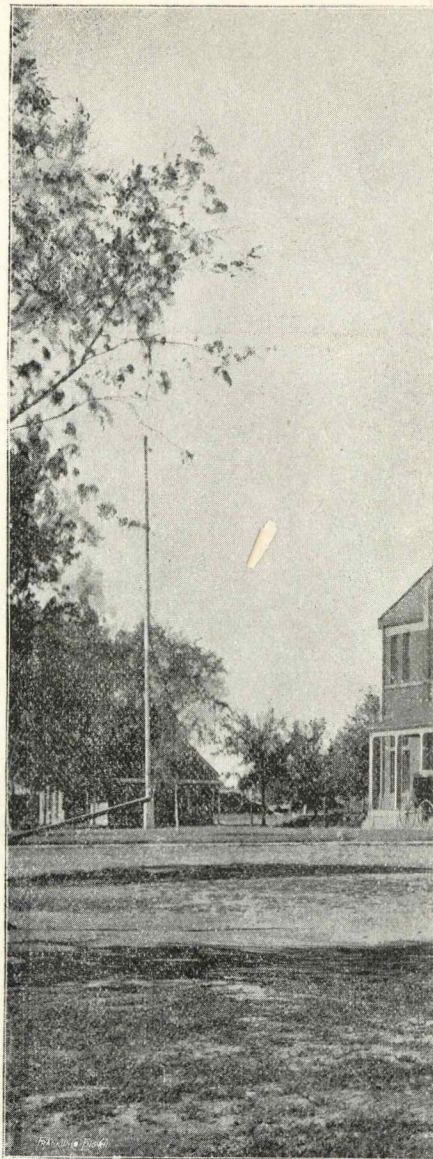


ADMINISTRATION BUILDING AND DINING HALL.



FIFTEENTH BIENNIAL REPORT

OF THE

BOARD OF TRUSTEES

OF THE

Iowa Soldiers' Orphans' Home

AND

HOME FOR INDIGENT CHILDREN.

JUNE 30, 1895.

PRINTED BY ORDER OF THE GENERAL ASSEMBLY.

DES MOINES:
F. R. CONAWAY, STATE PRINTER.
1895.

BOARD OF TRUSTEES.

A. P. DOE, *President*.....Davenport, Iowa
Term expires March, 1898.
MRS. MARY J. KETCHAM, *Secretary*Mt. Pleasant, Iowa
Term expires March, 1896.
J. G. BROWN, *Treasurer*Marshalltown, Iowa
Term expires March, 1900.

ADMINISTRATION OF THE HOME.

<i>Superintendent</i>	J. H. LUKENS
<i>Assistant Superintendent</i>	T. C. DALZELL
<i>Matron</i>	MISS A. A. WELLS
<i>Physician</i>	WM. L. ALLEN, M. D.
<i>Librarian and Music Teacher</i>	NAN G. BROUSE
<i>Housekeeper</i>	MRS. T. C. DALZELL
<i>Hospital Nurse</i>	NORA ARMSTRONG

COTTAGE MATRONS.

1. Miss Jennie Eads.	10. Miss Mary Worthington.
2. Miss Mary Hilles.	11.
3. Miss M. E. Zeimer.	12. Miss Violet M. Gray.
4. Miss Julia Brashear.	13. Miss Alice P. Mead.
5. Miss Lettie S. Van.	14. Miss Margaret Wright.
6. Mrs. Ellen Crisman.	15. Miss Eliza R. Little.
7. Miss Nellie Hutchinson.	16. Miss Phoebe Harrison.
8. Miss Lucy G. Lockhead.	17. Miss Sarah Ambler.
9. Mrs. H. T. Wombolt.	18. Mrs. Alice Smith.

GENERAL SUPPLIES.

Miss Esther Porter,

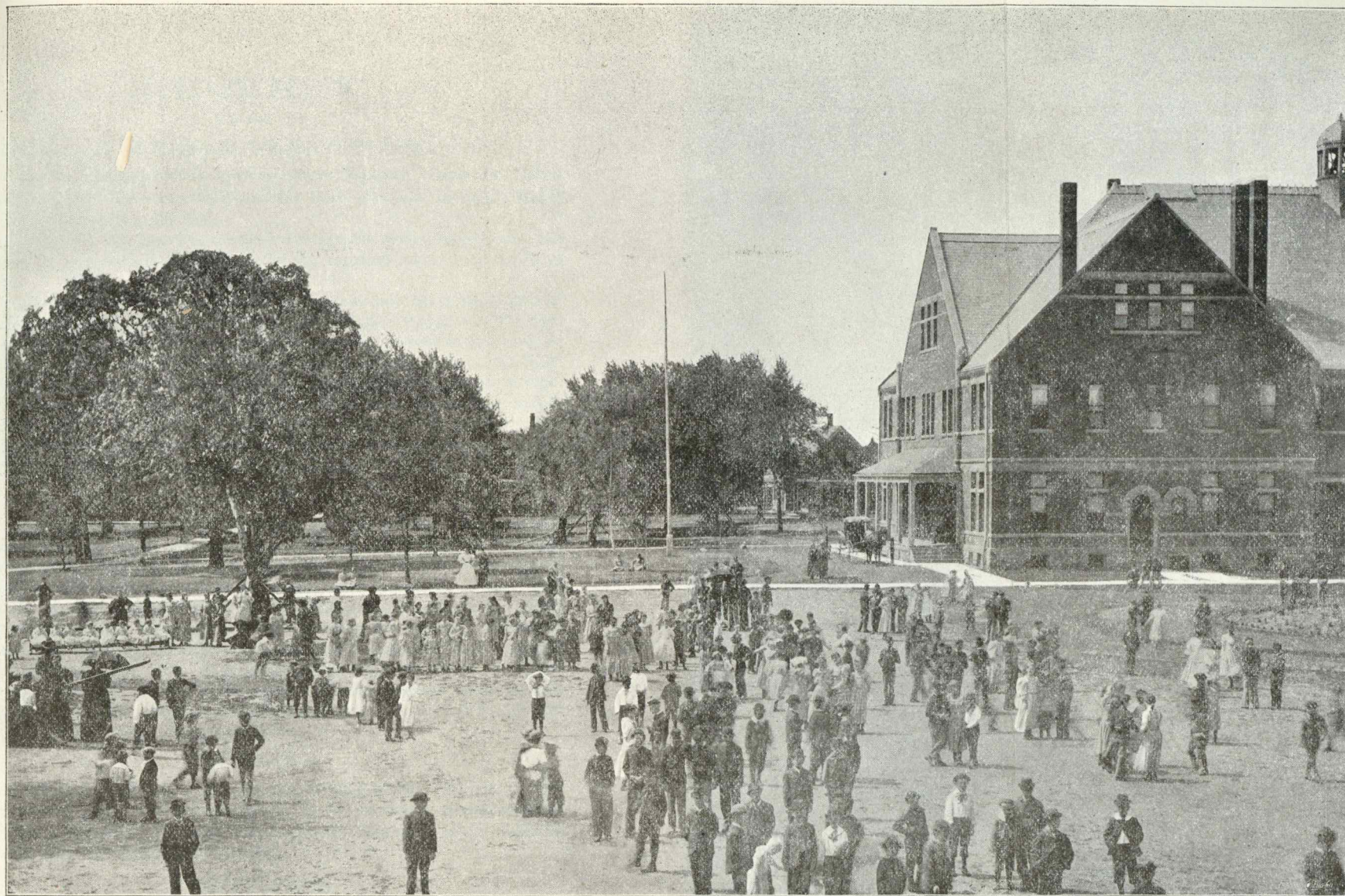
Miss Louisa J. Coy.

EDUCATIONAL DEPARTMENT—TEACHERS.

Miss Lillian Bandy.	Miss Ella Pinkerton.
Miss Anna Russell.	Miss Mary G. Murphy.
Miss Ella V. Wetzell.	Miss Angie Van Nimon.
Mrs. Emily J. Rowell.	Miss Cora M. Johnson.

Miss Sarah E. Hughes.

<i>Kitchen Manager</i>	Miss E. M. Hueschke
<i>Laundry Manager</i>	Miss Mary McCrom
<i>Sewing Room Manager</i>	Miss Maggie Cahill
<i>Pantry Manager</i>	Miss Maggie Reinhott
<i>Childrens' Dining Hall Manager</i>	Miss Melissa Moore
<i>Engineer</i>	D. C. Eldridge
<i>Carpenter</i>	D. Enoch
<i>Baker</i>	G. G. Schurr
<i>Farmer</i>	Ben Klotz
<i>Teamster</i>	Wm. Klotz
<i>Shoemaker</i>	H. Ede
<i>Daywatch</i>	John Ede
<i>Nightwatch</i>	G. O. Jensen



CHILDREN ON THE PLAYGROUNDS.

TRUSTEES' REPORT.

To His Excellency, Frank D. Jackson, Governor of the State of Iowa:

The board of trustees of the Iowa Soldiers' Orphans' Home and Home for Indigent Children, respectfully submit their fifteenth biennial report for the year ending June 30, 1895.

The meetings of the board of trustees during this period have been held as required by law, and monthly visits by the trustees have been made to the home.

Since making our last report, Mr. J. H. Lukens has been appointed to the position of superintendent, vice Dr. W. E. Whitney resigned. We cannot speak too highly of Mr. Lukens and the sincere interest with which he has entered into the work. While no radical reforms have been made or needed, a marked improvement has been most noticeable in all departments, and the property of the state entrusted to him has been carefully guarded. There have been a few minor changes in the force of employes, but not many, and we are pleased to be able to report the harmony which exists among all the officers and employes of the home.

HEALTH.

The sanitary arrangements of the home are not perfect. Yet not one death has occurred since our last report and no contagious or epidemic disease has been allowed to gain a foothold. In a charitable institution of this kind, where children are often taken from homes of poverty and disease, it requires constant care and watchfulness to prevent the introduction of contagion. All applicants for admission are carefully examined by the medical officer in charge, and in case of disease are kept separate from the healthy ones. Dr. Allen believes in sunshine, fresh air, good nourishing food, and plenty of exercise. These, together with perfect cleanliness and proper medical treatment, go far to insure good health and the development of active, robust children.

THE HOSPITAL.

The hospital is under the charge of the medical officer, Dr. Allen. We take an especial pride in this department. It is a model of cleanliness and sanitary arrangement. We believe there is not a healthier lot of children in the state than the inmates of the home.

MILITARY DRILL.

The organization of a military company has wrought a wonderful change in the manner and bearing of the boys, and the introduction of this drill is regarded by all friends of the institution as a wise acquisition. The company is made up of boys from 10 to 14 years of age, and in their uniforms they present a very martial appearance. We can add much to the

interest shown in this department by the addition of a military band, and the \$750 asked for is for the purpose of buying arms and musical instruments for the military company.

SUPPLIES.

Most of our purchased supplies are bought by advertising for proposals, and buying at the lowest offer. We also make it a rule to pay all bills promptly on the first of each month. As all supplies are bought in quantity, there is usually quite a stock of staple articles on hand.

COTTAGES.

There are eighteen cottages connected with the home. They extend in a line north and south each way from the main building, with a row of cottages running east from the extreme end of the line, thus making a group of buildings arranged on three sides of a hollow square, facing a beautiful lawn dotted with trees, which slopes gently to the east toward the bluffs of the Mississippi river. These buildings are of substantial, red brick, surrounded by wide verandas. There is no home in Iowa more beautiful than the home for the orphans at Davenport. The majority of these cottages are but one story high and covered with shingle roofs. This is not as it should be. With our present average number of children, and our present capacity, we are very much crowded for room and lack proper ventilation. During several months last winter there were more children in many of the cottages than could be comfortably cared for. The shingle roofs are also a constant menace from fires. In our last report we asked for an appropriation sufficient to raise these cottages and to cover the roofs with slate. We received such a small appropriation for this purpose that we have been able to raise but three of the cottages. The remodeled ones are infinitely more satisfactory than the others. Forty children are more comfortably cared for in the enlarged cottages than twenty-four have been in the old ones. These should be enlarged at the earliest possible date. The situation is imperative, and we do not see how we can get along without more room.

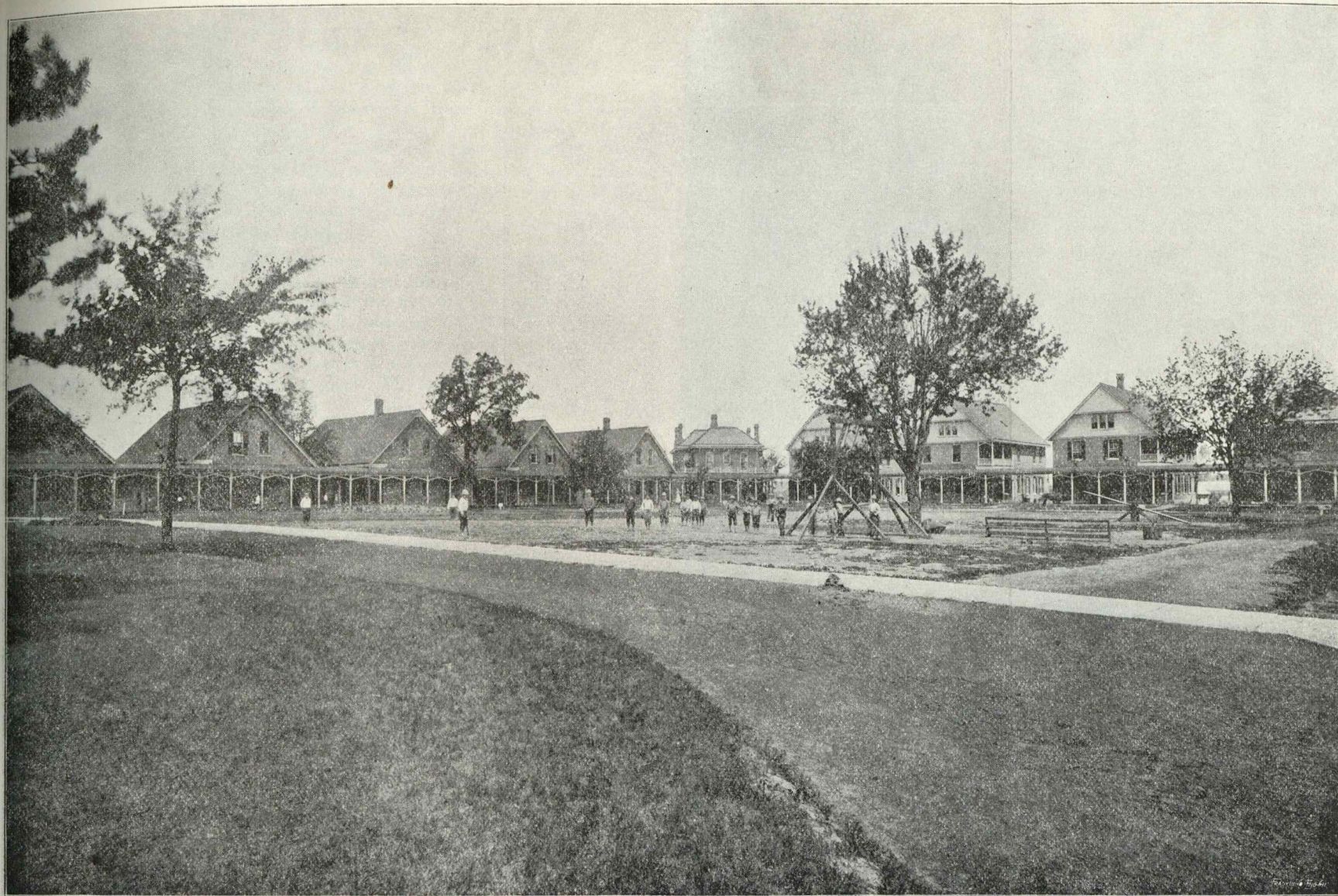
If an appropriation be made sufficient to raise the thirteen remaining one-story cottages to two stories, thus giving them an additional capacity of 50 per cent, it will not be necessary to build new cottages. Unless an appropriation is granted for this purpose, it will be necessary to build at least two more cottages at once.

HEATING.

The appropriation that was made by the last general assembly for improvements in our heating arrangements has been expended, but our steam heating is still incomplete, leaving four of our buildings—three cottages and the large school building—with no heating facilities but stoves. We most earnestly hope that the \$2,250 required for the completion of this improvement will be granted.

FURNITURE.

The appropriation made for replacing the old and worn-out furniture was so small that we have been unable to make any improvements in this direction. We have bought a few new things, but most of the furniture of the home is so worn out that it ought to be replenished soon and thoroughly.



BOYS' COTTAGES AND PLAYGROUNDS.

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LIBRARY.

Our library is our chief pride. "Let him who will make our country's laws, let me but make her songs," may be changed to "Let me but make her books." We think that all will agree that good books are absolutely indispensable in a home for children. The youth of to-day will read, be the literature good or bad. The fervid imagination of children, and their thirst for stories, makes a mental craving that is insatiable. The records of crime too frequently trace causes back to pernicious literature. We believe in satisfying this natural and laudable craving with the best literature of the day. We have expended the major part of our library appropriation for newspapers and periodicals, leaving but a small amount to be expended for new books. We are striving to bring our library up to a high standard and to encourage its constant use among the children.

INDUSTRIAL BUILDING.

In our last report we asked for an appropriation of \$5,000 for the purpose of erecting an industrial building. The last general assembly cut the amount down to \$3,000, giving us an appropriation for but the last-named amount. We desired to build a brick structure in harmony with the other buildings, but owing to the size of the appropriation we were compelled to be content with a frame structure, which is now in process of construction and will be ready for use about September 1st next. We believe we owe a duty to the children in our charge, more than furnishing them houses and clothing and food. We cannot forget that they are the wards of the state, and will some day be her men and women. We consider the library and industrial department a part, and a very necessary part, of the educational system of the home. The benevolent idea of the home would lose much of its honor were boys and girls discharged from the institution with no knowledge of the industrial arts, and no acquired skill for the struggle for existence. Such persons would be ill-fitted to compete with their better-trained competitors, and many would be driven into lives of idleness and crime, who under proper industrial training would have become happy and useful members of society. The \$3,000 furnished us with a building which affords employment for only a part of the boys and girls old enough to profit by such advantages. There is a pressing need for a still larger industrial building, to be erected on the boys' side of the grounds, to introduce the different trades practical for them to learn and follow.

We shall aim to make the industrial department largely self supporting. We will inaugurate a system of instruction in cooking, sewing, shoemaking, tin work and as many of the trades and arts as possible, so that no boy or girl will leave the Home without a reasonable amount of skill to enable them to earn a living and gain a place in respectable society.

A committee from our board of trustees visited the Soldiers' and Sailors' Orphans' Home at Xenia, Ohio. In comparing their institution, which is engaged in a similar work, with ours, we find theirs much larger and better equipped. The total amount of their expenditures for one year, as shown by their report for 1894, was \$179,982.76. The amount expended by the Iowa home for two years, as shown in our report for 1893, was \$91,102.89, or \$45,551.45 for one year; showing that Ohio expends nearly four times as much per year in the care of the orphans of her soldiers as Iowa expends in caring for her soldiers' orphans together with the indigent children of

the state. The Ohio home has 296 acres of land, we have but 57. They have twenty-five large, well ventilated, two-story cottages, we have eighteen, thirteen of which are badly ventilated, inconveniently arranged and but one story high.

They have four industrial buildings fitted up with machinery for the different trades. We have one in the process of construction without funds for the purchase of tools or machinery. They have three large conservatories for starting early vegetables and the culture of flowers and plants that are used in beautifying the grounds. We have none. They also have a large chapel.

Pennsylvania has quite recently purchased a large tract of land, and is now erecting buildings at a cost of about three-fourths of a million dollars, for a home for her soldiers' and sailors' orphans.

The reports of other states show a similar comparison, and most of them show that their "homes" for dependent children have been better supported than the Iowa home. All of them show that they have large tracts of land varying from three to five hundred acres.

Among the wants of our institution the need of more land stands first. The land is needed to keep our boys employed and to educate them to become farmers. It is also needed to raise the large quantity of vegetables consumed by the institution, the greater part of which we are now obliged to purchase.

We think there is no state in the union more able and willing to provide well for the children of her old soldiers than Iowa, if the necessities of the institution are fully considered by the legislature.

Iowa has laws for the protection of animals, birds and even fish. It has no law by which children can be rescued from homes of vice, such as gambling halls, houses of prostitution, dancing halls, where they are trained to perform for entertainment in drunken revels, and homes where they have been placed by societies with objects more mercenary than humane, where they live lives of drudgery and servitude greatly beyond their strength and years. Other states—Michigan in particular—have such a law. If the Iowa statutes contained a similar one, a few cases of its enforcement would soon show a very wholesome effect throughout the state.

We wish to emphasize the importance of a large repair and contingent fund. The state has an investment in the buildings of this institution of over \$125,000. Some of them have been built nearly twenty years. The appropriations for the repair and contingent fund have always been small, consequently there is urgent need of repairs in the way of new roofs, etc. The institution has grown larger and the contingencies proportionately greater. For these reasons it is important and necessary that we have a larger contingent fund.

The water tank built nearly twenty years ago and constantly in use during these years fell to the ground, the entire structure, a few months since. This tank had a capacity for holding a week's supply of water. With this immense family a new one in its stead is an imperative need.

HISTORICAL SKETCH.

At the outbreak of the civil war, the United States government owned the thirty acres of land northeast of the city of Davenport, which is now

included in the fifty-seven acres belonging to the home. This is the most picturesque region along the Mississippi. The noble river cuts its way through a rocky bed, and just above Davenport divides itself into two channels, which surround the beautiful Rock island. The Iowa bluffs are high, and just a little way back from the river the grounds of the home are located. These grounds were used in war days as a recruiting station, under the name of Camp Roberts. Many of the Iowa boys who fell on the battle fields of the south, left little ones at home, often without relatives or friends to care for them. The necessities for a soldiers' orphans' home were apparent to all. A home was organized in the latter part of 1863 by the patriotic citizens of Iowa, and was located at Davenport. In a few months another was opened at Glenwood, and still others at Farmington and Cedar Falls. After the war closed the Iowa Soldiers' Orphans association utilized Camp Roberts, owned by the general government, and transferred the Farmington home to Davenport. In 1866 congress donated the property to the Iowa association for a soldiers' orphans' home, and the same year the association conveyed the property to a board of trustees, to be appointed by the legislature, and on the 9th of June, 1866, the present organization came into existence. In about ten years the homes established at Glenwood and Cedar Falls were moved to Davenport and thus all four were consolidated. In 1876 the laws of the state were amended so that the privileges of the home were open to the dependent children of the state, as well as to the soldiers' orphans. The name of the home was then changed to its present one.

ACKNOWLEDGMENTS.

To the officers and employes who have discharged their duties zealously and faithfully, and who have taken pride in making the management of the home a success, much is due.

To all friends of the Soldiers' Orphans' Home and Home for Indigent Children, whose kindly aid has been of such material assistance in securing good positions for those who have gone out from the home; and especially the Woman's Relief Corps for their many acts of kindness and the generous Christmas remembrances they have sent to gladden the hearts of the little ones who know no mother but the state, and no home but the institution the state has provided for them; and, lastly, to the ministers and church people of Davenport, we extend thanks for their continued interest in the moral and religious instruction of the children of the home.

The needs of the home have been carefully estimated, and we most earnestly hope that the legislature will grant the following appropriations:

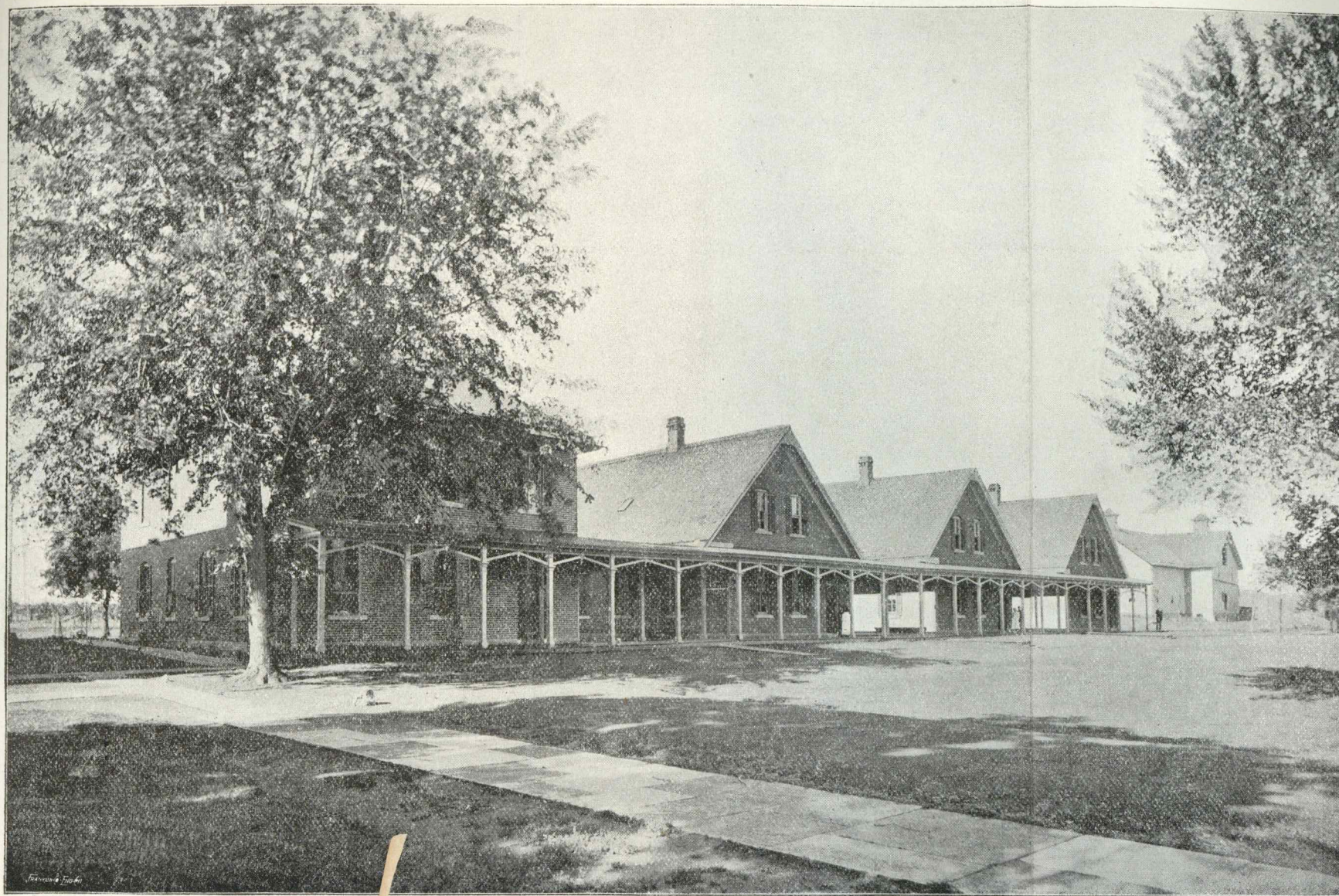
For remodeling cottages	\$ 25,000.00
For land	12,000.00
For industrial building and equipments.....	8,000.00
For conservatory	3,000.00
For furnishing enlarged cottages	5,000.00
For general furniture	1,200.00
For contingent and repairs	8,000.00
For library	1,200.00
For completing steam heating	2,250.00
For steel water tank.....	1,200.00
For cement walks.....	1,500.00

For fence	\$ 800.00
For stand of arms and musical instruments	750.00
For chapel.....	8,000.00
For ice house and cold storage	4,000.00
For hog sty	500 00
For wagon and tool house.....	1,500.00
For chaplaincy fund	500.00

We most respectfully present this, our fifteenth biennial report, for your inspection and consideration.

MRS. MARY J. KETCHAM,
Secretary.

A. P. DOE,
President.



GIRLS' COTTAGES, WITH STABLES IN THE DISTANCE.

For fence
For stand
For chap
For ice h
For hog s
For wage
For chap

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MRS

REPORT OF THE SUPERINTENDENT.

SUPERINTENDENT'S REPORT.

To the board of trustees of the Iowa Soldiers' Orphans' Home and Home for Indigent Children.

I have the honor to submit for your consideration the fifteenth biennial report of the Iowa Soldiers' Orphans' Home and Home for Indigent Children, for the period ending June 30, 1895.

ATTENDANCE.

PRESENT JULY 1, 1893.

Soldiers' children.....	213
County children.....	200
Total.....	413

DIVISION BY SEX.

Male.....	249
Female.....	164

NUMBER ADMITTED.

Soldiers' children.....	136
County children.....	98
Total.....	234

DIVISION BY SEX.

Male.....	134
Female.....	100

NUMBER DISMISSED.

Soldiers' children.....	101
County children.....	88
Total.....	189

DIVISION BY SEX.

Male.....	112
Female.....	77

NUMBER PRESENT JUNE 30, 1895.

Soldiers' children.....	248
County children.....	210
Total.....	458

DIVISION BY SEX.

Male.....	271
Female.....	187

DISMISSALS.

Total number dismissed having reached the age limit.....	82
Total number dismissed before reaching the age limit.....	107
Total.....	189

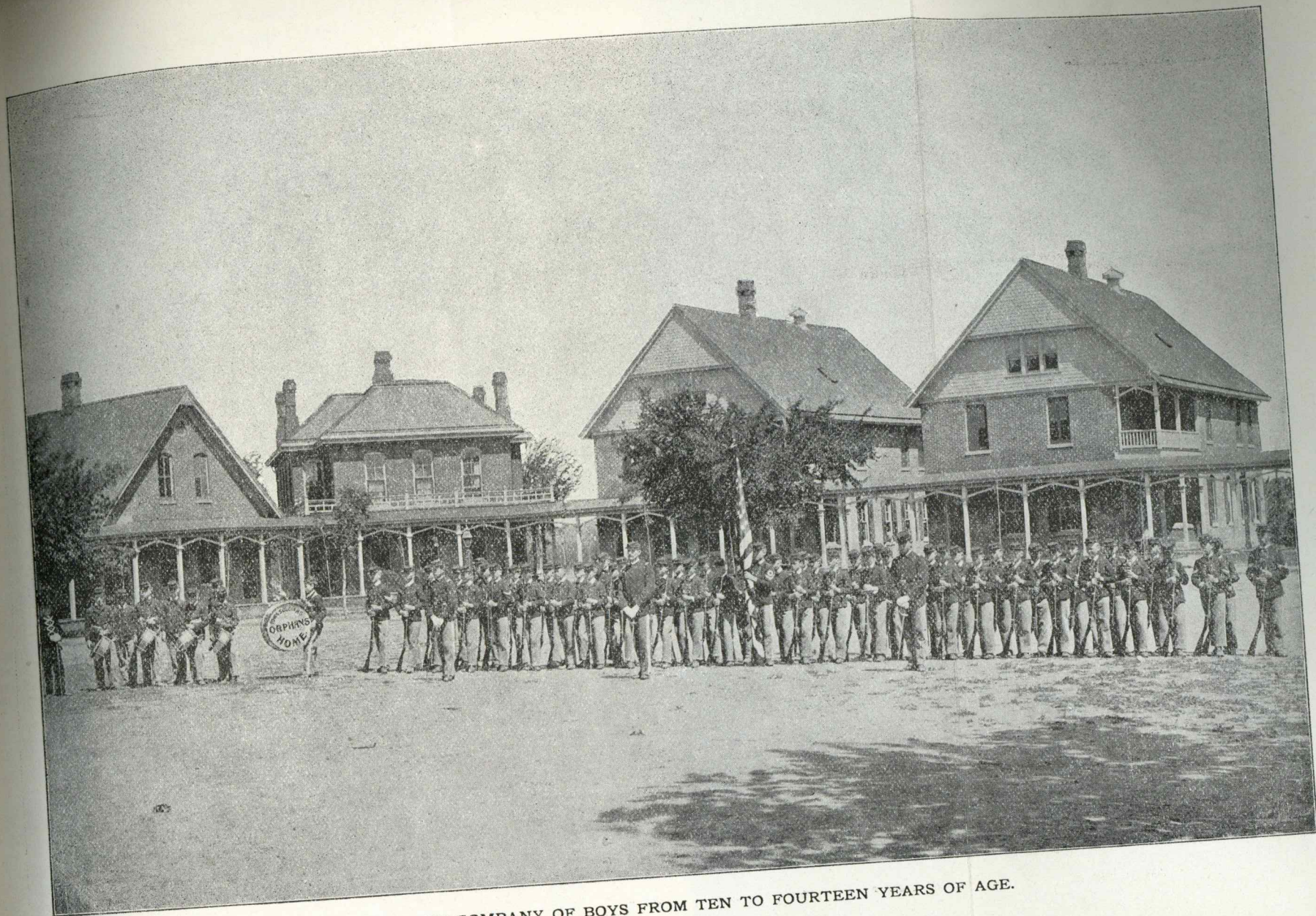
Of the number dismissed, many were furnished homes by parents, guardians or friends, others were placed in homes by officials of the institutions.

REPRESENTATION BY COUNTIES.

COUNTIES.	Soldiers' chil- dren.	County chil- dren.	COUNTIES.	Soldiers' chil- dren.	County chil- dren.
Adair.....	1	1	Ida.....	1	1
Allamakee.....	1	1	Iowa.....	5	5
Audubon.....	3	3	Jackson.....	4	4
Benton.....	8	8	Jasper.....	5	5
Black Hawk.....	1	1	Jefferson.....	1	1
Boone.....	14	14	Johnson.....	5	5
Bremer.....	6	6	Jones.....	5	5
Buchanan.....	3	3	Keokuk.....	4	4
Butler.....	1	1	Kossuth.....	1	1
Calhoun.....	1	1	Lee.....	1	1
Carroll.....	3	3	Linn.....	4	4
Cass.....	4	4	Louisa.....	3	3
Cedar.....	7	7	Lyon.....	1	1
Cherokee.....	3	3	Madison.....	3	3
Chickasaw.....	4	4	Mahaska.....	19	19
Clayton.....	3	3	Marion.....	4	4
Clinton.....	11	11	Marshall.....	13	13
Davis.....	2	2	Monona.....	3	3
Des Moines.....	3	3	Montgomery.....	3	3
Dubuque.....	10	10	Muscatine.....	13	13
Fayette.....	9	9	O'Brien.....	1	1
Floyd.....	1	1	Page.....	3	3
Hardin.....	3	3	Palo Alto.....	1	1
Henry.....	1	1	Pocahontas.....	3	3
Howard.....	6	6	Tama.....	4	4
Polk.....	15	15	Union.....	4	4
Pottawattamie.....	6	6	Van Buren.....	4	4
Ringgold.....	4	4	Wapello.....	1	1
Sac.....	1	1	Wayne.....	3	3
Scott.....	10	10	Winneshiek.....	3	3
Shelby.....	31	31	Woodbury.....	13	13
Sioux.....	2	2			
Story.....	2	2			
Humboldt.....	3	3	Total.....	248	210

INVENTORY OF PROPERTY.

57 acres of land.....	\$ 11,400.00
13 cottages with furniture.....	32,500.00
3 cottages with furniture.....	10,500.00
2 cottages with furniture.....	8,000.00
1 hospital with furniture.....	6,000.00
1 administration building with furniture.....	47,000.00
1 school building with furniture.....	10,300.00
1 engine and laundry building.....	9,000.00
1 electric light plant.....	3,250.00
1 industrial building.....	3,000.00
1 barn.....	4,000.00
1 coal house—storage.....	1,000.00
1 steam plant.....	10,000.00
Outbuildings.....	2,500.00
22 cows.....	880.00
50 hogs.....	500.00
5 horses.....	500.00
Carriages, wagons and farm implements.....	850.00
Groceries.....	675.26
Dry goods and clothing.....	3,743.29
Uniforms.....	400.00
Total.....	\$ 166,998.55



MILITARY COMPANY OF BOYS FROM TEN TO FOURTEEN YEARS OF AGE.

11,400.0
32,500.0
10,500.0
8,000.0
6,000.0
47,000.0
10,300.0
9,000.0
3,250.0
3,000.0
4,000.0
1,000.0
10,000.0
2,500.0
880.0
500.0
500.0
850.0
675.2
1,743.2
400.0
998.5

CASH STATEMENT.

July 1, 1893, to July 1, 1895.

Support fund, balance July 1, 1893.....	\$	1,879.99
Water fund, balance July 1, 1893.....		81.16

—\$ 1,961.15

CASH RECEIVED FROM TREASURER.

Completing central building fund.....	\$	1,214.85
Completing steam plant fund.....		375.59
Bath tubs and plumbing fund.....		353.76
Remodeling cottages fund.....		2,625.00
Repair and contingent fund.....		3,122.26
Industrial building fund.....		1,500.00
Water rates fund.....		732.30
Water supply fund.....		143.86
Electric light fund.....		1,987.95
Furniture fund.....		645.47
Library fund.....		485.95
Support fund.....		94,732.47

—\$ 107,919.66

Live stock and sundries sold..... 1,500.52

Total..... \$ 111,381.33

DISBURSEMENT OF FUNDS.

Completing central building fund.....	\$	1,214.85
Completing steam plant fund.....		375.39
Bath tubs and plumbing fund.....		353.76
Remodeling cottages fund.....		2,625.00
Repair and contingent fund.....		3,122.26
Industrial building fund.....		340.00
Water rates fund.....		732.30
Water supply fund.....		143.86
Electric light fund.....		1,987.95
Furniture fund.....		645.47
Library fund.....		485.95
Support fund.....		95,872.32

—\$ 107,899.11

BALANCE CASH ON HAND JULY 1, 1895.

Industrial building fund balance.....	\$	1,160.00
Completing steam plant fund balance.....		.40
Water rates fund balance.....		81.16
Support fund balance.....		2,240.66

—\$ 3,482.22

Total..... \$ 111,381.33

CLASSIFIED EXPENDITURES.

July 1, 1893, to July 1, 1895.

For meat and fish	\$	6,285.33
For breadstuffs.....		3,386.13
For fruit and vegetables		5,155.95
For coffee and tea.....		673.80
For sugar and syrup.....		2,603.27
For sundry groceries.....		1,942.35
For butter		4,119.29
For cheese and eggs.....		964.09
For soap.....		929.84
For mortuary expense.....		3.00
For medicinal supplies		1,047.14
For dry goods and clothing....		14,382.96
For postage and stationery		667.26

SOLDIERS' ORPHANS' HOME.

[B5]

For insurance	
For library and diversions	\$ 727.43
For furniture and furnishings	774.45
For hardware and queensware	3,133.99
For contingencies and repairs	1,285.74
For seeds, plants, and rent of land	7,632.78
For fuel	811.91
For light	6,016.76
For salaries and wages	394.55
For school supplies	32,868.08
For tools and implements	852.47
For live stock and feed	505.61
For water rates	2,740.32
For water supply	732.80
For bath tubs and plumbing	143.86
For electric lights	353.76
For completing central building	2,007.73
For completing steam plant	1,214.85
For enlarging cottages	375.39
For industrial building	2,663.72
For ice	340.00
Total	163.00
	\$ 107,899.11

MONTHLY PAY-ROLL.

1 Superintendent	\$ 100.00
1 Assistant superintendent	50.00
1 Matron	40.00
1 Assistant Matron	25.00
1 Physician	33.33
17 Cottage matrons	22.00
2 Supplies	22.00
1 Nurse	22.00
1 School teacher	22.00
8 School teachers	30.00
1 Music teacher	25.00
1 Sewing-room manager	25.00
5 Seamstresses	25.00
3 Seamstresses	15.00
1 Kitchen manager	12.00
1 Cook	20.00
2 Cooks	18.00
1 Laundry manager	12.00
1 Laundress	22.00
1 Laundress	18.00
1 Dining-hall manager	15.00
1 Dining-hall manager	15.00
1 Carpenter	12.00
1 Engineer	40.00
1 Baker	40.00
1 Shoemaker	35.00
1 Farmer	26.00
1 Teamster	25.00
1 Watchman	20.00
1 General assistant	25.00
61 Total	25.00
	\$ 814.33

IMPROVEMENTS.

During the last biennial period a number of improvements have been made, among which are the following:
A neat iron fence 259 feet in length adorns the premises south of the school building. Three cottages occupied by boys have been changed from

1895.]

REPORT OF SUPERINTENDENT.

19

one-story to two-story buildings, and remodeled, making much more comfortable homes for the children. The dormitories, which in the small cottages are crowded and on the ground floor, are in the new cottages on the second floor, where the ventilation is much better and the rooms much more commodious. By enlarging the cottages we have much more sitting room for the children, the advantage of which, both to the children and the cottage matron, can hardly be estimated. The enlarged cottages will accommodate forty children, while the old cottages will accommodate twenty-four.

A coal shed with a capacity for housing from twenty to twenty-five carloads of coal has been built in the rear of the boiler room, with which it is connected by a tunneled railway. Besides the advantage gained as a storage for coal, we are free from the unhealthy dust constantly arising from the daily dumping of coal in the boiler room, and also have an easy exit for ashes and cinders, which were formerly carried up a flight of stairs daily, in buckets, to the surface.

The grading and sodding of a number of side yards of cottages, and adorning the same with flower beds, is an improvement that has been much enjoyed by the boys, because it was mainly the work of their own hands.

The planting of seventy-five shade trees we consider will, in a very few years, add materially to the comforts of the home as well as the appearance.

The electric light plant, the overhauling and extension of the steam plant, together with the industrial building, are all in process of construction, and which we hope to have completed within one month.

NEEDS OF THE HOME.

1. Land	\$ 13,500
2. Remodeling and furnishing cottages	25,000
3. Extension of steam plant	3,000
4. Ice house and cold storage	4,000
5. Floors for covered walk	1,500
6. Library	1,000
7. Furniture (cottage, school and main building)	2,500
8. Hog pen	500
9. Contingent fund	10,000
10. Green house	3,000
11. Chapel	8,000
12. Chaplaincy fund	500
13. Steel water tank	1,200
14. Fencing	800
15. Stand of arms and musical instruments	750
16. Industrial building and equipments	8,000
Total	\$ 83,250

The history, method of work, general plan and management of the institution being familiar, having been set forth in previous biennial reports, will be omitted in this. Examination of the records of past years with reference to the needs here, the requests and recommendations of our different boards of trustees who have had the management, and comparing the parsimonious appropriations made by our legislative assemblies with the actually needed amounts asked for, I am not surprised at the belittling comparison when we attempt to measure resources, equipments and facilities with similar but younger institutions in other states.

We feel that the proper development of the children in fitting them for future usefulness and self supporting independence, requires large additions to our limited facilities. The shop and the farm are necessities.

As will be noticed in the improvements made, we have now in process of construction an industrial building, and while it is too small, yet as large as could be built with the limited appropriations made for that purpose, we greatly rejoice and are justly proud of having secured the shop, in which scientific training in various industries can be given to both girls and boys.

The purchase of more land seems paramount. This would not only furnish employment to our boys, which in my judgment seems to be the problem of the home, but would furnish the children with fresh fruits and vegetables in their season at a low cost, and would be a source of permanent and growing wealth to the state.

Lying adjacent to the home and in a convenient location for our use, is a tract of forty acres of land. We look upon this with longing eyes, regardless of the commandment "Thou shalt not covet." As has been stated, "we have fifty-seven acres in the farm, only thirty of which are available for cultivation."

The price of the land may seem to be high, but we are located in one of the best business cities of the state and cannot expect to be able to purchase land for any less than the price asked. In a short time it will be impossible to buy land adjoining ours, or even near it, at any price.

Never was money spent which has given such rich returns in the health, comfort and happiness of the children, to say nothing of the increased capacity of the home, as that appropriated and used for the raising and remodeling of three of our old, one story cottages. Knowing that the comfort and proper care of the children require the enlarging of the remaining thirteen cottages, I recommend that an appropriation be asked for that purpose.

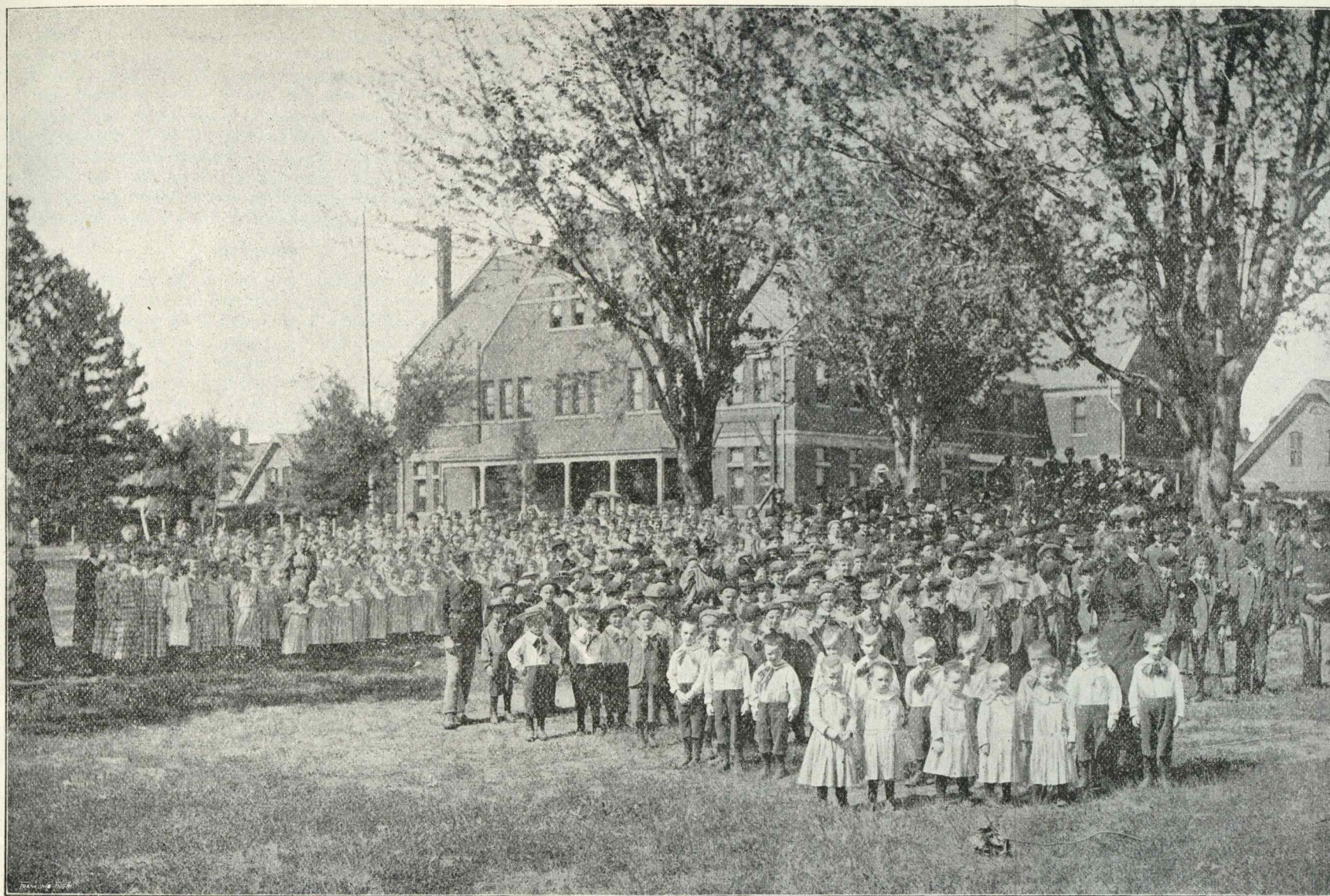
Sunday services have always been conducted in the children's dining room, usually by some of the pastors of the churches of Davenport, occasionally by laymen. Their services have been gratuitous. While the people thus called upon have always responded willingly and heartily, yet we feel that it is an unjust tax upon their time. If this were purely a charitable institution it would be different. We feel sure that when the officials of the state are reminded of this they will not hesitate in appropriating \$500 as a chaplaincy fund for the ensuing two years.

A chapel is one of the important needs of the home. While it would be designated "chapel," it could be used as an assembly hall. We have now no room in which the children may all assemble, excepting the children's dining room, the use of which is very inconvenient, as the tables must be ready for use three times a day. If we had a chapel it could be used for the Sunday services and for different entertainments for the children at holidays, school commencements, etc., and much could be done in the way of enhancing the social privileges of the home.

Argument is unnecessary to convince you of our needs. Want of both time and space forbid specific mention. The order in which the above mentioned needs are enumerated is no indication of the priority of importance. Suffice it to say that I deem them to be the immediate and imperative needs of this institution.

HEALTH.

It is gratifying to me to be able to report the excellent condition of health prevailing among the children, which is remarkable considering the



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hereditary diseases with which we have to contend. It is a matter of pleasure to report that no death has occurred for over two and one-half years. I attribute the healthfulness to the plain, wholesome diet, regular habits of eating and sleeping, and cleanliness of the children, supplemented by the watchfulness of those in charge over them. All cases of indisposition are promptly reported and receive immediate attention. I would suggest that the report of Doctor Allen, the physician, receive more than passing notice. The report shows conclusively that many of the ailments are directly traceable to the crowded condition of the small cottages. We have been for some years troubled with scalp ring-worm, which, owing to the lack of hospital room, has not been cured. We have recently made it possible to isolate the children afflicted with the disease, and are in hopes that by so doing we may succeed in eradicating it.

SCHOOLS.

We have a pleasant school building containing eight rooms. The crowded condition of our schools during the first year of the biennial period made it necessary, at the opening of school September, 1894, to fit up a dormitory in one of our cottages for the kindergarten department, adjusting our ten grades in nine rooms.

We employed last year ten teachers in all, including the vocal music teacher who gives instructions in all the grades excepting the kindergarten.

Our schools opened with an enrollment of 401, which enrollment reached 481 prior to close of school year.

Average membership per room throughout the year was.....	46.6
Average attendance per room throughout the year was.....	45.7
The per cent of attendance per room throughout the year was.....	97.9

While the average membership per room or grade was 46.6, two rooms had an enrollment of 57 each, one of 65, and one of 71; the latter with an average attendance per cent of 99.5.

By examination of our monthly reports, it will be noticed that not as large a per cent of our children reach the eighth and ninth grades as one might suppose, consequently we graduated from our course of study comparatively few.

In the last two years fifteen have received diplomas, having completed the school work; however, nine others were placed in homes before the close of the school who would have graduated had they remained until the close of the school year.

Our average of scholarship is materially reduced from the fact that some of our children are admitted at an advanced school age who have suffered the utmost neglect of school privileges prior to their admission here.

Notwithstanding these hindrances we feel that a good work is being done in our schools.

FARM PRODUCTS.

In presenting a report of the amount of produce raised on the farm during the seasons of 1893-94, I would call attention to the extremely dry season of 1894, which very materially lessened the yield. This will account for the difference in amount and values of the two seasons' produce.

PRODUCE RAISED ON FARM, SEASON OF 1893.

ARTICLES RAISED.		Value.	Total value.
		\$	\$
711	bushels potatoes.....	.60	426.60
35	bushels turnips.....	.40	14.00
69	bushels table beets.....	.60	41.40
87	bushels carrots.....	.30	26.10
250 1/2	bushels tomatoes.....	.40	100.30
39 1/2	bushels onions.....	.40	15.80
222	bushels sweet corn—roasting ears.....	.30	66.60
30	bushels pie-plant.....	.50	15.00
90	bushels radishes.....	1.00	90.00
275 1/4	bushels lettuce.....	.40	110.10
29 1/2	bushels peas (green).....	.60	17.55
24 1/2	bushels beans.....	1.00	24.50
127	bushels cucumbers and pickles.....	.50	63.50
60 1/2	dozen green onions.....	.15	90.75
1,878	heads cabbage.....	.06	114.08
35	dozen squashes.....	1.25	43.75
2,214	lbs. grapes.....	.02	44.28
3 1/2	bushels gooseberries.....	1.75	5.68
1 1/2	bushels raspberries.....	3.20	4.80
5 1/2	bushels blackberries.....	2.56	14.72
1 1/2	bushels currants.....	3.20	5.60
500	bushels oats.....	.30	150.00
12	tons straw.....	6.00	72.00
Total.....			\$ 1,557.11

PRODUCE RAISED ON FARM, SEASON OF 1894.

ARTICLES RAISED.		Value.	Total value.
		\$	\$
89	bushels radishes.....	.90	80.10
206	bushels beets.....	.40	82.40
184 1/2	bushels lettuce.....	.35	64.58
28	bushels rhubarb.....	1.00	28.00
59 1/2	bushels onions.....	.40	23.80
33 1/2	bushels beans (string).....	1.50	50.62
40 1/2	bushels peas (green).....	1.00	40.50
645	dozen green onions.....	.15	96.75
77 1/2	bushels cucumbers.....	.40	31.00
14 1/2	bushels pickles.....	.45	6.53
54	bushels sweet corn.....	.40	21.60
230	bushels tomatoes.....	.50	115.00
278	bushels potatoes.....	.50	139.00
109	bushels turnips.....	.25	27.25
766	heads cabbage.....	.04	30.64
5	bushels currants.....	3.00	15.00
2 5/6	bushels raspberries.....	3.00	8.50
31	bushels grapes.....	1.00	31.00
7 1/2	bushels blackberries.....	3.00	23.00
183	bushels rye.....	.50	91.50
15 1/2	tons straw.....	6.00	93.00
5	tons wild hay.....	8.00	40.00
Total.....			\$ 1,139.77

SEWING DEPARTMENT.

We have had employed in the sewing department not to exceed eight persons, beside the manager; much of the time less than that number. We hold a reserve for emergencies in this department, which makes it impossible to estimate the exact expense of making the clothing. Besides the garments made in the sewing room, a good amount of work has been done in the girls' cottages, the amount of which I am unable to report. So far as the records show, 7,395 garments have been made. Following is an itemized list:

GIRLS' CLOTHING.

Flannel dresses.....	221
Cotton dresses.....	374
Aprons.....	1,420
Skirts.....	330
Chemises.....	254
Drawers.....	484
Waists.....	319
Cloaks.....	277
Sunbonnets.....	190
Total.....	4,221

BOYS' CLOTHING.

Flannel shirts.....	232
Cotton shirts.....	650
Coats.....	627
Pants.....	804
Vests.....	366
Waists.....	437
Underwaists.....	58
Total.....	3,174

RECREATION.

Realizing that "all work and no play makes Jack a dull boy," we strive to furnish all that we can in the way of diversion.

We have a library of about 1,500 well selected books, the standard authors being well represented. These books are held at the library and are circulated in much the same manner as any circulating library. Each Wednesday the matrons from the different cottages select a number of books and take them from the library to their respective cottages to use during the week. All children who can read have the privilege of using the books, while the matron reads aloud to the ones who are unable to read themselves. The boys are especially fond of history, and as a rule are better informed than the same grade of boys in our common schools.

At the beginning of the year a well selected list of periodicals are subscribed for each cottage. Different games usually enjoyed by children are furnished. On the play ground are teeter-boards, swings, etc. The boys have their base ball nines and enjoy it as only boys can.

Since our last report a military company has been organized in which sixty boys are given military instruction under a competent officer of the Iowa National Guard. They have uniforms of cadet blue pants, navy blue coats and caps, ornamented with the usual display of brass buttons, shoulder straps, etc.

A drum corps has been organized consisting of ten members (including the drum major), having four fifes, four tenor drums and one bass drum, with a handsome flag furnished the boys by interested business citizens of Davenport.

Our Christmas entertainments are sources of great pleasure to the children. Cantatas are usually rendered in which from sixty to 100 children participate. On Christmas day every child is remembered by gifts. Many of them receive gifts from friends at home and those who are not so remembered receive gifts from the institution.

A number of Women's Relief Corps organizations have remembered us at Christmas time by boxes of gifts appropriate to the season. The mer chants of Davenport also send us good things with Christmas greeting.

Captain Blair of the William Young, and Captain McCaffrey of the Helen Schulenberg, have made one day of each respective year particularly enjoyable to the children by delightful excursions on the "father of waters."

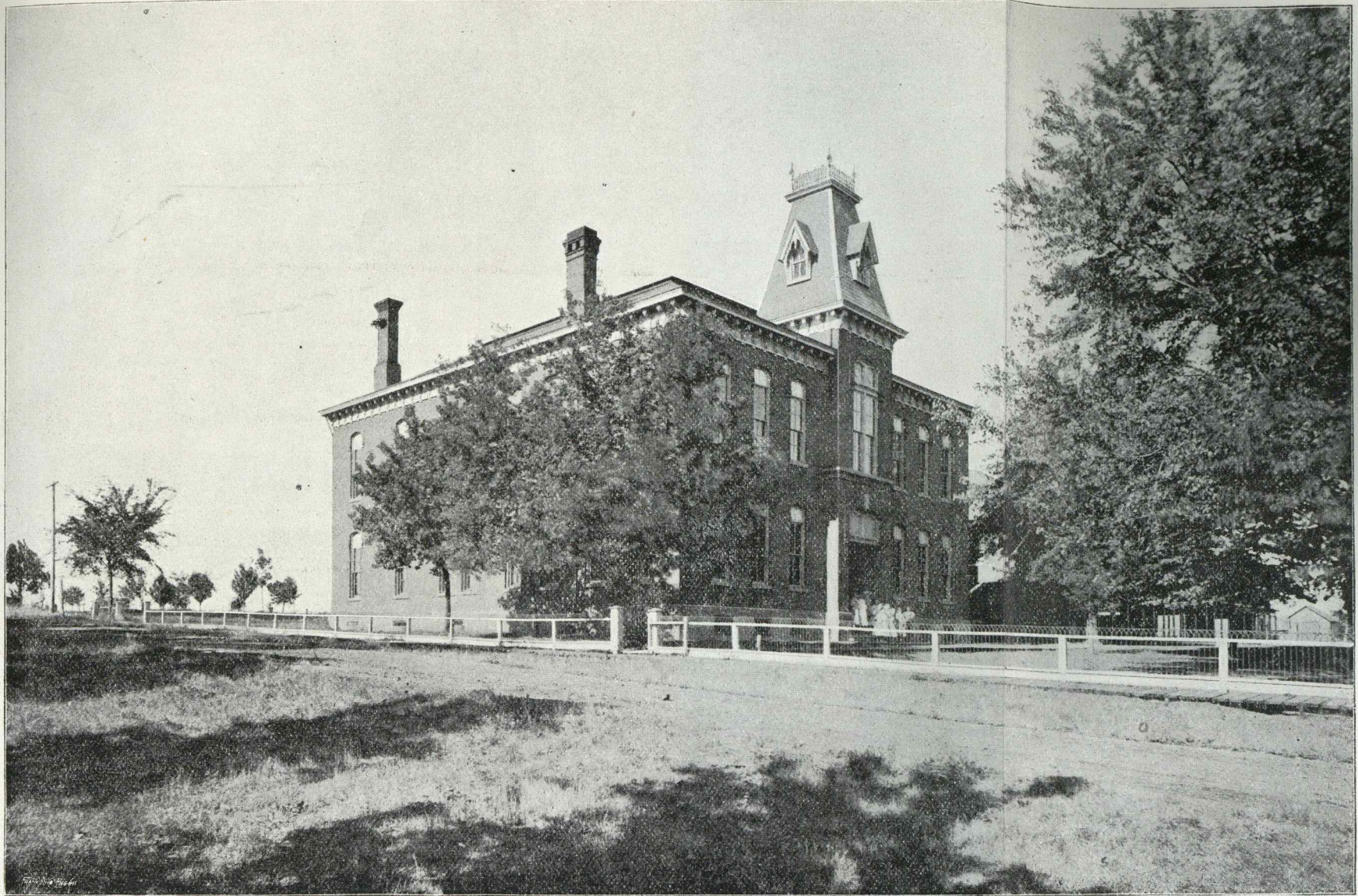
CONCLUSION.

Supt. C. E. Faulkner of the Soldiers' Orphans' home at Atchison, Kan., well remarks: "The cause of the children is the cause of the state. No

form of public benevolence affords so large a return of profit as that which is devoted to the rescue of child life from the baneful influence of vicious environment or the helplessness of misfortune."

We would urge upon the people of our commonwealth to better acquaint themselves with this institution. Its doors stand open always to admit visitors who are assured a hearty welcome. We cannot too strongly admonish the citizens of Iowa of the necessity of looking after and caring for the indigent children of the state. Remove them from their surroundings. Educate, if you would have law-abiding men and women. Neglect them, and there will result an increased demand for enlargement of our penitentiaries and insane asylums. Respectfully submitted,

J. H. LUKENS,
Superintendent.



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REPORTS OF
PHYSICIAN AND TREASURER.

PHYSICIAN'S REPORT.

To the Trustees Soldiers' Orphans' Home and Home for Indigent Children:

I herewith submit a detailed report of the dispensary and hospital work for the two years ending June 30, 1895.

During that time there have been 781 cases treated, exclusive of 401 vaccinations, without a death, and there are remaining under treatment in the hospital thirteen, and in the dispensary thirty—the latter being for skin diseases.

There have been found nearly all the diseases incident to childhood, numerically in the usual proportionate relations, with the exception of diphtheria which we have most fortunately escaped, and with an excess of skin diseases.

The principal diseases have been as follows:

Pleurisy	4
Dysentery.....	5
Pneumonia.....	7
Phthisis	12
Whooping cough.....	12
Scarlet fever.....	12
Chicken pox	13
Diarrhœa	17
La grippe	25
Bronchitis	29
Tonsillitis	28
Fevers, malarial and digestive	31
Measles	33
Total.....	229

SKIN DISEASES.

Psoriasis	1
Lichen planus	1
Herpes	9
Icthyosis	11
Scabies	27
Eczema.....	50
Tinea tonsurans ring worm	146
Total.....	245

A comparison of the two groups shows that there is a great excess of the contagious forms of skin diseases, because we are unable to quarantine them, while with such a disease as scarlet fever we had no difficulty whatever, as all cases were taken to the hospital and kept there.

The small wash rooms and crowded cottages are responsible for this excess of fungoid disease. No institution can show a better health record than this one; but its close quarters, small living and sleeping rooms, and miniature wash rooms in which from twenty-five to twenty-eight children are now compelled to mingle constantly, because of lack of room elsewhere, must necessarily continue to keep up skin diseases.

Twelve of the cottages need double the air space for the number of occupants, as it would require a ventilator $2\frac{1}{2}$ feet square with a $2\frac{1}{2}$ foot draft to keep the amount of air in either the living or sleeping rooms free from an excess of carbonic acid gas. In the winter the air is so dead in these rooms that unless constant care is exercised we will have fatal results therefrom. At present the living rooms contain only air space enough for six, and the sleeping rooms for eight children, and there being no system of ventilation, it is supplied in summer by the windows, but in winter it is only a question of foul air or bronchitis due to open windows. The hospital needs enlarging and the addition of a kitchen and hot water supply.

During the past two years we have had the satisfaction of remedying two severe deformities: One of club feet, in a child of ten and one-half years, restored by removing three of the small bones of the feet, and the other a case of dead bone at the wrist joint with a bent and stiff joint and useless hand, in a boy of fifteen years.

I desire to thank Superintendent Lukens for his watchful care in reporting the sick and disabled ones, and also the hospital matron, Miss Armstrong, for her thorough and efficient management of both hospital and dispensary work. Respectfully submitted,

WM. L. ALLEN,
Physician in Charge.

TREASURER'S REPORT.

To the Board of Trustees of the Iowa Soldiers' Orphans' Home and Home for Indigent Children:

In accordance with law, I herewith submit the biennial report of the receipts and disbursements of the home from July 1, 1893, to June 30, 1895, inclusive:

J. G. Brown, treasurer, in account with the state of Iowa:

SUPPORT FUND.

DEBIT.		
July 1, 1893, to balance last report.....	\$	1,879.99
To warrants from auditor of state on account of soldiers' orphans.....		53,969.68
To warrants from auditor of state on account of county children.....		40,762.79
To amount from sale of live stock and sundry receipts.....		1,500.52
Total	\$	98,112.98
CREDIT.		
By warrants for supplies.....	\$	95,872.32
By balance.....		2,240.66
Total	\$	98,112.98

COMPLETING MAIN CENTRAL BUILDING FUND—1892.

DEBIT.		
To warrants from auditor of state	\$	1,214.85
CREDIT.		
By warrants	\$	1,214.85

LIBRARY FUND.

DEBIT.		
To warrants from auditor of state	\$	485.95
CREDIT.		
By warrants		485.95

CONTINGENT AND REPAIR FUND.

DEBIT.		
To warrants from auditor of state.....	\$	3,122.26
CREDIT.		
By warrants.....	\$	3,122.26

FURNITURE FUND.

DEBIT.		
To warrants from auditor of state.....	\$	645.47
CREDIT.		
By warrants.....	\$	645.47

WATER RATE FUND.

DEBIT.		
To balance last report.....	\$	81.16
To warrants from auditor of state.....		732.30
Total.....	\$	813.46

SOLDIERS' ORPHANS' HOME.

[B5]

WATER RATE FUND—CONTINUED.
CREDIT.

By warrants.....	\$	732.30
By balance.....		81.16
Total.....	\$	813.46

REMODELING COTTAGE FUND.
DEBIT.

To warrants from auditor of state.....	\$	2,625.00
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CREDIT.

By warrants.....	\$	2,625.00
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COMPLETING STEAM HEATING FUND.
DEBIT.

To warrants from state auditor.....	\$	375.79
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CREDIT.

By warrants.....	\$	375.39
By balance.....		.40

Total.....	\$	375.79
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ELECTRIC LIGHT FUND—1892.
DEBIT.

To warrants from auditor of state.....	\$	1,750.00
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CREDIT.

By warrants.....	\$	1,750.00
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COMPLETING ELECTRIC LIGHT FUND.
DEBIT.

To warrants from auditor of state.....	\$	237.95
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CREDIT.

By warrants.....	\$	237.95
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INDUSTRIAL BUILDING FUND.
DEBIT.

To warrant from auditor of state.....	\$	1,500.00
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CREDIT.

By warrant.....		340.00
By balance.....		1,160.00

Total.....	\$	1,500.00
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CONNECTING MAINS, COTTAGES, BATH TUBS AND PLUMBING FUND—1892.
DEBIT.

To warrants from auditor of state.....	\$	353.76
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CREDIT.

By warrants.....	\$	353.78
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WATER SUPPLY FUND—1890.
DEBIT.

To warrant from auditor of state.....	\$	143.86
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CREDIT.

By warrant.....	\$	143.86
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FUNDS ON HAND.

Support.....	\$	2,240.66
Industrial building.....		1,160.00
Water rate.....		81.16
Completing steam heating.....		.40

Total.....	\$	3,482.22
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1895.]

REPORT OF TREASURER.

31

UNDRAWN APPROPRIATIONS.

Contingent and repair fund.....	\$	1,942.73
Connecting water mains, bath-tubs, etc.—1892.....		150.97
Completing electric light fund.....		1,262.05
Furniture fund.....		250.00
Library fund.....		210.10
Remodeling cottage fund.....		875.00
Completing steam heating fund.....		1,624.21
Industrial building fund.....		1,500.00
Additional land fund.....		800.00
Total.....	\$	8,624.06

Respectfully submitted,

J. G. BROWN,
Treasurer.

JUNE 30, 1895.

STATE OF IOWA, }
MARSHALL COUNTY, } ss.

I, J. G. Brown, treasurer, being duly sworn, depose and say that the above report is true, as I verily believe.

J. G. BROWN,
Treasurer.

Subscribed and sworn to before me and in my presence by J. G. Brown, treasurer, this 30th day of July, 1895.

J. M. WHITAKER,
Notary Public.

APPENDIX.

REGULATIONS FOR THE GOVERNMENT
OF THE
SOLDIERS' ORPHANS' HOME
AND
HOME FOR INDIGENT CHILDREN.

ADOPTED BY THE BOARD OF TRUSTEES, JUNE 1, 1894.

By authority and in accordance with the laws of the state, the general supervision and government of the Soldiers' Orphans' Home and Home for Indigent Children is vested in the board of trustees.

These rules and regulations are for the instruction and government of officers and employes appointed for the more direct management and operation of the institution.

The regular meetings of the board will be held monthly, on or about the first of each month.

The board, at each regular meeting, so far as practicable will observe the following order of business:

First.—They will listen to the reading of the superintendent's monthly report and discuss his recommendations.

Second.—They will examine and act upon the approval of all bills of purchases made the past month.

Third.—Examine and act upon the applications for the admission of children.

Fourth.—They will consider and judge the fitness and character of applicants who apply for children for adoption or indenture, and decide with regard to the dismissal of children.

Fifth.—They will inspect the several departments of the institution.

Sixth.—Advise with the superintendent in regard to the purchase of the principal supplies of the institution.

Seventh.—Miscellaneous business that may require the advice and approval of the board of trustees.

GENERAL RULES.

In presenting a code of rules and regulations for the guidance of officers and employes of this institution, the board wishes to impress all persons concerned that it is not an arbitrary measure, but more as a means of assisting each one in the discharge of duty, that there may be no confusion or misunderstanding.

It is to be hoped that each person employed will so conduct themselves in the discharge of duties that it will not in any instance be necessary to call attention to the rules. A hearty co-operation and a spirit of loyalty on the part of all persons connected with the home is most earnestly solicited and desired.

RULE NO. 1.

The superintendent is placed in full charge of the administration of the affairs of the institution and all officers and employes are under his control and authority. All property of whatsoever kind belonging to the institution is placed in his hands and he will be held responsible for the care of the same. In the absence of the superintendent the assistant superintendent shall perform the duties of the superintendent.

RULE NO. 2.

Cottage managers, teachers and heads of departments, though subject to the authority of the superintendent, are held accountable for the efficient discharge of duties devolving upon them. They will be given the necessary authority for the proper maintenance of good order and discipline of the children in their charge, and will be held accountable for any failure in the performance of duties that could have been avoided.

RULE NO. 3.

Appointments to the positions of superintendent, assistant superintendent, physician, matron, housekeeper, hospital manager, sewing room manager, and school principal, if one is employed, shall be made by the board of trustees. All other persons employed in the subordinate work shall be engaged by the superintendent, and after they have spent a reasonable time in becoming familiar with the work, if the superintendent is convinced that they will discharge the duties acceptably, he shall recommend them to the board of trustees for permanent appointment, after which they shall receive the regular salary of the position held by them.

Persons appointed to a permanent position shall be given thirty days' notice of their dismissal, and all employes will be expected to give thirty days' notice of their intention of withdrawing from the work.

Persons making a trial of the work before being appointed by the board of trustees may be dismissed or may resign without notice. Resignations must be made in writing and addressed to the superintendent or one of the trustees.

RULE NO. 4.

The board of trustees, at their regular meeting in June, will appoint all officers, heads of departments, and employes holding important positions, for a term of one year, beginning July 1, except teachers whose duties will commence at the opening of the school in September. All officers and employes appointed by the board below the superintendent shall enter into a written agreement before taking up the work. Salaries will be paid monthly by the calendar month. Fractions of a month will be settled on a basis of thirty days for a month.

RULE NO. 5.

The superintendent may dismiss, without notice, any officer or employe at any time for immoral conduct or insubordination. For violation of rules and conduct unbecoming and against the welfare of the institution, he may

suspend any officer or employe, and if the character of the offense warrants he may send them from the institution. The superintendent in suspending an employe shall at the time present the person suspended with a written statement of their offense and forward a copy of the same to some member of the board of trustees. Persons suspended may come before the board at its first regular meeting and present their side of the case. Failing to come before the board to present their case, the action of the superintendent will be sustained and the person dismissed.

RULE NO. 6.

Any act committed or known fact, prejudicial to the moral character of any officer or employe, coming to the knowledge of another, should be at once communicated to the superintendent or to some member of the board. Though this may be an unpleasant duty, an omission or neglect in this matter will be considered a violation of the rules.

RULE NO. 7.

All persons employed on the grounds or in the care and training of the children are expected to so conduct themselves in manner and speech that they will be an example worthy of imitation. A strict observance of this rule is important and will be enforced.

RULE NO. 8.

A careful and discreet use of language in the presence of children must be observed. No rough expression or slang phrases will be tolerated. Matrons will be expected to correct the misuse of language that may occur with the children in their charge. All persons having charge of the children are requested to engage in conversation and discussion with them for the purpose of giving information on general topics and correcting them in the use of language.

RULE NO. 9.

The duties of heads of departments and all persons employed shall be defined by the superintendent and communicated personally or through the heads of departments to employes under them.

RULE NO. 10.

Cottage managers, teachers and all others having children in charge will be expected to give attention to their hygienic training, such as the manner of sitting, standing and walking. They should also observe and correct their manners at the table and correct them in their deportment at all times.

RULE NO. 11.

Cottage managers, teachers, and others in disciplining the children shall not use corporal punishment until all other means have been exhausted. If obliged to resort to it, they must report the same day to the superintendent, giving the manner of punishment, the cause of same, and all the circumstances in connection therewith.

The superintendent shall keep a record of all such cases for the information of the board of trustees.

No child shall be deprived of its meals or regular hours of rest for any cause whatever.

RULE NO. 12.

Persons in charge of children must in no instance address them in language or epithet calculated to humiliate or degrade them. Speaking or referring to the parents or relatives of children in a derogatory manner is forbidden and will be regarded as an offense. Children must not be addressed by their last names, nick-names, or false names.

RULE NO. 13.

Friendly relations should be cultivated and encouraged between all officers and employes. Circulating scandal, quarreling or contentions of any kind are strictly forbidden. Back biting, gossiping or tattling will be regarded as an offense. Violations of this rule coming to the notice of the superintendent must be reported by him to the board of trustees.

RULE NO. 14.

The dining room manager shall enter in a book kept for the purpose, the different articles of food placed before the children at each and every meal. This book shall be examined as often as once a week by the superintendent and presented to the board of trustees at their request.

RULE NO. 15.

The superintendent, in engaging persons to fill the positions of the institution, must know that they are persons of good moral character, and that they have no vicious or bad habits.

All persons who have anything to do with the government or care of the children must be educated to the extent of being able to use good and proper language in the presence of the children. Cottage managers should be selected with a view of their fitness to give good moral and religious training and teaching the general principles of the Christian religion.

RULE NO. 16.

Ladies occupying rooms in the administration building may receive calls from their gentlemen friends in the reception room or library, which will be open until 10 o'clock P. M. Cottage managers may receive their friends in their respective cottages, when not interfering with their duties, up to the same hour. The administration building and all others will be closed to visitors and the lights turned out at 10 o'clock P. M. An abuse of these privileges will be corrected by the superintendent.

RULE NO. 17.

Cottage managers must be conversant with the affairs of their cottages to the minutest detail, and not trust the same to the children. They must direct the children in the work of the cottage as well as in sewing and mending. They must encourage them in habits of cleanliness and see that all clothing worn by them is clean and in good order. On Sundays and holidays, after the duties of the children have been performed, they should be dressed in their best clothes.

RULE NO. 18.

To cottage managers and other ladies whose duties require their full time, shall be given two days off each month with full pay, and to all such persons who have been steadily employed a full year shall be given two weeks vacation with full pay. To all ladies employed whose duties require

them to work seven days in the week, shall be given one day off each month with full pay, and after the first year's steady employment they shall have one week's vacation with full pay. Ladies employed six days each week may have one-half day off each month with full pay, and after one year's steady employment they shall have one week's vacation with full pay. A mutual understanding must be had with the superintendent in regard to when vacations shall be granted, and ample time be given him to furnish a substitute. The days off granted those entitled to them during the month, as well as the hour of going and returning must be fully understood by the superintendent.

Persons occupying places where substitutes have to be supplied during their absence, must report at the office on their return, or request their substitutes to report for them.

RULE NO. 19.

All persons employed at the institution must obtain the consent of the superintendent before inviting visitors, and but one day will be allowed such visitors unless special permission has been granted.

RULE NO. 20.

Special entertainments in the cottages should be encouraged in the way of reading aloud, dialogues, declamations, singing and other exercises. Evenings in the cottages should be spent in the same way as much as possible as in family homes.

RULE NO. 21.

At holiday, Christmas and school closing entertainments given for the benefit of the children, all officers and employes will be expected to aid by their presence and assistance, in making such occasions interesting and profitable.

RULE NO. 22.

All purchases to be paid for from the support fund shall be made by the superintendent or by his authority. All funds appropriated by the state shall be expended with the advice and consent of the board of trustees. The plan of advertising and receiving proposals for our staple supplies is recommended.

RULE NO. 23.

All supplies used about the main building, cottages, laundry, and school building shall be kept in the storerooms in the main building and shall be in charge of some person appointed by the superintendent, who shall be known as the storekeeper. The storekeeper will be held responsible for the care and preservation of all supplies in his charge, and will be expected to account for all shortages.

RULE NO. 24.

The storekeeper shall receive all goods purchased, compare the same with the invoices, add and approve all such bills. He shall not allow goods or material to be taken from the storeroom without an order signed by the superintendent in a book kept for the purpose. He shall keep a strict account of all goods and material given out on orders, and to whom they were delivered. He shall charge to each cottage and the several departments with the supplies received by them, and report the same to the

superintendent at his request. An invoice of all goods in charge of the storekeeper shall be made in May and November of each year. All orders of the superintendent shall be preserved that they may be compared with the storekeeper's books.

RULE NO. 25.

Cottage managers and all heads of the departments will be provided with a book in which to enter such supplies as they are in need of in carrying on their work. With the superintendent's approval the storekeeper will deliver to the applicants the articles needed.

RULE NO. 26.

The superintendent shall present a written report at each regular meeting to the board of trustees, giving an account of matters of importance that have occurred the past month, calling attention to any neglect or omission of duty on the part of officers or employes, report changes in employes which have occurred and the reason therefor, and he shall name therein such persons as he may desire to have permanently appointed to positions in the institution. He shall report the amounts standing to the credit of each fund and mention the important needs for the immediate future. He shall give the number of children at the home and the number received and discharged the past month. He shall present all applications for the admission of children and report such ones as are nearing the age when they should be discharged.

RULE NO. 27.

All correspondence in connection with the business of the institution or relating to the admission or release of children should be copied and the copy preserved, and all letters relating to the business of the institution must be signed by the superintendent.

RULE NO. 28.

The same rules which apply to cottages and cottage managers will also apply to the hospital and hospital manager.

RULE NO. 29.

All minor rules regulating the work, defining the duties of heads of departments and employes, and governing the every day routine of matters of the institution, shall be made by the superintendent, and a strict and cheerful compliance to all rules made by him must be observed.

RULE NO. 30.

A ready and willing compliance with all rules and regulations which tend to the welfare and good of the institution will be expected.

The success attained by the institution depends upon the workers and the spirit in which the work is done. The character of the work appeals to all to give their best efforts in helping our children to become good citizens of the state, thereby reflecting credit upon our institution and the part performed by persons engaged in their care.

A. P. DOE,
J. G. BROWN,
MRS. M. J. KETCHAM,
Trustees.