

STATE NORMAL SCHOOL FOR WOMEN
HARRISONBURG, VA.

January 20, 1917.

The Virginia Normal School Board,
Farmville, Va.

Gentlemen:

Referring to a special report made to the Executive Committee under date of October 9, 1916, and to a special report to the Board dated January 1, 1917, I would respectfully report at this time as follows:

First. Provision was made for carrying on the work of Prof. Heatwole during the year's leave of absence by the employment of Miss Agnes B. Stribling, a graduate of this school, as Assistant in Education at a salary of \$450 for the nine months session. The position of Assistant in English at a salary of \$135 for the nine months session, as provided for in the salary budget approved by the Board April 15, 1916, was combined with that of Assistant in Education for the current year, thus giving Miss Stribling a salary of \$585 for the year. A portion of Prof. Heatwole's work was assumed by Dr. Sanger and a portion by the President of the school, without cost to the school, the net saving to the school on account of this furlough being \$1,350 for the year.

Second. The demand becoming more insistent for instruction in penmanship, and the requirements for State teachers' certificates being extended to include this subject to a much greater extent, we felt it necessary to provide for such instruction in our school. I have accordingly arranged with Prof. C. M. Overbey, a very capable instructor, to teach one class in this subject during the current quarter at a salary of \$10.00 per month. During the next quarter it will probably be necessary to have him teach two classes at a correspondingly increased salary. The whole matter, however, will probably cost the school not more than \$90 for the present year.

Third. The two additional fire hydrants have been installed on the school grounds, as recommended by the insurance agent, Mr. Price.

Fourth. The First National Bank of Harrisonburg has again requested that a portion of the school's accounts be kept there. At present the accounts are kept with the Rockingham National Bank and the Peoples Bank, of Harrisonburg, the former handling the general maintenance accounts, and the latter handling the special building account. I should be glad to secure further instructions from the Board in regard to this matter. I may suggest that the summer session account, which is kept separately on the Treasurer's books might very conveniently be given to the third bank. In accordance with the direction of the Board Mr. White and I have talked with the bank officials in Harrisonburg, and we find that none of the local banks are willing to allow interest on accounts subject to daily checks. I should strongly recommend, however, that the accounts be kept in local banks as heretofore.

Fifth. The kitchen and pantry of the service building were completed in accordance with the action of the Board at the meeting July 15, 1916. The equipment from the old kitchen was moved into this building. The bad condition of this old equipment and the necessity for elaborate repairs were referred to in my last special report. The new kitchen, pantry, and dining-hall have been in use since November 29, 1916. The new arrangements are proving quite satisfactory, altho additional equipment is needed. The

work recently completed on this portion of the building appears to be well done. A small crack has appeared in the terrazzo floor of the kitchen, which may have been caused by the settling of the building or by the excavation and blasting which had to be done in the basement after the floor was completed. I do not consider it to be of any great importance, and am waiting for further developments and a careful inspection by the architect before attempting to place the blame, if any is justified.

The account for the work on the Service Building stands as follows:

ACCOUNT OF BUILDING FUND--STUDENTS' BUILDING

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Borrowed from Building Fund of Dormitory-----\$4,549.73

Paid Bucher & Son, Contract on kitchen, etc.---	\$4,425.09
" C. M. Robinson, Architect's fees-----	66.37
" Freight on Fixtures-----	2.27
" Furr Brothers, electrical work-----	36.00
" Bucher & Son, safety device on elevator---	20.00
	<u>\$4,549.73</u>

Due March 1, 1917, Repayment of Loan--	\$4,549.73	✓
" " " " Bucher & Son-----	5,450.27	✓
	<u>\$10,000.00</u>	

Appropriation from State, Due March 1, 1917-----\$10,000.00 ✓

Sixth. The construction of the new dormitory building is progressing favorably. The plastering is now completed. It is hoped that this building will be ready for occupancy about the middle of February. It is expected that the furniture will be on hand at that time so that the students may move into the rooms without further delay, as the additional accommodations are badly needed.

Unfortunately this is a very unfavorable time to buy furnishings for a dormitory. Prices have advanced greatly in all items. We asked for proposals from three firms on the same character of furnishings as used in our other dormitory rooms. The lowest bids submitted compare as follows with the prices paid for the same goods formerly, and the highest bids were far in excess.

Beds	formerly	\$10.50,	now	\$13.19
Mattresses	"	4.67	"	7.65
Dressers	"	10.04	"	14.22
Tables	"	3.25	"	5.50
Bath Towels	"	1.37	"	1.75
Face Towels	"	1.11	"	1.50
Sheets	"	6.54	"	9.43
Pillowcases	"	1.85	"	2.31
Bedspreads	"	.77	"	1.40
Blankets	"	3.07	"	4.77

None of the bidders was willing to guarantee his prices for more than a few days, in fact, immediate acceptance was demanded. Knowing

the uncertain state of the market and the difficulty of getting deliveries within the time limit, I placed orders at once for the furnishings with the lowest bidder on each item. These goods are to be delivered by the middle of February, placed in good order in the dormitory rooms, and payment may be deferred until after the appropriation is available, March 1. It was necessary to cut down the quantities ordered to the very minimum in order to keep within the amount available for the purpose, consequently, it will probably be advisable later in the year to add to several items, if funds can be found for doing so.

The dormitory account stands at present as follows:

ACCOUNT OF BUILDING FUND--DORMITORY BUILDING

Received:

State Appropriation-----	\$20,000.00
Proceeds of Note dated December 5, 1916-----	7,880.00
" " " " " January 8, 1917-----	2,475.00
Refund of freight-----	.06
Proceeds of freight claim-----	10.00
" " " " "-----	1.96
	<u>\$30,367.02</u>

Paid:

On Contract, Bucher & Son-----	\$20,927.00	✓
For Water Line, Bucher & Son-----	445.00	✓
Architect's fees, C. M. Robinson, Inc.-----	1,398.71	✓
Miller & Rhoads, Inc., Boilers-----	400.00	✓
S. H. Guza, dismantling boilers, etc.-----	100.05	✓
B. & O. Rwy., freight on boilers-----	83.32	✓
Thomas Plbg. & Htg. Co., hauling boilers-----	5.20	✓
S. B. Sexton Stove & Mfg. Co., h.p. boiler-----	187.00	✓
F. L. Patterson & Co., water heater-----	296.00	✓
Southern Rwy., freight on heater-----	8.20	✓
Thomas Plbg. & Htg. Co., hauling heater-----	3.95	✓
Thomas Plbg. & Htg. Co., stack-----	184.00	✓
Thomas Plbg. & Htg. Co., steam pipe work-----	260.36	✓
S. B. Sexton Stove & Mfg. Co., steam apparatus	197.33	✓
Wrought Iron Range Co., steam apparatus-----	98.00	✓
Fearless Dishwasher Co., steam apparatus-----	290.00	✓
Wrought Iron Range Co., coal truck-----	19.46	✓
City Fuel & Feed Co., cement for boiler-----	4.20	✓
Lytton Mfg. Co., condensation steam trap-----	67.50	✓
Southern Railway, freight on h. p. boiler---	10.18	✓
Thomas Plbg. & Htg. Co., installing boilers---	354.91	✓
Bucher & Son, work on boiler-room-----	28.50	✓
Bridgewater Mfg. Co., 22 prs. all wool blankets @ \$5.20-----	114.40	✓

Total Paid out on Dormitory Account-----	\$25,483.27
Lent to Building Fund for Students'	
Building-----	4,549.73
Cash in Bank-----	334.02
	<u>\$30,367.02</u>

Prospective additions to the above statement for the dormitory account are as follows:

Prospective Receipts:

Repayment from Students' Building Account-----	\$ 4,549.73 ✓
State Appropriation for Dormitory-----	20,000.00 ✓
Cash on hand, as above-----	334.02 ✓
<i>Reimbursement for interest on loans</i> -----	<u>24,883.75</u> 145.00
	<u>25,028.75</u>

Prospective Payments:

Bucher & Son, balance on contract-----	\$10,068.00	2,125.00 + 3,145.00 + 4,500
Bucher & Son, Extra Foundations-----	756.00	
C. M. Robinson, Inc., balance of fees-----	188.84	31.87 + 47.17 + 135.59
Bucher & Son, Extra Heating Flue & Cement Floor in Basement-----	65.80	<i>(other extras)</i>
C. M. Robinson, Inc., fee on extra-----	450.00	
Completing heating installation (estim'd)-----	22.50	
Thomas Plbg. & Htg. Co., floor drains-----	150.00	<i>Thomas, 03 = 17.25 + 01 = 59.92</i>
Furniture and equipment as follows:	7.50	<i>Thomas, 07 = 43.33 + 23.47 + 21.05</i>
W. B. Dutrow Co.:		
44 22 Double Iron Beds @ \$13.19-----	359.48	
37 Oak Dressers @ \$14.22-----	526.14	
50 T. A. Oak Chairs @ \$3.50-----	175.00	
30 doz. Mohawk 63x99 Sheets @ \$9.43-----	282.90	
15 doz. Mohawk Pillowcases @ \$2.31-----	34.65	
20 doz. Turkish Towels @ \$1.75-----	35.00	
30 doz. Heavy Cotton Duck Towels @ \$1.50-----	45.00	
31 prs. Blankets 62x78, @ \$4.77-----	147.87	
128 Brenlin Unfilled Window Shades-----	154.40	
Coiner Furniture Co.:		
52 Felt Mattresses @ \$7.65-----	397.80	
52 Pillows @ \$.90-----	46.80	
40 Rockers @ \$2.25-----	90.00	
40 Oak Tables @ \$5.50-----	220.00	
5 Mirrors @ \$3/80-----	19.00	
160 White Bed Spreads @ \$1.40-----	224.00	
Note in Peoples Bank, dated Dec. 5, 1916-----	8000.00 ✓	
Note in Peoples Bank, dated Jan. 8, 1917-----	2500.00 ✓	
Discount on prospective note, probably dated Feb. 5, 1917, for \$2,500-----	12.50	
Miscellaneous Equipment for halls, baths, etc., (estimated)-----	39.87	<i>197.87</i>
	<u>24,883.75</u>	<i>-3.36 (fut. elec. fixt.)</i>
	<u>25,028.75</u>	

Respectfully submitted,

Julian D. Currier
President.