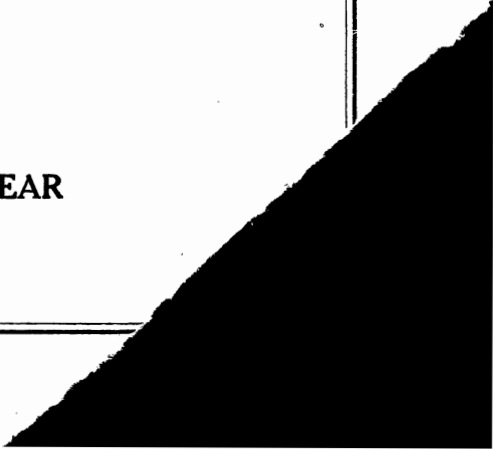


ANNUAL REPORT
OF THE
BOARD OF MANAGERS
OF THE
NEW JERSEY
COMMISSION FOR THE BLIND


FOR THE YEAR
1924





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NEW JERSEY COMMISSION FOR THE BLIND

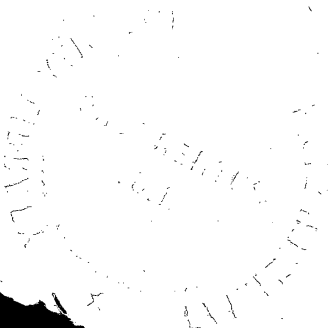
Edgar Swan Wiers, *President*

Mrs. W. Reginald Baker, *Secretary*

Raymond T. Parrot

Dr. Charles H. Schlichter

Mrs. John R. Schermerhorn



NEW JERSEY COMMISSION FOR THE BLIND

Annual Report 1924

Appropriations for the Fiscal Year ending June 30, 1924:

Salary of Superintendent and Secretary.....	\$ 1,980.00
Salaries of Teachers and Other Employees.....	19,880.00
Household Supplies	50.00
Extension of Home Industries.....	2,500.00
Blanks, Stationery and Printing.....	800.00
Office Supplies.....	150.00
Office Equipment.....	300.00
Traveling Expenses	7,000.00
Postage	450.00
Incidentals	300.00
Clothing, Maintenance, Support and Instruction of Blind Persons.....	20,000.00
Higher Education of the Blind.....	1,500.00
Publicity, Demonstration and Sales.....	500.00
Rent	1,966.56
Insurance, Telephone and Telegraph.....	350.00
Light	75.00
Alteration and Equipment.....	500.00
Expressage	500.00
Entertainment for the Blind.....	75.00
	<hr/>
	\$ 58,876.56
"Outdoor Relief" Revolving Fund.....	5,000.00
Revolving Industrial Fund.....	1,000.00
Credit to Revolving Industrial Fund.....	268.72
	<hr/>
	\$ 65,145.28

Transferred from Incidentals to Office Equipment.....	75.00
Transferred from Higher Education to Telephone.....	75.00
Transferred from Clothing, Maintenance, etc. to Traveling expenses...	150.00

DISBURSEMENTS

Salaries and Wages

Salary of Executive Officer.....	\$ 1,980.00
Salary of Senior Clerk.....	1,320.00
Salary of Clerk Stenographer.....	1,080.00
Salary of Stock Clerk.....	900.00
Salary of Clerk Typist.....	850.00
Salary of Junior Typist and Guide.....	740.00
Salary of Temporary Clerk.....	812.82
Salary of Field Secretary.....	1,320.00
Salary of Field Agent.....	1,020.00
Salary of Sales Clerk.....	1,140.00
Salary of Assistant Sales Clerk (9 2/3 mos.).....	678.00
Salary of Head Teacher of Occupational Subjects.....	1,200.00
Salary of Teacher of Occupational Subjects.....	1,190.34

Salary of Teacher of Occupational Subjects.....	1,190.34
Salary of Teacher of Occupational Subjects.....	950.00
Salary of Teacher of Occupational Subjects.....	900.00
Salary of Teacher of Occupational Subjects.....	900.00
Salary of Clerk Guide.....	708.00
Salary of Guide.....	400.00
Salary of Guide.....	400.00
Salary of Guide.....	400.00
Salary of Guide (9—mos.).....	369.33
Salary of Guide (9—mos.).....	390.67
Salary of Janitor.....	360.00
Extra Janitor Service.....	47.10
Assistance at sales.....	303.40
Demonstrator's fees.....	290.00
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	\$ 19,880.00

HOUSEHOLD SUPPLIES

Cleaning supplies	\$ 1.61
Paper toweling.....	28.06
Brooms, dusters and dish cloths.....	7.34
Knives and forks.....	3.96
Electric light bulbs.....	9.00
	<hr/>
	\$ 49.97

EXTENSION OF HOME INDUSTRIES

Workshop supplies and tools.....	\$ 1,390.11
Teachers' supplies.....	304.70
Electric cutter.....	135.00
Carpet looms.....	100.00
Trunks	81.00
Reed rack.....	50.00
Hand truck.....	5.00
Packing boxes.....	43.85
Signs and supplies for exhibit booths.....	40.50
Postage	22.48
Transportation of class.....	22.00
Expressage	305.36
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	\$ 2,500.00

BLANKS, STATIONERY AND PRINTING

Blanks	\$ 20.40
Stationery	565.79
Printing	213.60
	<hr/>
	\$ 799.79

OFFICE SUPPLIES

Office supplies	\$ 63.20
Twine and wrapping paper.....	86.80
	<hr/>
	\$ 150.00

OFFICE EQUIPMENT

Typewriter desk.....	\$ 53.58
Rand card cabinet and standard.....	216.00
Typewriter exchanged.....	44.00
Other office equipment.....	61.42
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	\$ 375.00

TRAVELING EXPENSES

Transportation	\$ 4,467.42
Maintenance	2,682.26
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	\$ 7,149.50

POSTAGE

Stamped envelopes with return address.....	308.77
Stamps and postal cards.....	141.23
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	\$ 450.00

INCIDENTALS

Towel service.....	\$ 20.40
Drinking water	36.60
Ice for water cooler.....	49.38
Subscriptions	51.00
Waxing linoleum	25.00
Quarterly care of adding machine.....	10.00
Telephone	7.00
Sundry items of office expense.....	25.62
	<hr/>
	\$ 225.00

CLOTHING, MAINTENANCE, SUPPORT AND INSTRUCTION OF THE BLIND

New York Institute for the Blind (amt. charged for 19 pupils \$6,510.00, paid by 7 municipalities for 7 pupils, \$700.00.....)	\$ 5,810.00
Pennsylvania institution for the Blind (amt. charged for 22 pupils, \$10,350.00, paid by 8 municipalities for 16 pupils \$1,250.00 and by a parent for one pupil \$100.00)	9,000.00
Pennsylvania Institute for the Blind (3 summer pupils)	300.00
Royer-Greaves Home School for Exceptional Blind Children (1 pupil) ..	700.00
Newark Board of Education (Tutor and reader for 2 high school and 1 deaf-blind grammar school pupils).....	687.50
George F. Bailleys (Tutor and reader for Irvington High School pupil) .	275.00
Mary E. Caster (Tutor and reader for Paterson High School pupil)	275.00
Merle Davis (Tutor and reader for Bridgeton High School pupil)	206.50
G. R. Girard (Tutor and reader for Belleville High School pupil, 4 months)	92.50
New York Association for the Blind (Expenses in connection with music lessons for 1 blind student)	40.56
Board for blind child while attending public school.....	156.86
Part board for deaf-blind child.....	550.00
Coleman's Business College (Tuition and supplies for 1 blind student) ..	13.85
Margaret R. Hogan (Expenses in connection with training in typewriting, Ediphone work and special reed work).....	198.05

George M. Austin (Repairs and supplies to Ediphone machine).....	19.35
Spencer See (Expenses to Headquarters while learning caning).....	41.00
Mary M. Leonard (Instruction, board and expenses for course in weaving at Mass. Commission for the Blind).....	74.97
William Vaughn (2 weeks tuition and expenses for course in reed work at Connecticut Institute for the Blind).....	37.11
American Printing House (Braille text books for High School pupil)....	11.90
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	\$18,490.15

HIGHER EDUCATION OF THE BLIND

Tuition for two students at N. J. College for Women, New Brunswick..\$	400.00
Readers for two students at N. J. College for Women, New Brunswick..	600.00
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	\$ 1,000.00

PUBLICITY, DEMONSTRATION AND SALES

Transportation	\$ 149.93
Maintenance	337.07
Sundries	13.00
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	\$ 500.00

RENT

Rent of Headquarters.....	\$ 1,966.56
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INSURANCE, TELEPHONE AND TELEGRAPH

Insurance	\$ 20.63
Telephone and Telegraph.....	404.37
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	\$ 425.00

LIGHT

Electric lights and power for sewing machine and electric cutter.....\$	47.96
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ALTERATIONS AND EQUIPMENT

Floor covering for auditorium and offices.....\$	485.00
Repairs to machines, etc.....	15.00
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	\$ 500.00

EXPRESSAGE

Expressage on chairs to and from Headquarters for caning, trucks to and from sales, and on supplies.....	\$ 500.00
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ENTERTAINMENT FOR THE BLIND

Refreshments for 10 social evenings for the blind, outing for women's class and conferences with Board Members and Staff.....	\$ 75.00
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	\$ 57,064.11

REVOLVING INDUSTRIAL FUND

Status of account, June 30, 1924:	
Merchandise Inventory, June 30, 1924.....	\$ 668.73
Cash on hand.....	176.01
Due from Sarah J. Churchill Fund for finished articles.....	423.98
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	\$ 1,268.72

Cost of materials supplied to the Blind, reverting to the State Treasury..	651.74
Balance of 1922 Revolving Industrial Fund reverting to the State Treasury	19.70
Payment made to State Treasury of loan on the 1920 Revolving Industrial Fund	50.00

MOP INDUSTRY

Merchandise Inventory, June 30, 1924.....	\$ 1,966.15
Total sales, July 1, 1923 to June 30, 1924.....	2,611.11
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	\$ 4,577.26
Total expenses, July 1, 1923 to June 30, 1924.....	4,425.19
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Profit for one year.....	\$ 152.07

EARNINGS OF THE BLIND

Through Sales	\$ 4,661.75
Caning Chairs	2,275.18

RECEIPTS FROM SALES

Ocean Grove	\$ 11.10
Asbury Park (2)	687.37
Point Pleasant	35.24
Spring Lake.....	74.00
Manasquan	43.45
Flemington	81.60
Egg Harbor City.....	63.30
Cape May Court House.....	102.50
Branchville	39.95
Morristown	72.55
Mount Holly.....	76.72
Trenton (4).....	437.08
Hackensack	281.52
Paterson	54.50
Montclair	48.05
Blind Men's Club.....	13.05
Jersey City.....	59.06
Phillipsburg	42.95
Somerville	28.75
Ridgewood	84.30
Atlantic City (2).....	194.40
East Orange.....	13.85
Jewish Council, Newark.....	52.05
Week for the Blind.....	2,092.52

\$ 4,689.86

\$ 4,689.86

Receipts from Sales at Headquarters.....	\$ 851.36
Receipts from caning.....	\$ 2,588.33

Total receipts from sales and caning.....	\$ 8,129.55
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BOARD OF MANAGERS

NEW JERSEY COMMISSION FOR THE BLIND

Annual Report, 1924.

GENERAL

Meetings, 118. Of these ten were Board Meetings.
Conferences, 3499.

Demonstrations and Sales, 29.

Calls made, 9414. Calls received, 12,825. Letters written, 13,751.

The Newark Y. M. C. A. included many blind persons as their guests on the July and August Asbury Park excursions.

Thru Mr. Harry Dansbury of Trenton the blind of Trenton and that vicinity enjoyed a picnic at the Inter-State Fair grounds.

The Usual Christmas party for the children was the best which has ever been held at these headquarters.

In accordance with the instructions of the Civil Service Commission Efficiency Records of all the employees are maintained quarterly and presented to the Civil Service Commission.

As soon as it was possible to grant our request that a representative of the Civil Service Commission and of the Accounting Division of the Department of Institutions and Agencies, he sent us these representatives met with Mrs. Baker, Miss Hayes and Miss J. M. Springer and considered the assignments of duty with a view to standardizing the duties of our employees and increasing the efficiency of our office. A study of our accounting for supplies, etc. was made at the request of our Board by Mr. W. J. Mitchell and a comprehensive report was made thru Commissioner Lewis and the same was adopted by this Board at its meeting on June 23, 1924.

STATISTICS

July 1st, 1923, there were in active file 1776 blind persons.

Statistics obtained.....	133
Thru Mr. Adickes.....	40
Thru Miss Hayes.....	2
Thru Miss Hogan.....	14
Thru Miss Johnson.....	12
Thru Mrs. Koch.....	32
Thru Miss Leonard.....	10
Thru Miss Lybrand.....	6
Thru Miss Madden.....	5
Thru Mr. Richardt.....	2
Thru Miss Springer.....	8
Thru Other sources.....	2
Deceased	38
Change of address.....	101
Moved out of state.....	7
Sight restored	4

July 1, 1924, there were in active file 1860 blind persons.

PHILANTHROPIES
Outdoor Relief Report

Applications sent to.....	31
Applications received from.....	33
Cases passed by Judge.....	17
Applicants deceased.....	7
Cases passed by Board.....	25
Applications withdrawn.....	1
Relief withdrawn.....	1

54 Applicants paid \$10,925.59 during the year.

Matthew Hocietz of Kearney, N. J. and Poland lost his sight while working in the mines of West Virginia. Arrangements were made for his return to Poland.

Salvatore Angelico of Union Hill, after many reconsiderations was granted compensation, including back allotments, from the Government for the loss of his sight in service in the late World War.

Excellent work was done also in the case of James Sampson, Paterson.

The Field Secretary deserves high commendation for his work on these cases, also Mr. Parrot and Dr. Schlichter who have given much valuable consideration and time.

Report of Field Secretary, Mr. Adickes.

Calls made, 1048; 579 phone and 469 personal.....	154
Calls concerning education.....	139
Calls concerning industry.....	78
Calls concerning investigations.....	299
Calls concerning philanthropies.....	113
Calls concerning follow up work.....	86
Calls concerning publicity.....	16
Calls concerning Prevention of blindness.....	163
General calls	

Time calling, 735 hrs. 40 mins; time at socials, 14 hrs; miles traveled, 11,886; time traveling, 819 hrs. 15 mins; time at office, 905 hrs. 45 mins; calls received, 260; time, 95 hrs. 35 mins; clerical work at home, 160 hrs. 15 mins; total time, 2,774 hrs. 15 mins.

PREVENTION OF BLINDNESS

Report of Field Agent, Mrs. Koch.

Calls made, 1,036; personal 796, phone 240; time calling, 593 hrs. 20 mins; time at office, 754 hrs. 50 mins; time at clerical work at home, 22 hrs; clinics attended, 88; miles traveled, 7,245; time traveling, 867 hrs. 30 mins. Total time, 2,255 hrs. 15 mins.

EDUCATION

One of the notable educational events of this fiscal year is the opening of a class for the near blind in the Paterson Public School System. This class is the first of its kind in the State and has for its teacher Miss B. R. Pettis. A class for the blind was also opened

in Paterson and Miss Katherine Taylor is the teacher. Both these teachers have had experience in organizing and teaching such classes in the public schools of Youngstown, Ohio. The class for the blind lessened the demands on the educational appropriation at least four thousand five hundred dollars, which otherwise would have had to be paid to the N. Y. Institute for the Education of the Blind.

The classes for the blind at the Washington Street School and the Robert Treat School, Newark, and Public School No. 14, Jersey City, were continued.

Pupils provided with tutor and reader during year: Arthur Voorhees, Robert Treat School; Walter Rinck, Washington Street School; Helen Schultz, Washington Street School, Newark; Alliene Newman, Irvington High School; Helen McMahon, Paterson High School; Izetta Dillett, Bridgeton High School; Mae Livingston, Belleville High School.

At the beginning of the school year we had but twenty thousand dollars in our allotment for educational purposes, with liabilities for twenty-five thousand dollars, therefore each municipality having blind children under instruction at the expense of the State was informed of this situation and asked to contribute one hundred dollars per capita per annum. Fourteen municipalities responded willingly and two have contributed already toward the education of their students for the fiscal year 1924-25, namely, Trenton and Morristown. This plan has brought the blind and their needs to the attention of the local authorities, and, on the other hand, proves to the blind child that he is a part of the community, and its interest in him is an incentive to do his best.

Pupils attending the *New York Institute for the Education of the Blind* during the year; Rooks, Laura Lee; Livingston, Mae Di Nucci, Michael; Kleine, Mary; Theilman, Charles; Bangert, E. Valentine; Crosby, Myles; Bito, John; Ballard, Eugene; Strickland, Howard; Cancelosi, Angelina; Chylko, Michael; Smith, Jennie; Layton Joseph; Fennessey, Rosalie; Fennessey, Elizabeth; Tuzzalino, James; Fournier, William.

Pupils attending the *Pennsylvania Institution for the Instruction of the Blind* during the year: Cariola, Michael; Carty, Patience; Allman Robert; Applegate, Edgar F.; Burns, Donald R.; Cifelli, Norberto; Forcelli, Tony; Kennedy, Robert C. M.; Moore, Earle S.; Piehowski, Joseph; Putnam, John E.; Schweiber, August; Bird Esther E.; Bowen, Edith; Clarke, Mary; Davidow, Mamie; Doran, Ethel; Hansen, Clara; Lynn, Alberta; Rutherford, Irma; Scherer, Helen V. A.; Shockley, Gladys.

Margaret R. Hogan attended Coleman's Business College for one month, taking the course in typewriting. The afternoon she devoted to practice on the Ediphone at Headquarters.

Mary M. Leonard attended Mass. Commission for the Blind for six weeks during the summer, taking a course in weaving.

William Vaughn attended the Conn. Institute for the Blind, taking a two week course in Reed work.

SUMMARY AS GIVEN BY THE TEACHERS OF OCCUPATIONAL SUBJECTS

	Lessons Taught	Time	Pupils Taught	New Pupils	Personal Calls	Phone Call	Blind Reached	Mileage	Total Time
Miss Johnson.....	540	676:15	29	2	396	38	65	9,586	1,562:25
Miss Leonard.....	388	358:45	41	0	176	0	67	8,111	1,382:00
Miss Lybrand.....	181	248:30	21	1	301	4	49	5,344	974:50
Miss Madden.....	286	323:30	36	1	217	82	76	5,695	1,425:40
Miss Springer.....	583	522:55	55	8	220	43	100	7,462	1,475:55
Mr. Richardt.....	384	373:30	41	22	272	2	79	7,617	1,193:00
TOTAL	2,382	2,503:25	223	34	1,582	169	436	43,833	8,013:50

MISS JOHNSON: Time traveling, 522 hrs. 30 mins; calls received, 29; business calls made, 179; clerical hours at home, 90 hrs; preparatory hours at home, 38 hrs. 35 mins; practice, 17 hrs; at headquarters, 22 hrs.

MISS LEONARD: Time traveling, 676 hrs. 35 mins; time calling, 96 hrs; clerical time, 60 hrs. 45 mins; time at office, 192 hrs. 20 mins.

MISS LYBRAND: Time traveling, 490 hrs. 15 mins; business calls, 161; clerical time, 42 hrs. 40 mins; preparatory time, 12 hrs. 30 mins.

MISS MADDEN: During all excepting the last three months of this year Miss Madden was out on leave of absence, because of illness and Miss Hogan acted as substitute. Time traveling 788 hrs. 55 mins; time calling, 1,009 hrs; time at office, 262 hrs. 40 mins; clerical time, 83 hrs. 35 mins; preparatory time, 3 hrs. 45 mins.

MISS SPRINGER: Time traveling, 530 hrs; business calls, 55; clerical time, 98 hrs. 30 mins; time calling, 138 hrs. 15 mins; time at office, 273 hrs. 30 mins; class lessons, 413.

MR. RICHARDT: Time traveling, 628 hrs. 15 mins; time at office, 25 hrs. 30 mins; clerical time, 73 hrs; business calls, 7; time calling, 213 hrs. 45 mins.

REPORT OF SALES CLERK, *Miss Hodge.*

Calls made, 1,900; calls received, 2,555; letters written, 978; hours at work, 1,809. Planned for sales, packed trunks, held sales, checked sales. Filled requisitions for consignors, checked up incoming goods. Made out payrolls for consignors. Helped take inventory of all goods in entire office.

INDUSTRY

REPORT OF STOCK CLERK, *Miss Thomson.*

Calls made, 1,050; calls received, 1,784; packages sent out 1,043;

requisitions typed, 1,043; letters written, 233; bills sent out, 986. Tagged and entered all incoming chairs. Issued stock to caners and other consignors. Assembled chairs for delivery. Took stock off stock cards. Worked on stores ledger sheets.

A week for the Blind, May 12th to 17th, inclusive, was conducted in Newark in cooperation with the American Foundation for the Blind and St. Joseph's Home for the Blind. It was educational in purpose, consisting of exhibitions of occupations and arts in which the blind are successful; featuring the prevention of blindness, demonstrating the work of the classes for the blind and low vision classes in the public school, and having on sale merchandise made by the blind. There were lectures and special features—such as a model store set up and conducted by a man without sight, and demonstrations of the optophone, the instrument which transforms the written word into sound. The week served as an excellent medium to broaden the interest of the public in this work and to demonstrate that people without sight can be made self-supporting when adequately trained.

Each club and church group of the Metropolitan District was scheduled to take charge of the activities on definite days. A special committee of representative women acted as hostesses in the Tea-room, the revenue of which paid the incidentals of launching the campaign. The receipts from the tea-room amounted to \$729.06.

The receipts from the sale of articles amounted to \$2,092.53, and this money went directly to the blind workers. In addition, all demonstrators were paid for their services, and each child of the blind and low vision classes, out of the incidental fund raised during the week, was given a dollar with which to start a bank account.

More than 25,000 interested spectators attended the week. It is evident that as a result of these activities a better understanding and more helpful interest have been aroused in the public which will prove of great service in all future work for the blind in New Jersey.

Respectfully submitted,

Lydia Y. Hayes,

Chief Executive Officer.

