997
21	4	Packard	1998
21	5	Packard	1999
21	6	Packard	2000
21	7	Recitals and Concerts	1999
21	8	Special Events	1996-1998
21	9	Special Events	1996-1999
21	10	Special Events	1998
21	11	Special Events	1999
22	1	Special Events	1998-1999
22	2	Special Events Calendar	1999
22	3	Special Events Calendar	Spring 2002
22	4	Special Events Emails/Letters	1996-2000
22	5	Stage II-“The Miser”	1998
22	6	Stage II-Resident Company	1996-1998
22	7	Stage II-Resident Company	1999-2000
22	8	Valentine’s Day	1999
22	9	Vernon Hills Street Dance	1998

**Series 8: Advertising and Promotional  
Materials, 1995-2001, no date**

22	10	Advertising/Promotions	2001
22	11	Billboards	1996-1999
22	12	Brochures	No date
22	13	General Brochure	1998-1999
22	14	House Brochure	1997
22	15	Newsletter	1999
23	1	Pages from a book/brochure about Cuneo Mansion	No date
23	2	Printing/Publication	1995-2000
23	3	Public Relations Samples	1995-1999
23	4	Publicity Articles	1999-2000
23	5	Strategic Air Command Museum Volunteer Handbook	No date

**Series 9: Public Involvement and Outreach,  
1995-2000**

23	6	Children’s Art Fair	1995-1997
23	7	Education Planning	1996-1999
23	8	First Member Reception Report	March 2000
23	9	Membership Drive Letter	December 1997
23	10	Membership Income	2000
23	11	Outreach-St. Joseph, Grayslake	1998

**Series 10: Photographs, 1997-1999, no date**

23	12	Cuneo Museum Photos	No date
23	13	Interior House Photos	2000
23	14	Other Media & Photo	1997-1999
24	1	Other Media & Photo	1997-1999
24	2	Special Events Photos-The Temple Lippizans & Dancenter North	October 15, 1997
24	3	Special Events Photos-Packard's of Chicagoland	September 14, 1997

**Series 11: Scrapbooks, 1993-2009**

24	4	Scrapbook	1997
24	5	Scrapbook	1998
24	6	Scrapbook	1999
25	1	Scrapbook	2000
25	2	Scrapbook	2001
25	3	Scrapbook	2003
25	4	Scrapbook	2004
25	5	Scrapbook	2005
25	6	Scrapbook	2006
26	1	Scrapbook	1993-2009

**Series 12: Audio Visual,  
1978, 1992-1994, 1997-1998, 2002, no date**

*VHS Tapes*

27		Cuneo Holiday Footage	No date
27		Cuneo Holiday Lights	1997
27		Andrew Low, A Savannah Story	No date
27		Lecture: "Benjamin Marshall: Architect of Dreams" by architect Kevin Lee Sarring	No date
27		Tour with Barb Hirschfeld	No date
27		Artbeat Chicago #115	1997
27		Commonwealth Edison 100th Anniversary "A Bright Past, A Brilliant Future"	No date
27		The Getty Art History Information Program	No date
27		Glenview Concert Band Membership Drill	March 14, 1998
27		East Peoria Festival of Lights/ St. Francis Monastery & Hospitality Center Christmas Spectacular	No date
27		Chicago Bronze: Community English Handbell Ensemble Spring Concert	May 5, 2002
27		Gwynplaine Trailer & Excerpts	1997
27		Castle Hill-An Evening of Dressage	1993
28		Out & About with Pam Adams	No date
28		Cuneo Museum Lippizan Horse Show	October 5, 1997
28		Cuneo Museum Lippizan Horse Show	October 5, 1997
28		Cuneo Museum Lippizan Horse Show	October 5, 1997

*Loyola University Chicago ~ Archives and Special Collections*

28	Cuneo Museum-Rug Tour	April 18, 1994
28	Chicago Moving Company presents "Alice" <i>Cassette Tapes</i>	June 1993
28	Cuneo Oriental Rugs tape 1	1994
28	Cuneo Oriental Rugs tape 2	1994
28	John F. Cuneo, Sr. Panel Disc	November 27, 1978
28	Steinway Lecture	No date
28	Steinway Lectures	December 16, 1992
28	"Antique?"	No date