

ILLINOIS COMMISSION - NEW YORK WORLD'S FAIR

To: Ralph G. Newman

From: Jim Cassin

Subject: Robert R. McCormick Charitable Trust

September 10, 1964

Expenditures from the Robert R. McCormick fund have been divided into six categories in our accounting system. They are as follows with expenses shown through August 31.

1. Designer fee	\$ 2,367.68
2. Exhibit costs	43,005.68
3. Administrative personnel	2,475.00
4. Travel	1,846.48
5. Maintenance	40.70
6. Insurance	2,050.00
	<u>\$51,785.54</u>

1. Designer fee - The direct costs of interior design of the Library and Manuscript Room were charged against the Grant. The fee represents only the Skidmore, Owings & Merrill charges. We have not attempted to pro-rate any of the Will Burtin design fee against the Grant. It should be noted that no attempt was made to assess a pro-rate charge for the overall architect's fee, nor for the general contractor's fee. Furthermore, no portion of the construction costs, i.e., walls, ceiling, floors, was charged against the Grant.

2. Exhibit costs - See attached breakdown of exhibitry paid for by McCormick Trust Fund. It should be noted that only those exhibit items and display materials that have a reasonable life and can be salvaged for second use in Springfield have been charged against the fund. For example, the carpeting, which will not be salvaged at the end of the two years, is not included.

3. Administrative personnel - The Librarian's salary of \$450 per month is the only personnel cost included. Once again, no pro-rata share of Commission management time was computed.

4. Travel expenses - Cost of the trips and out-of-pocket expenses of the Historical Library personnel charged with administering the Library and Manuscript Room were billed to the Grant. Once again, only the Library personnel are included and no other travelers.

5. Maintenance - This item is for supplies that pertain only to maintenance of the Manuscript Room and Library. No labor or share of Pavilion maintenance costs have been applied.

6. Insurance - The Grant was charged for transportation insurance for the shipment of the Gettysburg Address and other manuscripts from Springfield to New York. There may be some inconsistencies here since State appropriated monies were used to pay for the Fine Arts coverage of the manuscripts while in the Pavilion.

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You will note the total exceeds the \$50,000 Grant. You may prefer to show an expenditure of less than \$50,000 by taking out one of the categories, such as travel or insurance. I suggest you show that the Commission is, in effect, contributing to the Historical Society project by spending more than the \$50,000 and supporting those expenses from our other revenue sources, e.g., concessionaire's percentage of sales. The point should be made that we will continue to spend money on the operation, maintenance, and supervision of the Library/Manuscript areas, and that it is likely about \$10,000 of other revenue will be applied to this part of the project.

The figures which we have provided to you balance with our books and are as accurate as possible. However, we want to have a chance to review each of the items before we submit them for audit, so I would prefer that you do not make this into a formal report to the McCormick Trust officers.

Let me know if you need any further background information.

JAC:imr  
Enc.

Bert R. McCormick Charitable Trust - Exhibit Costs (Materials and Services)

1. Gardner Displays	\$23,408.48
a. Marble encased safe and plexiglass display box for Gettysburg Address	
b. Manuscript display cases, including large steel reinforced glass case for four large manuscripts	
c. Custodian's counter	
d. Lincoln photo gallery	
e. Heroic-sized photograph for exterior	
f. Handling and installation costs	
g. Tape player, speaker, wiring and installation for multi-lingual Gettysburg Address	
2. Other display costs (Restoration of documents, statue, and painting, photos, books, bindings)	7,851.05
3. Furniture (Chairs, tables, book cases, cabinet, book ends)	10,660.57
4. Multi-lingual Gettysburg Address translations and recordings	670.00
5. Miscellaneous (Freight, handling, library hardware)	415.58
	<u>\$43,005.68</u>