

January 6, 1916.

Hon. Richard B. Davis,
President of the Virginia Normal School Board.

Dear Sir:

I beg to make the following special report, asking the approval of the Board for the items contained therein.

First, I submit herewith attached a list of the equipment purchased out of the special appropriation of \$5,000 for equipment, made by the General Assembly for the year ending February 29, 1916. I will call attention again to the fact that contracts for this equipment were entered into before the Board passed the resolution directing that no contracts be made without the previous approval of the Board. The procedure was followed that had been customary previous to that time, since no instructions to the contrary had been received.

Second, I wish to report that I contracted with Messrs. Thomas Plumbing and Heating Co. to install four additional sections to the smaller of the two heating boilers at a price of \$599.60. I considered this an emergency. We found ourselves without sufficient boiler capacity to keep the buildings comfortable, and some remedy had to be found immediately. I consulted with the school architects and with a reliable firm of heating engineers also, and acted upon the advice thus obtained. Provision had been made for the heating of the new building in the requests made of the last Legislature and both houses passed an appropriation for a central heating-plant, but the same was cut out in the final conference on the appropriation bill. We had hoped to carry the finished portion of the new building on our old heating plant, but found that this was utterly impossible. The addition of the four sections to one boiler has enabled us to heat the buildings fairly well thus far, but we cannot hope to have sufficient heat in severe weather. The cost of this installation has been paid out of current funds. The amount has been included in the estimates for finishing the new building, so that when that appropriation is obtained the current funds can be added to by this amount. In view of the fact that an emergency undoubtedly existed, I trust that my action may have the approval of the Board.

Third, in regard to the foreman heretofore employed on the grounds, Mr. P. S. Roller, which matter was under discussion at the last meeting of the Board, I will say that I have dispensed with this employee's services. This man had been with the school for nearly seven years, and it will take us some time to get adjusted to doing without his services. I think, however, that we can employ cheaper labor at such times as it is necessary, and thus save the institution a few dollars a month.

Fourth, an increase in salary is requested for our night-

watchman and fireman. He at present receives \$35 per month. I should like to have his salary increased, beginning with the present month, to \$45 per month. This man is on duty every night in the week, and has arduous duties to perform. We have the watchman on a clock service which requires him to make rounds to every point on the grounds around the buildings at frequent intervals all during the night. He is required to keep the furnaces in the heating plant in good shape during the night, and to clean up the boiler room before going off duty. He is also required to look after five other fires in the various buildings, hot-water heaters, laundry boiler, etc. It has been very difficult to get a reliable man to fill this very undesirable position, the hours of which extend from 6 p. m., to 7 a. m., ~~thirteen~~ *sixteen* hours daily, and it seems but reasonable to pay him \$1.50 per day, when the ordinary day laborer on the grounds must be paid that amount. I trust that the Board will very readily grant the proposed increase, as we have a good man now and I should like to hold him.

Very respectfully submitted,

President.

STATE NORMAL SCHOOL AT HARRISONBURG
EQUIPMENT PURCHASED WITH SPECIAL APPROPRIATION FOR EQUIPMENT
FOR YEAR ENDING FEBRUARY 29, 1916.

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Library Bureau, Furniture for Library	\$651.25
Art Metal Construction Co., Steel Bookstacks and Tables for Library	1,131.00
Art Metal Construction Co., Steel Tables for Conference Room	120.00
A. Flanagan Co., Folding Chairs for Auditorium	146.25
The Pyrene Manufacturing Co., Fire Extinguishers	71.55
Furr Bros., Telephone Outfit	435.07
Landis Engineering and Manufacturing Co., Clocks	49.20
England-Walton Chemical Laboratory, Gas Manufact- uring Machine for Laboratories	150.00
Joseph L. Cohen, Waste Baskets for Offices	21.00
Gorbin Cabinet Lock Co., Furniture and Hardware for Post-Office and Supply-Room	393.90
Kewaunee Manufacturing Co., Furniture for Chemi- cal and Physical Laboratories	704.90
William B. Dutrow Co., Furniture for Conference Room and Lobby and Library	486.19
William B. Dutrow Co., Furniture for President's Office	196.50
Southern Railway Co., Freight on Furniture	5.00
Tirrill Gas Lighting Machine Co., Special Heating Burners for Cooking Laboratory	35.00
Wm. M. Bucher & Son, Cooking Tables for Cooking Laboratory	380.25
Dulin & Martin Co., Knives, Spoons, Bowls, and other miscellaneous apparatus for Cooking Laboratory	22.94
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	\$5,000.00