

State Normal and Industrial School for Women

HARRISONBURG, VIRGINIA.

OFFICE OF THE PRESIDENT.

June 10, 1909.

The Honorable Board of Trustees of the
State Normal and Industrial School for Women,
at Harrisonburg, Virginia.

Gentlemen:-

I have the honor to submit the following report for the past year, including a financial statement as required by Article XIII of the By-Laws of the Board, and a budget in accordance with Art. X of said By-Laws.

In view of the report made under date of September 15, 1908, and inasmuch as the Board has been called into session frequently during the past year, and consequently is familiar with the steps that have been taken, it will be possible to make this report brief.

During the past year the chief matters that have engaged my attention have been the planning and construction of buildings, the outlining of courses of instruction and the selection of instructors, the publication of literature and advertising the school. In prosecuting this work I have travelled over six thousand miles and have attended numerous meetings of teachers in various sections of the State, making one or more addresses at each meeting, having sent out from my office about 4,300 letters and have distributed about 16,000 circulars and bulletins of information.

Our buildings are now well under way and the contractors promise that they will be completed in time for the opening of the school, September 28th next. I believe that we have every reason to be satisfied with our building plans and with the work of the architect and contractors to date.

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Our courses of study and plans of work have attracted considerable attention not only in Virginia but also elsewhere, and have received considerable commendation. As experience teaches us we shall probably find it advisable to make some changes from time to time, but it is confidently believed that the needs as far as they can be anticipated are well met. Our standards have been placed higher than those of the other normal school for women in this state; and, while this may act against us to some extent at first, it will undoubtedly soon result to our advantage. As soon as the high school authorities in the state realize that we are doing everything possible to help them and to keep from encroaching on their field of work, as the other normal school is doing, they will give us their hearty support. Some have already recognized our plans in this way.

In the selection of instructors I believe that the Board has acted wisely, time alone can prove how wisely. We have in our faculty men and women of high reputation both as to character and as to scholastic preparation and experience in teaching. It has not been possible to find sufficient funds to employ instructors in all the departments for which we would like to provide, and in some cases it has been necessary to provide temporary heads of departments, who will have to be superseded by higher-salaried instructors as soon as the required funds are available.

The school is being pretty thoroughly advertised throughout the state, especially the counties of the western half of the state. Considerable response has come from various sections, mostly requests for information, although a good number of applications for admission have already been filed. The present outlook may be considered

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good, and I think that there is no doubt that our boarding accommodations will be taxed to the utmost. There is as yet no data at hand on which to base an estimate of the number of day students that may be expected, but it can hardly be hoped that the number of such students will be large, as the community is not a large one, and the local high school is an unusually good one, providing four years of instruction. A large number of requests have come from prospective students for remunerative employment while at the school in order to defray the whole, or a part of, their living expenses. It will be utterly impossible to provide employment for all of ~~such~~ such applicants, although practically all seem to be very worthy cases. The number of positions that may be filled by students will increase as the enrollment increases, but for the first session it will be quite small. It is gratifying to note the large proportion of the applicants who have already filed papers, who are graduates of first-class high schools or teachers of some experience, and who are applying for admission to the professional course or advanced classes in the regular normal course. It is also gratifying to note that a number have applied for the special course in Manual arts.

I take particular pleasure in reporting to you that arrangements are practically completed for using the public schools of the town for observation and practice ~~work~~ teaching by the Normal School Students. The public schools of the town embrace eight primary and grammar grades and four years of high school work. Arrangements are now under way to add a kindergarten to the system, thus making it as complete as any public school system to be found anywhere.

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The pupils in these schools number about 700. The schools are in excellent condition, are wisely managed, and have competent teachers. The value to the Normal School of thus securing a complete plant for its training work is very great; but the value of being thus enabled to offer its students ^a facilities for observation and practice teaching under real public school conditions cannot be overestimated. In this way there will be no specially selected classes of pupils and no artificial environment of any sort, as prevails in practically all normal schools. The teacher-in-training will meet the same conditions that she will face when she takes up her work after graduation. A training school is absolutely essential to the success of a Normal School, as it is the laboratory and workshop of the students who are learning to teach. No Normal School in my acquaintance has had a finer opportunity in this direction, or one at so little cost. We should do everything in our power to further this arrangement.

FINANCIAL STATEMENT TO JUNE 30, 1909, WITH ESTIMATES FOR COMPLETING WORK ^{NOW} UNDER WAY.

The following is a statement of the expenditures that have been made and the contracts that have been entered into during the past year, with estimates for completing the work already begun, and which should be completed before the opening of the school:

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EXPENSES OF BOARD.

NO:	TO.	DATE:	AMOUNT:	ACCOUNT:
1	D.P.Halsey	4/30/08	\$5.30	Travel, etc.
2	F. W. Weaver	"	3.80	"
3	N. B. Warly	"	7.00	"
4	J. D. Eggleston	"	13.90	"
5	F. W. King	"	7.95	"
6	O. Stone	"	6.70	"
7	F. Moore	"	5.95	"
8	E. W. Carpenter	"	2.55	"
9	G. B. Keezell	"	1.00	"
10	Woodson & Albert	"	12.00	Carriage Hire.
11	O. Stone	6/17/08	7.40	Travel, etc.
12	F.W.King	"	6.25	"
13	F. Moore	"	6.20	"
14	F. W. Weaver	"	7.95	"
15	J.A.Pettit	6/18/08	11.10	"
16	G. R. Spitzer	"	2.25	Sec. Off. Suppls.
17	F.W.King	"	11.63	Committee work
18	O. Stone	"	18.90	"
19	G. B. Keezell	"	3.25	Travel, etc.
20	F.W.Weaver	"	8.20	"
21	News-Register Co.	6/18/08	6.65	Sec. Off. Suppls.
22	J. A. Pettit	6/26/08	12.30	Travel, etc.
23	F.W.King	"	7.05	"
24	F. Moore	"	5.70	"
25	O. Stone	"	8.25	"
26	D.P.Halsey	"	8.05	"
27	G. B. Keezell	"	.75	"
28	E. W. Carpenter	"	2.50	"
29	J.G.Myers	"	90.00	Surveying sites
30	Void			
31	D. H. L. Martz	7/29/08	2.25	Recording deed
(New Series)				
6	O. Stone	9/15/08	6.30	Travel, etc.
7	F. Moore	"	5.70	"
8	F.W.Weaver	"	5.55	"
9	G. B. Keezell	"	2.50	"
10	E. W. Carpenter	"	2.75	"
11	A. H. Snyder	"	1.10	"
13	W.L.Dechert	"	187.50	Bond of Treas.
15	Conrad & Conrad	"	20.00	Legal Services
16	J. G. Myers	"	6.00	Surveying site
17	A.L.Fridley	"	2.00	Carriage hire
19	O. Stone	10/7/08	7.40	Travel, etc.
20	J.A.Pettit	"	18.00	"
21	N. B. Eearly	"	13.00	"
22	D.P.Halsey	"	12.00	"
23	F.W. King	"	17.20	"
			<u>\$597.48</u>	

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NO:	TO:	DATE:	AMOUNT (G.)	ACCOUNT:
	Amt. brought forward		\$597.48	
24	F. Moore	10/7/08	17.00	Travel, etc.
25	G. B. Keezell	"	14.40	"
26	E. W. Carpenter	"	17.00	"
27	A. H. Snyder	"	17.00	"
31	J. D. Eggleston	11/5/08	18.40	"
32	F. W. King	"	7.40	"
33	J. A. Pettit	"	10.85	"
34	F. W. Weaver	"	6.70	"
35	O. Stone	"	6.10	"
36	F. Moore	"	5.70	"
37	E. W. Carpenter	"	2.25	"
38	G. B. Keezell	"	1.75	"
47	D. H. L. Martz	12/31/08	1.50	Rec. deed
50	F. W. Weaver	1/7/09	4.80	Travel, etc.
51	O. Stone	1/8/09	7.90	"
52	N. B. Early	"	14.50	"
53	F. Moore	"	6.95	"
54	G. B. Keezell	"	3.75	"
55	E. W. Carpenter	"	3.50	"
58	Woodson & Albert	"	4.00	Carriage hire
59	P. F. Spitzer	"	7.75	Sec. Off. Suppls.
77	E. W. Carpenter	4/14/09	3.00	Travel, etc.
78	F. Moore	"	6.20	"
79	D. P. Halsey	"	10.00	"
80	F. W. Weaver	"	4.80	"
81	J. A. Pettit	"	12.50	"
82	F. W. King	"	8.10	"
83	O. Stone	"	9.10	"
84	G. B. Keezell	"	2.75	"
94	Kavanaugh Hotel	4/17/09	12.50	Entertainment
96	Woodson & Albert	4/22/09	36.00	Carriage hire.

Total amount expended \$881.63 ✓
 Probable expenses for remainder of June, 68.37
 Total \$950.00

(7.)
Salaries.

NO:	TO:	DATE:	AMOUNT:	ACCOUNT:
(New Series)				
2	J.A. Burruss	9/31/08	\$416.66	Sal. Jul & Aug.
18	"	10/1/08	208.33	" Sept.
30	"	11/1/08	208.33	" Oct.
46	"	12/1/08	208.33	" Nov.
48	"	12/31/08	208.33	" Dec.
65	E.V. Liggett	1/8/09	35.00	" "
67	J.A. Burruss	1/30/09	208.33	" Jan.
68	E.V. Liggett	1/30/09	35.00	" "
70	J.A. Burruss	3/1/09	208.33	" Feb.
71	E.V. Liggett	"	35.00	" "
75	J.A. Burruss	4/1/09	208.33	" Mch.
74	E.V. Liggett	"	35.00	" "
97	J.A. Burruss	5/1/09	208.33	" Apr.
98	E.V. Liggett	"	35.00	" "
107	J.A. Burruss	6/4/09	208.33	" May
108	E.V. Liggett	"	35.00	" "
Total amount expended,			<u>\$2492.88</u>	
For remainder of June:			\$	
J.A. Burruss,			208.33	
E.V. Liggett,			35.00	
Total			<u>\$2736.21</u>	

TRAVELLING EXPENSES OF PRESIDENT.

(New Ser).				
4	J.A. Burruss	9/15/08	21.55	Trav. Exp. Jul.
5	"	"	78.76	" " Aug.
28	"	10/7/08	50.66	" " Sept.
39	"	11/5/08	35.35	" " Oct.
64	"	1/8/09	22.44	" " Nov.-Dec.
93	"	4/14/09	101.33	" " Jan-Apr.
Total amount expended			<u>\$300.09</u>	

ADVERTISING & PRINTING.

NO.:	TO:	DATE:	AMOUNT:	ACCOUNT:
12	News-Register Co.	9/15/08	\$9.25	Stat. &c.
41	"	11/5/08	13.90	"
61	"	1/8/09	58.75	Circs. & Sta
62	Christopher Eng. Co.	"	10.50	Cuts
76	News-Reg. Co.	4/14/09	687.38	Prosp., Sta. &c.
87	Christopher Eng. Co.	"	<u>6.81</u>	Cuts

Total amt. expended 786.59 ✓

Bills now on hand,
and presented herewith, 144.00 ✓

Total \$930.59

MISCELLANEOUS OFFICE EXPENSES.

40	J. A. Burruss	11/5/08	12.75	Postage, &c.
63	"	1/8/09	16.64	"
85	I. N. VanVorchis	4/14/09	.75	T. W. Ribbon
88	Hbg. Mut. Tel. Co.	"	2.45	Tel. Rent & fees
89	L. C. Smith & Bros.	"	7.00	T. W. Ribbons
91	So. St. & Sta. Co.	"	11.73	Stamps & Suppls.
92	J. A. Burruss	"	<u>75.68</u>	Postage, &c.

Total amount expended \$127.00 ✓

Bills now in hand, and
presented herewith, 67.57 ✓

\$194.57

INSURANCE

14	W. L. Dechert	9/15/08	<u>27.25</u> ✓	Ins. on Residence
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Total amount expended \$27.25

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BUILDINGS.

NO:	TO:	DATE:	AMOUNT:	ACCOUNT:
(New Series)				
29	C.M. Robinson	10/7/08	\$900.00 ✓	Architect's fees
45	"			"
56	W.M. Bucher & Son	11/21/08	454.32 ✓	"
57	C.M. Robinson	1/8/09	987.59 ✓	Building Cont.
69	W.M. Bucher & Son	"	356.07 ✓	Arch. Fees.
72	"	2/10/09	955.00 ✓	Building Cont.
75	"	3/3/09	2,890.00 ✓	"
99	"	4/5/09	3,370.00 ✓	"
101	Dorman & Early	5/3/09	3,630.00 ✓	"
103	York Eng. Co.	5/8/09	30.00	Moving Laundry Bldg.
104	C.M. Robinson	5/20/09	200.00 ✓	Electr. Work
106	W.M. Bucher & Son	"	200.00 ✓	Arch. Fees.
42	Washington Herald	6/4/09	3,383.00 ✓	Building Cont.
43	Rich. Times-Disp.	11/5/08	18.00	Ad. for Bids
44	Hbg. Times	"	13.86	"
60	Rich. Times-Disp.	"	4.50	"
		1/8/09	1.49	"

Total amount expended, \$17,393.83 ✓
 Contracts and orders,
 as per following list:

Bucher & Son,	\$23,479.41	
So. Plbg. Co.	4,150.00	
J. R. Saum	4,207.00	
York Eng. Co.	1,193.00	
C.M. Robinson,		
estimated,	727.06	
Wilson Mfg. Co.	228.00	
Slatington-Bangor		
Slate Syndicate	176.00	
Extras on general		
contract, est.,	1,000.00	
Hardware, estimated	200.00	
Connections for		
electric work, est.	200.00	
Improvts. to old		
residence,	1,000.00	
		<u>36,560.48</u> ✓
Total,		\$53,954.30

Plumbing 326.90
Painting 64.50
Restoring 535.00

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GROUNDS.

NO: (New Ser.)	TO:	DATE: --	AMOUNT:	ACCOUNT:
1	A.M. Newman	7/29/08	\$18,500.00	Site
49	F.L. Harris, Exec.	1/7/09	3,015.00	Lurty Lot
95	Nicholas & Lemley	4/22/09	3.65	Tools
100	E.W. Carpenter	5/7/09	28.71	Labor on orchards
102	Wm. Shepherd	5/8/09	10.20	Potatoes (seed)
105	T.R. Messick	6/1/09	49.90	Clearing up, etc.

Total amount expended, \$21,607.46 ✓
 For additional work of clearing, grading, laying walks, etc., estimated, 1,000.00 ✓
 For water and sewer connections, estimated, 1,500.00 ✓
 {water, \$701.70 }
 {sewer, 517.44 } 1219.14

Total, \$24,107.46

EQUIPMENT--SCIENCE HALL.

NO	TO	DATE	AMOUNT	ACCOUNT
66	L.C. Smith & Bros.	1/20/09	70.00	Typewriter
86	J.T. Houck	4/14/09	29.75	Office Furniture
90	C.G. Herring	"	100.00	Iron Safe

Total amount expended, \$199.75 ✓
 Contracts and orders, as per list submitted herewith, 4,509.27 ✓

Total, \$4,709.02

EQUIPMENT--DORMITORY AND ANNEX.

Contracts and orders, as per list submitted herewith, \$4,782.21 ✓

As most of the items shown in the above statement have been discussed and passed upon by the Board in previous meetings, it will be unnecessary to call further attention to them at this time. The following items being increased over former amounts approved by the Board, require explanation.

The Board appropriated \$1,500 for water connections, sewers and general improvement to grounds. It was afterwards ordered that \$2000.00 be allowed for water connection and sewers, but no further provision was made for general improvements to grounds, such as clearing up, grading, laying walks, etc. \$2,500 instead of \$2,000 is asked for this purpose.

Since the electrical work was contracted for it has been found that separate feed lines will have to be run for the power required by our motors, hence an additional appropriation of \$200 is asked for this purpose, which amount will probably cover the few additional electrical work items which will probably have to be provided for.

The item of \$1,000 for "extras to general contract, etc." is necessary in view of the additional work on foundation to Dormitory building, and a few extra items in the plumbing, etc., which could not be anticipated before the contracts were awarded.

The Board appropriated \$4,000 for the equipment of the Science Hall building. It is now found that a close estimate makes it necessary to provide \$709.02 additional for this purpose, making a total of \$4,709.02 for the equipment for this building.

The Board appropriated \$3,500 for the equipment of the Dormitory building. It has been found that this amount is hardly enough to cover the equipment in this building, and an additional amount would probably be necessary in any case. Since the number of boarders will

probably be considerably larger than the rooms of the Dormitory building will accommodate, it was thought best to use the residence, which was bought with the grounds, as an annex to the dormitory, thus increasing the boarding capacity of the school from 50 to 70, or 40%. It will be a difficult matter to make the boarding department of the school self-sustaining the first year, on account of the comparatively small number of boarders for the necessary equipment, force, etc., which must be provided, hence it is very desirable to accommodate as many boarders as possible, since the greater the number the less will be the cost. The Board has provided for the number of improvements necessary to put the house in condition to be used for this purpose, and the additional equipment has been ordered. To cover the cost of the furniture and equipment of the Dormitory and Dormitory Annex, the additional sum of \$1282.21 is necessary, making a total of \$4,782.21 for this purpose.

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SUMMARY.

The following summary shows the status of the school's finances as based on the above statements of expenditures, obligations and estimates necessary for completing the work already begun:-

Expenses of Board	\$950.00
Salaries	2,736.25
Traveling expenses of President	300.09
Advertising and Printing	930.59
Miscellaneous Office Expenses	194.57
Insurance	27.25
Grounds	24,107.46
Buildings	53,954.30
Equipment--Science Hall	4,709.02
" --Dormitory	4,782.21
	<hr/>
Total	\$92,691.74
Appropriation	65,000.00
	<hr/>
Deficit	\$27,691.74

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BUDGET.

The following budget for maintenance for the coming year is presented for your consideration:

MAINTENANCE BUDGET FOR THE YEAR, JULY 1, 1909 TO JUNE 30, 1910.

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Expenses of Board of Trustees	\$500.00 ✓
Traveling Expenses of President and Assistants	400.00 ✓
Advertising and Printing	1,500.00 ✓
Postage, Drayage, Telephone, Telegraph, Freight, Express, and other Miscellaneous Office Expenses	500.00 ✓
Fuel, Lights, Power and Water	1,200.00 ✓
Insurance	200.00 ✓
Laboratory Materials and Miscellaneous Supplies	300.00 ✓
Training Schools	400.00 ✓

Salaries, as follows:-

President	\$2,500.00 B
Professor of Education	1,800.00 H
" " History and Social Sciences	1,200.00 W
" " English and Literature	1,200.00 W
" " Mathematics	1,000.00 Lane
" " Primary Methods and Supervisor of Practice Teaching	1,000.00 sh
" " Physical Education and Instructor in Foreign Languages	700.00 L
" " Geography and Natural Science	900.00 H
" " Household Arts	900.00 S
Instructor in Manual Arts (part time)	300.00 Sp
Secretary to the President	420.00
Librarian and Assistants	350.00
Janitor	480.00
Janitress	360.00
Night Watchman and Night Fireman, etc.	300.00
Office Help (students)	190.00
Labor on Grounds	1,000.00
Music	400.00
	<u>15,000.00</u>

Total

\$20,000.00

J. J. Jones ✓

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It will be noted that this budget for maintenance calls for \$5,000 more than the appropriation of \$15,000 made to the Board for maintenance the first year. It is not possible to conduct the school on the lines thus far laid down for its work on so small an appropriation as \$15,000. The above budget is prepared in the belief that the maintenance appropriation for the following year will be considerably increased, and inasmuch as the said appropriation will be available in the early spring of 1910, one-fourth of the above amount could be paid out of the new appropriation, leaving only \$15,000 to be provided for out of the appropriation already made.

Appended to this report are the bills and detailed statements of equipment referred to in the above financial statement.

In closing this report of my first year's work, I wish to sincerely thank the members of the Board of Trustees for their kind consideration, faithful assistance and support, without which it would have been impossible to have accomplished what has been done during the year.

Respectfully submitted,

Julian A. Ferriss

president.

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LIST OF EQUIPMENT--SCIENCE HALL.

-0-

240	Tablet-arm Chairs	Houck	\$2.39	\$573.60
125	Chairs (woven seat)	"	1.87	233.75
36	Arm-chairs	"	3.11	111.96
4	Rockers	"	2.61	10.44
53	Tables for Laboratories	"	2.19	116.07
12	" " Library	"	2.81	33.72
1	Table " Reception Rm.	"	7.91	7.91
1	Typewriter Desk	Moses	21.25	21.25
10	Teachers Desks	Houck	16.94	169.40
2	Couches	Moses	12.75	25.50
2	Umbrella Stands	"	8.75	17.50
1	Letter File (steel)	Va. Sch. Sup. Co.	28.40	28.40
42	Stools for Laboratories	Coiner Fur. Co.	.65	27.30
30	" " " (18")	"	.50	15.00
60	Face Towels	Houck	1.11 doz.	5.55
3	Towel Racks	"	.45	1.35
3	Tumbler Holders	"	.44	1.32
4	Mirrors	"	2.67	10.68
3	Door Mats (steel)	Coiner	2.25	6.75
5	Toilet Paper Holders	"	.50	2.50
76	Window Shades	"	2.00	152.00
3	Fire Extinguishers	"	16.00	48.00
Program Clock System		Frick Co.		306.80
Iron Safe		C.G. Herring		100.00
Gas-fitting for Laboratories		Saum		27.52
Gas-generating Machine		Eimer & Amend		340.00
Physical Laboratory Equipmt.		Col. Sch. Sup. Co.		195.00
Chemical Laboratory Equipmt.		"		155.00
English Maps and Charts		"		25.00
History " " "		"		75.00
Mathematics Apparatus		"		25.00
Sewing Equipment		"		75.00
Manual Training Equipment		"		100.00
10 Manual Training Work-benches		"		90.00
Cooking Tables		"		50.00
Cooking Equipment		"		200.00
Geography and Nature Study Equipmt.		"		100.00
Library Equipment.		"		50.00
Library Books		"		600.00
Office Equipmt., cards, etc.		"		25.00
Gymnastic Equipment		"		100.00
Piano		"		250.00

\$4,509.27

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LIST OF EQUIPMENT--DORMITORY BUILDING AND ANNEX.

-O-

70	Iron Bedsteads	Houck	\$6.29	\$440.30
70	Mattresses	"	4.57	319.90
70	Pillows	"	.85	59.50
75	Rugs	"	.77	57.75
37	Rockers	"	2.61	96.57
75	Chairs (open seat)	"	1.87	140.25
35	Tables (students)	"	3.15	110.25
35	Dressers	"	9.79	342.65
72	prs. Blankets	Moses	2.75	198.00
252	Sheets	Miller	6.25 doz.	131.25
160	Spreads	Coiner	.67	107.20
180	Pillow-cases	Miller	1.62-1/2 doz.	24.37
216	Bath Towels	Houck	1.37 doz.	24.66
372	Face Towels	"	1.11 "	34.41
49	Towel Racks	"	.45	22.05
13	Tumbler Holders	"	.44	5.72
13	Mirrors	"	2.67	34.71
2	Door Mats (steel)	Coiner	2.25	4.50
1	Drugget	Houck	21.45	21.45
12	Dining Tables	"	7.15	85.80
100	B Chairs (vener)	"	1.93	193.00
6	Tray Rests	"	.99	5.94
48	Table-cloths	Coiner	1.25	60.00
18	doz. Tea-Spoons	Dulin & Martin	1.25 doz. less	
				5%
9	" Dessert Spoons	"	2.00 "	
4	" Table Spoons	"	2.50 "	
9	" Forks	"	2.50 "	
9	" Knives	"	2.65 "	8 net 93.20
9	" Soup Plates	"	.70 "	
12	" Dinner Plates	"	.62-1/2 "	
9	" Dessert "	"	.42 "	
9	" Tea Cups and Saucers	"	.85 "	
9	" Fruit Saucers	"	.35 "	
2	" Platters	"	1.20 "	
3	" Vegetable Dishes	"	2.40 "	
3	" Cream Pitchers	"	1.00 "	
9	" Individual Butters	"	.22 "	
2	" Sugars	"	1.88 "	
2	" Gravies	"	.80 "	
2	" Water Pitchers	"	4.50 "	57.32
1	" Syrup Pitchers	"	4.50 "	
1	" Glass Bowls	"	2.50 "	
1	" Vinegar Bottles	"	2.25 "	
20	" Tumblers	"	.37 "	
2	" Salt Shakers	"	1.00 "	
2	" Peppers	"	.90 "	13.42

Carried forward,

\$ 2,684.17

State Normal and Industrial School for Women

HARRISONBURG, VIRGINIA.

OFFICE OF THE PRESIDENT.

(18)

	Brought forward,		\$2,684.17
12 Tea Trays	Houck	\$6.44doz.	6.44
6 Kitchen Chairs	Coiner	.60	3.60
Kitchen Equipment,			692.00
" Utensils			250.00
Housekeeping Equipment			58.00
79 Window Shades		2.00	158.00
12 Toilet Paper Holders		.50	6.00
4 Fire Extinguishers		16.00	64.00
1 Parlor Table			
2 " Rockers			
4 " Chairs			
1 " Settee			60.00
1 Hall Rack			
Laundry Equipment (steam & electric)			800.00
			<hr/>
	Total,		\$4,782.21