

UA2010.03

## Cuneo Museum and Gardens

### Administrative Records

**Dates:** 1946-2006, (bulk 1990-2003)

**Creator:** Cuneo Museum and Gardens (1990-)

**Extent:** 5.75 linear feet

**Level of description:** folder

**Processor & date:** James Thompson, January 24, 2011

### Administration Information

**Restrictions:** Four folders of employee and board member information have been restricted.

**Copyright:** Consult archivist for information.

**Citation:** Loyola University Chicago. Archives and Special Collections. Cuneo Museum and Gardens. Administrative Records, 1946-2002. Box #, Folder #.

**Provenance:** The Cuneo Museum and Gardens Administrative records were transferred to the University Archives as part of the donation of the Cuneo Museum and Gardens to Loyola University Chicago by the Cuneo Foundation in December, 2009.

**Separations:** Approximately 2.0 1ft. of extraneous and duplicate materials were removed and disposed of.

**See Also:** Cuneo – Office of the Director, Barbara Hirschfeld records; Hawthorn Farm construction records.

### Administrative History

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 and in 1990 it became the historic house museum known as the Cuneo Museum and Gardens. 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.

### Scope and Content

The Cuneo Museum and Gardens Administrative Records consists of 5.75 linear feet spanning the years 1946-2006, with the bulk of the material spanning the years 2000-2003, and contains photos, brochures, faxes, correspondence, notes, bills, forms, press releases, advertisements, exhibit plans, contracts, promotional materials, floor plans, event programs, articles, magazines, and newspapers. The main subjects are the Cuneo Museum and Gardens, John F. Cuneo Jr., Samuel Insull, Historic House Museums, Lake County, John Mallin, Jens Jensen, Benjamin Marshall, the Cuneo Family, museum

conservation and preservation, and Hawthorn-Mellody Farms. Arrangement is alphabetical.

**Series**

**Series 1: Administrative records, 1946-2006. Boxes 1 - 12**

Contains correspondence, photographs, articles, appraisals, property inventories, sample forms, purchase orders, promotional materials from other historic house museums, conservation guidebooks and instructions, and research on artists and architects who worked on the design and construction of the house and grounds, including Jens Jensen, John Mallin, and Benjamin Marshall. Box 12 contains restricted employee and board member information.

**Subjects:**

Cuneo Family  
Cuneo, John F., Jr.  
Cuneo Museum and Gardens  
Hawthorn-Mellody Farms  
Historic House Museums  
Insull, Samuel  
Jensen, Jens  
Lake County, IL  
Mallin, John  
Marshall, Benjamin  
Museum Conservation  
Museum Exhibits  
Museum Maintenance  
Museum Management  
Museum Preservation

**Accession No.:** UA2010.03

**Creator:** Cuneo Museum and Gardens (1990-)

<u>Box</u>	<u>Folder</u>	<u>Title</u>	<u>Dates</u>
<b>Series 1: Administrative records, 1946-2006</b>			
1	1	Accessioned Objects for Future Servants Quarters Exhibition	2002
1	2	Air Filtration/Humidifiers	n.d.
1	3	American Assoc. of Museums Historic House Museums Professional Interest Council Directory	2003
1	4	Appraisal: Dunning's Auction Services Inc.	1990
1	5	Appraisal: Mary Ann Allison	1995
1	6	Architectural Preservation with Photographs by Elizabeth Jelinek	2000-2002
1	7	Art Education	n.d.
1	8	Artist to Artist, Enid Silverman	2002
1	9	Audioguides: Research on Museum Audioguide Systems	2002
1	10	Budget: Collection & Exhibit	2002
1	11	Campbell Center, "Care of Textiles I", Course Materials	1991, 2000, 2002-2003
1	12	Chapel: Correspondence, Historical Research, Photographs	2003
1	13	"Chicago Gallery News" Vol. 18, No. 1	2003
1	14	Christmas Decorations, Photographs	2000
1	15	Christmas Decorations, Photographs	2001
1	16	Christmas Decorations, Photographs	2002
2	1	Christmas Decorations, Donation Information	2000-2003
2	2	Clocks: Conservation and Repair Information	1996-2001
2	3	Clothing Inventory	n.d.
2	4	Collection Policies Information	n.d.
2	5	Collection Management Attic Proposal by Sarah Heitman	1999
2	6	Conservation Assessment Report by Kathleen Slater	1997
2	7	Conservation Reports by Barry Bauman	1990, 1996
2	8	Conservation Project Support, Grant Application	1999
2	9	Conservation Resources, Misc.	n.d.
2	10	Correspondence: Bill Klopsch Stained Glass	2002
2	11	Correspondence: Evergreen Painting Studios Inc.	2002
2	12	Correspondence: Florence Art Conservation	2000-2001
2	13	Correspondence: IL Historic Preservation Agency	2005-2006
2	14	Correspondence: Jean Jacques Bernard Furniture Studio	2002
2	15	Correspondence: Knitting Guild, Yarn Samples	2003
2	16	Correspondence: Loomcraft	2003
3	1	Correspondence: Minasian Oriental Rugs	2002-2003

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3	2	Correspondence: National Decorating Service Inc.	2004-2005
3	3	Correspondence: Parma Conservation	1999-2003
3	4	Correspondence: Sculpture & Statue Conservation by Ruta	n.d.
3	5	Correspondence: Craftsman Furniture Upholstery	2003
3	6	“Cuneo Connections” Museum Newsletter	1999-2000
3	7	Cuneo Museum & Gardens: Basic Tour Script/Docent Materials	1993, 1998
3	8	Cuneo Museum & Gardens: Visitors Guides	n.d.
3	9	Cuneo Museum Floor Plan	n.d.
3	10	Cuneo Museum Guidebook, Color	1991
3	11	Cuneo Museum and Gardens Reference Materials	1995-1998
3	12	“Cuneogram” Museum Newsletter	2000-2003
3	13	“Curatorial Highlights”	n.d.
3	14	Curatorial Research, Offsite	2000-2001
3	15	Digital Past, Proposed IMLS Grant Project	2001
3	16	Donations	2000-2003
3	17	Egg Tree Display Notes	2003
3	18	Exhibit: Bathing Suit Display, “Summer Fun”, Julia Cuneo’s Bedroom Suite	2001
3	19	Exhibit: “A Breath of Spring”	n.d.
3	20	Exhibit: “Celebrating the Artistry of John Mallin”	2002
3	21	Exhibit: “Belle of the Ball”, Photographs	2001
3	22	Exhibit: Christmas Cards, Photographs	2001
3	23	Exhibit: Cuneo Silver Exhibition	1992
4	1	Exhibit: Easter/Mother’s Day Hats	2001
4	2	Exhibit: “Fabrics of the Faith”	2003
4	3	Exhibit: Fall Suit Dresses, Photographs	2001
4	4	Exhibit: Hawthorn Melody Farms Travelling Exhibition, Mundelein Library, Photographs	n.d.
4	5	Exhibit: Guidelines	2002
4	6	Exhibit: Lists	2004
4	7	Exhibit: Loans from Cuneo Collection	1954, 1958, 1970
4	8	Exhibit: Memos, House Construction	2001
4	9	Exhibit: Mother Cabrini Chapel, Photographs	2001
4	10	Exhibit: Resources	n.d.
4	11	Exhibit: “Silks, Satins & Bouquets”	2002
4	12	Exhibit: “Springtime Serenade” Fashions	2002
4	13	Exhibit: “Stitches in Time” Needle Arts	2003
4	14	Exhibit Text: Lent	2002
4	15	Exhibit Text Panels for Exhibition Rooms	2001
4	16	Form: Forms Used by Cuneo Museum and Gardens	n.d.
4	17	Form: Sample Forms from Other Museums	n.d.
4	18	Furniture: Conservation Information	n.d.
5	1	Furniture: Historical Research	1992-2003
5	2	Garden: Plans, Photographs, Historical Research	2002

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5	3	Grant Opportunities	2003
5	4	Hardwood Floors	2003
5	5	Highland Park: An Architectural and Historical Survey	1984
5	6	Historic House Museum Research	n.d.
5	7	Housekeeping: Cleaning Instructions	2002-2003
5	8	Housekeeping for Historic Homes Research	2001
5	9	Housekeeping Supplies	2002
5	10	Indoor Swimming Pool Construction Info.	1964, 2001
5	11	Insull, Samuel: Historical Research 1	n.d.
5	12	Insull, Samuel: Historical Research 2	n.d.
6	1	Inventory: Blueprints	2003
6	2	Inventory: Farm Office, John Byrne	1991
6	3	Inventory: Framed Photographs	n.d.
6	4	Inventory: Lampshades	2000
6	5	Inventory: Lightbulbs	n.d.
6	6	Jensen, Jens, Landscape Architect, Historical Research	n.d.
6	7	"Keys in a Coffee Can" Description and Key List	n.d.
6	8	Labels: Painting Captions and Warnings	n.d.
6	9	<i>Lake County Illinois: An Illustrated History</i> , Signed by Author	2002
6	10	Letterhead: Cuneo Museum and Gardens	n.d.
6	11	Maintenance: Museum Cleaning Program	2001
6	12	Malin, John, Artist, Historical Research	2002
6	13	Marshall, Benjamin, Architect, Historical Research 1	n.d.
7	1	Marshall, Benjamin, Architect, Historical Research 2	n.d.
7	2	Membership Application: IL Assoc. of Museums	2002
7	3	Memoranda: Museum Administration	2000-2003
7	4	Mission Statement: Cuneo Museum	1998
7	5	Mother Cabrini Historical Research	2001
7	6	Museum: Biltmore Estate, Promotional Material	1999
7	7	Museum: Cantigny, Promotional Material	2000-2003
7	8	Museum: Charles Gates Dawes House, Promotional Material	n.d.
7	9	Museum: Chicago Botanic Garden, Promotional Material	2003
7	10	Museum: Cranbrook House, Promo Material	1998
7	11	Museum: Flagler House, Promotional Material	2000
7	12	Museum: Ford House, Promotional Material	1990, 1992, 1997
7	13	Museum: Frank Lloyd Wright Preservation Trust, Promotional Material	n.d.
7	14	Museum: French Chateaus, Promotional Material	n.d.
7	15	Museum: Glessner House, Promotional Material	n.d.
7	16	Museum: Haggerty Museum of Art, Promotional Material	n.d.
7	17	Museum: Hampton Mansion, Promotional Material	n.d.
7	18	Museum: Hearst Castle, Article Photocopy	n.d.

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7	19	Museum: Henry Clay Frick House, Article Photocopy	n.d.
7	20	Museum: Historic Houses, Newspaper Articles	2001
7	21	Museum: IL Museums, Various, Promotional Material	2002
7	22	Museum: Information & References	2001-2003
7	23	Museum: Libertyville-Mundelein Historical Society, Promotional Material	n.d.
7	24	Museum: Marble House, Informational Material	2000
7	25	Museum: McFaddin-Ward House, Promotional Materials	1995, 1998
7	26	Museum: Meadow Brook Hall, Promotional Material	1991, 1998
8	1	Museum: Morton Arboretum, Promotional Material	2002
8	2	Museum: Newport Mansions, Promotional Material	n.d.
8	3	Museum: Pabst Mansion, Promotional Materials	2001-2004
8	4	Museum: Potter Palmer Estate, Historical Information	n.d.
8	5	Museum: Southern Historic House Museums	2001
8	6	Museum: Vallambrosa Villa, Informational Material	n.d.
8	7	Museum: Various, Lake Co. IL, Promotional & Informational Material	1991-1997
8	8	Museum: Vizcaya Museum & Gardens, Informational Material	2002
8	9	Museum: Vliet Museum, Informational Material	2002
8	10	Mythological Themes in Cuneo Art Research	n.d.
8	11	National Register Information	2000
8	12	Newspaper/Magazine Articles about Cuneo Family	1946-2000
8	13	Newspaper/Magazine Articles about Cuneo Museum	1993
8	14	Newspaper/Magazine Articles about Cuneo Museum	1994
8	15	Newspaper/Magazine Articles about Cuneo Museum, Painting Theft	1995
8	16	Newspaper/Magazine Articles about Cuneo Museum	2000
8	17	Newspaper/Magazine Articles about Cuneo Museum	2001
8	18	Newspaper/Magazine Articles about Cuneo Museum	2002
9	1	Notebook, Museum Management Notes	n.d.
9	2	Outgoing Loans	2003
9	3	Paintings: Historical Research	n.d.
9	4	Photo Reproductions of Art Works Services, Informational Material	n.d.
9	5	Photographs & Negatives: Photos of Cuneo Family 1	1999
9	6	Photographs & Negatives: Photos of Cuneo Family 2	1999
9	7	Photographs & Negatives: Cuneo Book Collection	1998
9	8	Porcelain: Inventory, Historical Research	1990-2002
10	1	Prairie Avenue Servants, Book	1995
10	2	Preservation Guides: Gaylord	1994
10	3	Preservation Resources Information	2004
10	4	Publication Request: Coventry Group	2002
10	5	Promotional Material: Coloring Book	1993
10	6	Public Relations: Mary Cook, Tour Coordinator	2006
10	7	Purchase Orders: Anderson Pest Control	2003

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10	8	Purchase Orders: CDW	2003
10	9	Purchase Orders: Chem Search	2002
10	10	Purchase Orders: Curatorial Professional Development	n.d.
10	11	Purchase Orders: Dann Dee Display Fixtures	2001-2003
10	12	Purchase Orders: Gaylord Bros. Inc.	2000-2003
10	13	Purchase Orders: Goodman West Electric	1999-2003
10	14	Purchase Orders: KHM Plastics Inc.	2003
10	15	Purchase Orders: Libertyville Rent-Alls	2002
10	16	Purchase Orders: Light Impressions	2000-2002
10	17	Purchase Orders: Matthies Flooring Inc.	2002
10	18	Purchase Orders: Menards	2002
10	19	Purchase Orders: Midwest Industrial Lighting Inc.	2002
10	20	Purchase Orders: Office Max	2000-2003
10	21	Purchase Orders: Slide Effects	2003
10	22	Purchase Orders: State Chemical Mfg. Co.	2001-2003
10	23	Purchase Orders: University Products Inc.	2000-2003
10	24	Purchase Orders: Wal-Mart	2001-2003
10	25	Reference Material: Glossary, Periods & Styles, Bibliography, Etc.	1998
11	1	Rugs: Historical Research, Photographs & Negatives	2000
11	2	Room Measurements	n.d.
11	3	Sales Advertisement: "Remnants of Past Glory"	n.d.
11	4	"Save Outdoor Sculpture! Update", Vol. 11, No. 1	2000
11	5	Sculpture: Historical Research	2003
11	6	Security: Detex Route	2002
11	7	Security: Incident Reports	1996-2002
11	8	Security: Master Keys List	n.d.
11	9	Security: Museum Disaster Plan	2002
11	10	Self Guided Tours	2001
11	11	Silver: Historical Research, Photographs	2000-2003
11	12	Taxes: Correspondence with IRS	1988
11	13	Taxes: Tax Exempt Letter	1997, 2002
11	14	Textiles: Historical Research, Preservation Info.	1995-2003
11	15	To-Do Lists for Museum Administrators	n.d.
11	16	Venetian Glass: Historical Research, Photocopy of Book Chapter	n.d.
11	17	Volunteer Art History Night Notes and Educational Material	2001
<i>Restricted</i>			
12	1	Restricted: Board Members/Volunteers Contact Information	2002-2003
12	2	Restricted: Employee Contact Information	2002-2003
12	3	Restricted: Hiring Procedure and Forms	2002
12	4	Restricted: Internship Application of Elizabeth Jelinek	1999