

Braille Library and Transcribing Services In.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors' Meeting

February 3, 2021

The virtual meeting of the Board of Directors utilizing the Zoom program was called to order by President Patricia Herrling at 9:30AM. All Board members were present as well as Aaron Konkol, Office manager and Sue Danz, Braille Coordinator

The minutes of the December 10, 2020 meeting were approved as corrected.

Treasurer Sue Nelson emailed members the 2020 financial statement before the meeting. It was suggested that community contributions be registered the year they were received. The Annual Report is being completed and will be ready soon.

Salaries decreased during the year because Aaron is volunteering his time during the pandemic. He was encouraged to report his hours as service hours for social accountability.

Aaron presented his Office Manager's Report. The braille embosser has been connected and has been operating for several weeks. An inventory will be taken of the Braille 2000 keys and, if any are not being used, they should be returned to the office. It was suggested that we purchase two physical 2000 keys, one to be used by students as a loner and the other given to Kathy Dorn's sister for use when internet is not accessible. We had been leasing keys for students who are no longer with the organization. The payments made for these can pay for the physical aforementioned 2000 keys.

Sue Danz gave the Braille Coordinator's Report and stated that production was up from last year as well as the month of January, 2021. Microsoft Office has been downloaded onto her home computer. Microsoft Works is no longer being supported so the files will be moved and that program will not be used in the future.

The Education report was presented by Connie. One student has not responded since July and her 2000 key license has been withdrawn; another student has successfully finished the course and is now completing the book he began for his manuscript; a third student is completing her manuscript.

Aaron reported that he is still looking for a person to serve with him on the Fund-raising committee as an assistant for "brain-storming ideas".

Thrivent Insurance has a program that allows members to donate dollars to non-profit agencies of their choosing but must submit their request by the end of March. Thrivent will match their donations.

Research by Aaron of Community Shares (a local version of United Way) indicated that a BLTS member would need to serve on their Board. It was determined that we would not participate at this time.

The Library Committee report was presented by Patricia. She is completing the total patron and lending counts for the Annual report. More books were lent during 2020 and many patrons were thankful that our library was open since many other options to them were closed during the pandemic.

Kathy Dorn has completed the weeding of children's books and cookbooks to make more room for new ones. She will begin to look at the fiction and non-fiction adult books next.

Newsletter/publications report: "Dear Pearl" was distributed in December and, after some discussion, a shorter version will be mailed in March to announce our annual Meeting utilizing the Zoom program. Patricia will write a president's report; Aaron will give information about the Thrivent dollars, a thank-you to MMSD; Shirley Haase will be recognized in memoriam; the new students will be highlighted; information about the speaker for our Annual Meeting for Judy Sherry will be reprinted from last year. The nominating slate will be noted. All articles should be submitted to Sue Danz by March 1st.

The Annual meeting will be held via Zoom on April 14 at 1:00PM. There will be a fifteen-minute social while people gather. The program will begin at 1:15. Patricia will call the meeting to order and welcome those present. The election of Board member and officers will take place after which Judy Sherry will be introduced. Sandy will contact her. She was scheduled for last year's meeting before the pandemic caused the closure of all activities. Attendees can socialize afterward for another fifteen minutes. An email will be sent out this week to alert members to save that date.

Old business: The braille bookmarks are almost ready to be brailled by Connie. There are Perkins braillewriters in the office that she can use for this purpose.

New Business: Connie reported that the slate for 2021-23 of Patricia, Karen and Joan as president, secretary and Board member respectively has been completed and will be presented to the membership.

Members discussed ways in which to celebrate our 50th year as an organization. Many ideas were made and it was decided that a sub-committee of Karen, Sue Nelson and Joan should formulate a plan and bring it back to the Board. They would ask for involvement by others to implement the publicity and celebration ideas.

The meeting was adjourned at 11:15AM.

Submitted by:

Karen Perzentka, Secretary

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; #149; Madison, WI 53719

Annual membership Meeting

April 7, 2021

President Patricia Herrling called the Annual Membership Meeting to order via the Zoom program at 12 noon on April 7, 2021 with 18 members and staff present.

Prior to the meeting members and staff introduced themselves and reminisced about their years of service to BLTS.

The first order of business was the election of officers and Board members. Those elected unanimously for a two-year term were: Patricia Herrling, president; Karen Perzentka, secretary; and Joan Sholdt, Board member. Those members continuing their terms are: Connie Risjord, second vice-president; Sue Nelson, treasurer; Sandra Adams, Kathy Dorn and Melody Moore, Board of Directors.

BLTS is celebrating its fiftieth anniversary in 2021 and Sue Nelson is spearheading a committee which will bring attention and celebrate the organization throughout the year. Public Service announcements have been distributed to media outlets throughout the state. Members were asked to submit their memories and highlights of their service to the organization. Patricia thanked everyone for their service and contributions throughout these years. In October a celebration will take place; if possible we will meet in person; a venue has not yet been selected for this event.

Our program was presented by Judy Sherry, an employee for Low Incidence Consulting Services. In her position she assists teachers of the visually impaired in southern Wisconsin and northern Illinois with the transcription of braille materials for their students such as hand-outs, tests and tactiles. She finds this career to be not only challenging but very rewarding. She took the braille transcription course through BLTS, formerly known as VBTI.

The meeting was adjourned at 12:50 PM.

Karen Perzentka,

Secretary

BRAILLE LIBRARY AND TRANSCRIBING SERVICES INC.

6501 Watts Rd.; #149 Madison, WI 53719

Board of Directors' Meeting Minutes

June 3, 2021

President Patricia Herrling called the meeting to order at 9:35AM. Present: Sandra Adams, Kathy Dorn, Melody Moore, Karen Perzentka, Constance Risjord and Joan Sholdt. Aaron Konkol and Sue Danz were also in attendance as staff members. Everyone was glad to be back meeting in person.

The minutes of February 3, 2021 were approved as distributed. The Annual meeting Minutes of April 7 were approved with one correction.

OFFICE MANAGER'S REPORT: Aaron updated the inventory for our physical Braille 2000 keys. Lynn Mack has one and there is another being held in the office for use by braillists who might want to borrow it while on vacation or when internet connection is not available.

He has streamlined the web site. Books which have been weeded out of the library have been removed from the lending library list.

He has returned to the office on Tuesday and Thursday and works remotely from home other days.

BRAILLE COORDINATOR'S REPORT: She has been busy embossing many books both for the library and for customers purchasing material. Sue is looking for additional proofreaders and suggestions were made for agencies who might direct her to persons looking for employment. A motion was made by Patricia and passed to have craft and cookbooks proofread in house, using two people to insure accuracy.

Sue Nelson arrived and gave her treasurer's report: As of May 31, 2021: checking account, \$9,479.49; Money Market, \$8,599.37; Mutual Funds, \$135,947.21; Total, \$154,026.07.

Aaron has been volunteering his time since the pandemic began last March and will resume his employment status as of May 31.

COMMITTEE REPORTS:

EDUCATION: Connie stated that there are two possible students for a Braille class in the Fall. Recruitment of other students was discussed. Public libraries usually have displays featuring newsworthy projects highlighting reading and other educational opportunities. They may offer us space to promote braille and our services. Patricia and other Board members will talk with librarians at their neighborhood libraries to see if this would be a feasible option for us. Churches sometime have senior citizen meetings and programs who might invite us to speak about transcribing services. Melody will contact the editor of her local newspaper to ask if they could feature an article about our organization and the recruitment of new students. Publicity also may be gotten from John Urban's "Big Dreamers United" website. Aaron will fill out the application on the web site.

ANNIVERSARY: Sue Nelson compiled a 50-year anniversary booklet which contained comments and remembrances from braillists, patrons of our library and snippets from the booklet compiled for our first 25 years. They will be emailed to all members and will be posted on our Facebook page, placed on our website and some will be kept in the office. Sue Danz will send braille copies to our proofreaders. A cookbook was created by braillists for our 25th anniversary but was never transcribed into braille.

Sue will investigate and, if possible, will see that it is transcribed for the library or for purchase.

A reception will be planned for members, donors and affiliated organizations to celebrate our anniversary. Pleasantview Golf Course and Blackhawk country Club will be contacted to see of their availability. Possible days, Tuesday, Wednesday or Thursday from mid-September thru Mid-October; time: 4 to 6 PM. Hors d'oeuvres and a cash bar would be provided. Estimated attendance would be about fifty. The committee was charged with creating and mailing the invitations. Details of the celebration will be finalized at our August meeting.

Sue Nelson purchased a 50th anniversary clock for the office from Amazon. She was thanked for all of her hard work on the celebration committee.

FUND RAISING: Aaron will send our member and community letters out before the next meeting and the new letterhead will be added.

LIBRARY: Thus far cookbooks, adult and children's books have been purged from the library and sold to interested patrons. The next books to be removed are the print/braille Ebae books. Patricia and Sandy will rearrange the books into their proper categories making it easier to locate specific titles.

NEWSLETTER: "Dear Pearl" should be mailed at least four weeks prior to our anniversary celebration. All articles should be submitted to Sue Danz by August 1. Articles to be submitted: President's report and report of annual meeting, Patricia; Anniversary promotion, Sue Nelson; new class information, Connie; Melody's progress and involvement with the Nemeth code, Lindy Walton; "wish list" with cost of items, Aaron. The newsletter will be sent to our donors and potential students.

NEW BUSINESS: It was determined that we would continue to meet in person unless it was necessary to meet via Zoom (snowstorms, etc.). Our future meetings will occur on the first Thursday in alternate months at 9:30AM.

Aaron, Sue Danz and Patricia will update the Redbook for contact information and content. Connie will edit our brochures and make note of changes and deletions.

Aaron requested that a meeting with Sue Nelson and Patricia occur soon to discuss his compensation and salary. When completed an email vote will be needed to make any changes.

ADJOURNMENT: The meeting was adjourned at 11:35AM.

Submitted by:

Karen Perzentka, Secretary

Braille Library and Transcribing Services Inc.

6501 Watts Rd. Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

August 5, 2021

Call to Order: President Patricia Herrling called the meeting to order at 9:40am. Members present: Sandra Adams, Kathy Dorn, Melanie Moore, Sue Nelson, Karen Perzentka, Constance Risjord and Joan Sholdt; Staff in attendance, Aaron Konkol and Sue Danz.

There was no president's report.

Approval of Minutes: Sue Nelson moved to approve the minutes of June 3, 2021 with one correction. Motion passed.

Treasurer's Report: Totals as of June 30, 2021: Checking account, \$7,424.40; Money Market, \$4,301.60; Mutual Funds, \$135,444.90; total, \$147,170.90.

An email vote was taken after our June meeting and the following motions were made and seconded by Patricia Herrling and Sue Nelson respectively and were approved unanimously. 1. Give Sue Danz a one-hundred-dollar gift card in lieu of an annual raise. 2. Give Aaron Konkol an hourly raise of \$1.50 beginning on July 1, 2021. 3. Give Aaron Konkol a signing bonus of ten thousand (\$10,000.00) to be made in two equal payments. One payment to be made June 30, 2021 and the second on November 30, 2021.

Office Manager's Report: Aaron thanked the Board for the raise and bonus and he truly appreciated the Board's support and the great work the volunteers provide to the braille readers.

Our website is up-to-date; however, the taping service should be removed from our mentioned services. Our mission statement should be added to it. Board members should review our Facebook Page and other materials and give Aaron changes or deletions to them.

Braille Coordinator's Report: Her production report showed a rise in transcription both for clients and the library. Sue Nelson did a cost analysis for a braille page and found it to be \$1.25. She took into account cost of paper, Sue Danz's time/salary and other factors. A new proofreader has been suggested by a current one and, as soon as her certification can be verified, she might be a good fit for BLTS.

Barbara Miller is living in a Amish facility and has begun a braille library for Amish readers. She will provide some print books to be transcribed for inclusion and also make suggestions for other future titles.

A discussion was held regarding symbols to be placed on the Special symbols page at the front of books. Appendix G in the Braille Formats book has a complete listing of these and when they are to be included. A special email informing the transcribers of this information will be sent.

Kimberly Morrow, a current proofreader, has outstanding invoices for books she has finished recently; however, upon the receipt of the proofreading reports with few, if any errors found, volunteers proofread at least 50 pages in the books and found mistakes. One book had no page numbers in it and this was not noted on her completed proofreading report. Aaron and Sue Danz have spoken with her about some of these things and Kimberly feels she did an adequate job. A motion was made to dismiss her without paying these invoices; motion failed with Karen abstaining. Sue Nelson then made a subsequent motion to pay Kimberly to proofread each book, one at a time, and, if her work was up to BLTS' standards, she would receive payment. This motion passed with Karen abstaining due to a conflict of interest because she is a current proofreader for BLTS. Aaron will send her an email explaining our motion to determine if she wishes to proof the books again to receive the \$1,049.00.

Connie, Sandy and Melanie will write a quality- control policy for future proofreaders and also one to monitor all proofreaders and review work annually.

Committee Reports

Education: Connie reported that one student is writing her manuscript again and must finish soon before her Braille 2000 license expires.

Four individuals have expressed their interest in transcribing; therefore, Connie and Patricia will determine when a class should/could begin.

Braille Conversations will be led by Lindy Walton to begin in September. Menus and recipes will be covered and in October handicrafts will be featured. If Board members have suggestions or issues in these areas they should contact Lindy so that these matters will be discussed.

Anniversary: Sue Nelson, Kathy Dorn, Joan Sholdt and Karen Perzentka are members of the subcommittee which is planning the celebration to be held on October 12, 2021 from 4:00 to 6:00 at Blackhawk Country Club. Deb Dieter, daughter-in-law of Shirley Dieter (BLTS member) and friend of Karen Perzentka is serving as the sponsor at the country club. The menu has been chosen with five items at the buffet table to serve fifty guests. The cost for the food is approximately \$1,000.00 and a cash bar will be available. The invitations are being printed through Office Depot at a cost of \$214.99. Labels and envelopes will need to be purchased. Aaron will print the labels and the envelopes will be finished in-house (adhering labels and postage along with placing the invitations in them). "And Guest" will appear on label after name of person being invited. A note will be placed in former transcriber's invitations with the signatures of Sue Nelson, Connie Risjord and Karen Perzentka, to personally encourage them to participate in the celebration. The message will include a prompt to call Karen who will arrange a ride if they need one.

Sue will check with staff at Blackhawk about cost of deposit and if flowers could be brought into the facility. Karen suggested that the flower arrangement could be given to Deb Dieter afterward for her involvement in the celebration.

A table at the entrance to the room will be set up for name tags and distribution of anniversary booklets. Someone will be there to welcome each guest.

Fund-raising:

Aaron has sent out both the member and community fund-raising letters. Contributions are coming in. A contact for Epic has changed and Sue will talk with her daughter who is employed there to locate the new person. He sent information to the Jack DeLoss foundation and Madison Gas and Electric Company as they have given grants to us in the past.

Library

Kathy Dorn has weeded out the older handicraft books and there are 63 which can be sold.

We need new boxes and the school for the Blind and Visually impaired at Janesville will be contacted for their advice as to how and where to order new ones.

The Library Committee has chosen books to be transcribed and they will be purchased. Lynn Mack gave BLTS a Thrivent Insurance card for this use but Amazon does not want to accept this. This card must be used by September 12 and is in the amount of \$250.00. Patricia will do more investigating in this matter.

Old Business: The database is being revised for our catalog of braille books. Title and information must be entered individually so will not be completed until next year. ""Tiny Cat"" is a web-based catalog which is linked to our web-site. It will cost \$240.00 per year and will allow patrons to search by category.

Newsletter/Publications: Articles have not been submitted for ""Dear Pearl"" by Board members as of yet and a new date of August 16 was set for them to be completed and into the office. The article discussing the Annual Meeting of BLTS for 2021 has been omitted. After the anniversary reception work will begin on a new Red Book and our braille catalogues.

Connie has reviewed and revised our brochures.

Members were encouraged to take an anniversary book and Annual Report after the meeting.

Patricia will bring a clock to the office as our old one no longer works.

Adjournment: The meeting adjourned at 12:05pm.

Submitted by,

Karen Perzentka

view work annually.

Braille Library and Transcribing Services

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Board of Director's Meeting Minutes

October 7, 2021

President Patricia Herrling called the meeting to order at 9:35AM. Members present: Sandra Adams, Kathy Dorn, Sue Nelson, Karen Perzentka and Constance Risjord. Members absent: Melody Moore and Joan Sholdt. Aaron Konkol, Office Manager and Sue Danz, Braille Coordinator were also in attendance.

Patricia had no president's report.

The minutes of August 5, 2021 were approved with a motion by Kathy Dorn and passed.

Sue Nelson presented the financial report. Balances as of October 4, 2021 were: Checking account, \$15,237.42; Money Market, \$5,202.80; Mutual Funds, \$133,897.90 Total, \$154,338.20.

Both member and community contributions are up from last year. Braille production income is also slightly higher. Sue noted that in the past 24 years, we have been in the black only four times.

Aaron Konkol reported that a letter was sent to Kimberly Morrow, a former proofreader delineating conditions for her continued employment at BLTS. A return letter from her came to the office declining the offer and listing several recommendations for future proofreaders to follow. No other communication is needed from the office.

Sue Danz reported that a new proofreader was recommended to us. She has worked for the Clovernook Printing House for the Blind for many years. Thus far a record of her certification by the Library of Congress has not been located. Because she has proofread for thirty years the document may not be found. A policy for proofreaders has been written to include quality control, qualifications, knowledge of Unified English Braille rules, description of expectations and payment for proofreaders. Contracts and a cover letter in braille and print will be mailed to proofreaders along with a stamped enclosed envelope which would be returned to the office. This motion was made by Patricia and passed.

Committee Reports:

Connie reported that a braille class orientation was held with four persons attending. The class will begin on October 21, 2021 at 3:30PM.

Sue will investigate a course for braille proofreading for sighted individuals.

Sue Nelson reported that everything was ready for the 50th anniversary reception at Blackhawk Country Club on October 12 from 4 to 6PM. Several former transcribers notified Board members that they were unable to attend.

The Fund-raising report was given by Aaron who stated that Epic Corporation had sent in a donation for \$11,000.00. As of this date no donations have been received from the Jack DeLoss foundation nor Madison Gas and Electric. Some of this money is used to purchase print books for braille transcription. The topic will be placed on the December agenda.

The Library report was given by Patricia. Mailing boxes for the lending library are greatly needed. After a lengthy discussion a motion made by Karen to purchase twenty-five Velcro boxes for \$500.00 passed. Sue Danz will talk to Barbara who is forming an Amish community library to see if she is in need of these boxes, and, if so, we might be able to purchase them together for a lower price.

Sue Nelson and Kathy Dorn are entering book titles into the new database and hope to be finished before January. Patricia made a motion to pay \$72.00 per year for TinyCat. The motion passed.

Newsletter/Dear Pearl: It was decided to send a small "Dear Pearl" in December to include a President's report and a donation request for both members and community representatives.

A committee to edit and update the Redbook will be formed. Kathy Dorn and sue Danz offered to serve on it. They will ask Melody and/or Joan to join them.

New Business: BLTS is in need of added space for workshops, classes for braille students, expansion of the library and accessible storage. Two suites will soon be available and after the options were discussed a motion was made by Connie to rent Suite 134A (at the front entrance) for a cost of \$350.00

per month, passed. Aaron will speak with management to inquire of the possibility for renting the office for one year and going forward paying monthly with a 90-day option to cease the agreement. Both management and BLTS could break the agreement.

Adjourn: 12:05PM.

Submitted by:

Karen Perzentka, Secretary

As of October 4, 2021

Braille Library and Transcribing Services

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Director's Meeting Minutes

December 2, 2021

President Patricia Herrling called the meeting to order at 9:37AM. Members present: Sandra Adams, Kathy Dorn, Sue Nelson, Melody Moore, Joan Sholdt, and Constance Risjord. Members absent: Karen Perzentka. Sue Danz, Braille Coordinator was also in attendance; Aaron Konkol, Office Manager was absent.

Patricia had no president's report.

The minutes of October 7, 2021 were approved with corrections with a motion by Sue Nelson and passed by voice vote.

Treasurer's Report: Sue Nelson presented the financial report. Balances as of November 30, 2021 were: Checking account, \$12,970.02; Money Market, \$5,328.70; Mutual Funds, \$135,485.07. Total, \$153,783.79.

Aaron has received his second payment from BLTS and Sue Nelson is still working to resolve the issue with the IRS regarding payroll.

Office Manager's Report: Aaron has signed the lease agreement for the new office space and we should be able to move in on December 6, 2021. Classes will be held in that space as well as other activities to be decided.

Thirty new Velcro mailing boxes (\$80/box) have been ordered for BLTS (an order shared with Barbara Miller who also ordered 30 boxes to reduce costs). Eight new chairs (like the ones we have now) have been ordered for the new space and donated by Connie Risjord.

Braille Coordinator's Report: Sue Danz reported that she has been in contact with 2 potential proofreaders. She hasn't heard back from them since she sent them the contract, but will follow up with them. Sue hasn't learned any more about the sighted proofreader course but will check into it soon. A discussion ensued about what things get proofread and by whom.

Committee Reports:

Education: Connie and Patricia reported that all 4 students in the new class that started in October, are doing well. Connie is looking for guests to attend the study sessions to speak to the students.

Melody reported that she is nearing the end of her Nemeth course. Patricia will talk to Lindy Walton about how to best use this new skill.

BLTS is working on revising knitting/crochet and recipes/menus and will send them to Lindy Walton for her comments.

Fund Raising: We have received a grant from Pleasant Rowland, and donations from EPIC (\$11,600), Jack DeLoss (\$6000), and Evjue (\$3500). The Evjue donation was denied last year but this year's donation was \$500 more than in 2019. Aaron reports that there seem to be fewer smaller donations now but more larger donations are being received.

Library: Patricia reports that the number of items sent out in November was down a bit. There have been problems with getting the post office to pick up boxes from the mail room. Aaron has gone to the post office and discussed this with them so we hope the problem goes away.

Entries into the new web database have been completed by Sue Nelson and Kathy Dorn. Patricia will send the link for this system to the board members so they can try it out. The next step is to decide how to introduce it on the BLTS website.

A project for 2022 will be to decide which print/braille books to transcribe in UEB and to discard those that are still in the old system. We will need some money for this project to purchase new books. We will have a refresher/training class and workday for transcribing these books. This will include a discussion of what makes a good children's book to use for this purpose as well as how to do tactiles, when appropriate.

Newsletter/Publications: The December Dear Pearl will go out this month and include the President's report and a request for year-end donations.

Old Business: Sue Danz, Connie Risjord, and Kathy Dorn have formed a committee to revise the Red Book.

New Business: None.

The meeting was adjourned at 11 AM.

Melody Moore, notetaker for Karen Perzentka

Braille Library and Transcribing Services Inc.

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Board of Directors' Meeting Minutes

February 3, 2022

President Patricia Herrling called the meeting to order at 9:45. Members present: Sandra Adams, Melody Moore, Sue Nelson, Karen Perzentka, Constance Risjord and Joan Sholdt. Kathy Dorn was absent. Staff in attendance: Aaron Konkol and Sue Danz.

Patricia congratulated Melody for completing the Nemeth course. An announcement of her availability to transcribe work sheets and other short exercises will be given to the TVI's list and placed on our website.

The minutes of the December 2, 2021 were approved.

Treasurer's report: The January financial report was distributed. Checking account: \$10,895.91; Money Market: \$9,699.58; Mutual Funds: \$133,948.09; Total: \$154,543.58.

A draft of our Annual Report for 2021 was discussed. Some minor changes were made and Sue and Aaron will complete it. The 990EZ forms have also been completed and Sue has forwarded this to someone who will file them.

Office Manager's Report: Aaron will update the website and apply for the annual Aliant Energy Grant for 2022.

Braille Coordinator's Report: A new proofreader from Colorado has been secured and seems to be working out quite well.

A transcriber from Montana contacted BLTS and would like to braille for us, especially cookbooks.

The 2021 report noted a decrease in brailled pages by 4,000; however purchased embossed pages were up from the previous year.

Committee Reports

Education: Connie reported that three students are presently taking the Braille Transcribing course. Two are progressing nicely; however one student is struggling and his future is unknown. A An eight-

year-old student came to speak to the class and they were thoroughly entertained and gained knowledge from his visit.

Library:

Patricia noted that books borrowed in 2021 was slightly lower than 2020. A possible reason was the slow service from the postal service.

Sue Nelson and Kathy Dorn have completed the date entry into TinyCat. Patricia and Aaron will determine the best options for placement onto our web page. They will place links on the search options and hope to complete this by the end of this month.

Newsletters/publications:

A "Dear Pearl" will be sent out on March 9, with articles to Sue Danz by March 1. To be included in this issue: Recognition of Joel DeVore's many years of service and announcement of his retirement from transcribing; an announcement for Melody's completion of the Nemeth course; recognition of a donation of historical materials from Alison McKee illustrating Moon type books; welcomes to the new proofreader and transcriber; and the addition of another office in Room 134A. There will also be an invitation to our Annual meeting and luncheon on April 7 at 11:30 in the BLTS offices.

Annual Meeting: The meeting will be held in person on April 7 at 11:30AM in our offices with reservations being required. Sub sandwiches will be provided – Sue Danz will check for pricing at a few restaurants. Chips will be provided by Connie; desserts brought by Melody, Joan and Karen; Sandy and Sue Nelson will bring soda.

Melody, Sandy, Sue and Kathy will end their terms on the Board this year. They agreed to serve for another term; someone will check with Kathy.

New business: Connie requested another person be secured to assist her with the transcribing class; she will act as a mentor and it is hoped that the person could follow her after she retires from this position. No names were brought forth at this time.

The meeting was adjourned at 11:20AM.

Submitted by:

Karen Perzentka, Secretary

Braille Library and Transcribing Services Inc.

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Madison, WI 53719

Annual Membership Meeting

April 7, 2022

Patricia Herrling, President, called the meeting to order at 11:50AM for the sole purpose of electing the following Board members for a two-year term. Elected by unanimous ballot were: Melody Moore, Kathy Dorn, Sandra Adams and Sue Nelson. Patricia Herrling, Constance Risjord, Karen Perzentka and Joan Sholdt have one year remaining on their terms.

Approximately ten members, 2 staff and 1 student attended this meeting; after which a luncheon was served.

Submitted by:

Karen Perzentka, Secretary

BRAILLE LIBRARY AND TRANSCRIBING SERVICES, INC.

Minutes June 2nd, 2022

6501 Watts Road, Suite 149, 9:30 a.m.

1. Call to order, President's Report

Called to order at 9:33 by Patricia Herrling. Present: Constance Risjord, Kathy Dorn, Sue Danz, Sue Nelson, Melody Moore, Joan Sholdt. Absent: Karen Perzentka. Aaron Konkoll and Sue Danz also attended.

The availability of our Nemeth transcriber has been reported to Lisa Stefl, who placed Melody's name on the list serve for vision teachers, sent to WCBVI and the Milwaukee office, and put on our website.

2. Discussion and approval of minutes

February 3, 2022 and April 7, 2002 (Annual Meeting) minutes were approved with a couple of typos corrected.

3. Treasurer's Report: Sue Nelson

The May Financial report was distributed. Checking account: \$10,154.66; Money Market: \$2624.04; Mutual Funds: \$116,395.65; Total: \$129,174.35.

4. Office Manager's Report: Aaron

BLTS has switched from TDS to Spectrum internet and will save \$20 each month.

5. Braille Coordinator's Report: Sue Danz

Several schools have ordered previously transcribed material.

Transcriptions were up for both February and March 2022.

6. Committee Reports

Education: Connie/Patricia

There are 3 students in the current class. Two are doing very well and one is struggling. It was decided to

start another class in the fall.

A teacher of deaf and hard of hearing students is getting a blind student (kindergartner) in the Fall and contacted BLTS to find out about learning braille in order to help the student. She was referred to Sandy for suggestions since it wouldn't be possible for her to complete the course this summer.

Fundraising status: Aaron

The Fundraising letter will go out soon. We obtained a \$250 grant from Thrivent to purchase print/braille books.

Library: Patricia

A Print/braille project and workshop will be held on Monday, June 13. Patricia's goal is to add 50 print/braille books to the library. We are keeping one shelf of unique books that were transcribed in the EBae code. Classic books that were originally done in EBae have been identified and will be transcribed in the UEB code.

Newsletter/Publication

Dear Pearl will come out in September or -October. Content will be finalized at the August 4 board meeting.

7. Old Business

Red Book update – Kathy Dorn, Sue Danz, Connie Risjord

The latest update is mostly finished. A few remaining questions were discussed.

New Business:

Expectations for those completing the Transcriber's course through BLTS: In the past new members are expected to braille at least 300 pages for BLTS or for one year after certification. A discussion was held to reconsider this decision. At this time no conclusion was reached. Some students take the class through BLTS for other reasons than to volunteer with us and these individuals may not transcribe for us and these cases are decided on an individual basis.

8. Adjourn

The Next Meeting will be held on August 4th, 2022.

Submitted by Karen Perzentka with assistance by Melody Moore

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

BOARD OF DIRECTORS MEETING Minutes

August 4, 2022

President Patricia Herrling called the meeting to order at 9:35am. Members present: Kathy Dorn, Melody Moore, Sue Nelson, Karen Perzentka and Constance Risjord. Sandy Adams was absent. Sue Danz, Braille coordinator also attended the meeting. There was no president's report.

MINUTES: The minutes of June 2, 2022 were approved with a minor correction.

TREASURER'S REPORT: As of today – Checking account, \$3,704.52; Money Market: \$3,443.42; Mutual Funds, \$111,216.45; total, \$118,364.39. This balance is approximately \$37,000.00 less than last year at this time. The community letters were sent in July and donations are coming in slowly; presently we are \$7,100.00 lower than this time last year. Also our expenses are higher due to salaries, purchase of new mailing boxes and additional rent. Money has been taken from our Money market and Mutual Funds account in the amount of \$18,000 to pay these bills.

A renewed emphasis to search for other sources of revenue should be undertaken. Aaron will be asked to investigate new organizations who may be willing to provide some revenue. Service clubs, senior groups and churches may be contacted. If plaques noting donor names are visible from other not-for-profit organizations take note and send them a Community letter.

MOTION: RAISE MEMBERSHIP DUES FROM \$25.00 TO \$50.00, MADE BY Karen perzentka and seconded by Kathy dorn. Passed.

OFFICE MANAGER'S REPORT: Aaron was on vacation this week so emailed his report prior to this meeting. The member letters were sent in June and the response has been good. The Community letters were mailed in July and thus far only two responses have been received. Our phone and internet service provider has been changed from TDS to Spectrum. This process proved tedious but has now been completed successfully. This enables Aaron to work from home and he thanked the Board for allowing

him to do so. He has been asked to work at least one day per week at the office (preferably on Tuesday).

BRaille COORDINATOR'S REPORT: Sue Danz reported that most transcribing work is being done for the library. A mother of a blind child is asking for some assistance from BLTS. BLTS will be transcribing some bills for a company located out of state and Kathy Dorn will continue to take on these new items. We receive \$20.00 per bill.

COMMITTEE REPORTS

EDUCATION: Connie reported that the two students are doing very well and are working on their mini-manuscripts for Lesson 19.

A class is being planned for the Fall. Announcements will be sent to some churches, Senior Centers, RSVP and the "Middleton Tribune/Times. An orientation for interested students will be held at the office on September 13.

"Braille Conversations" are continuing. A tactile workshop is being planned, along with one for Braille 2000.

NEWSLETTER / PUBLICATIONS: Patricia, Aaron and Sue Danz will coordinate the "Dar pearl" in early October. There will be no Fall Frolic this year.

REDBOOK: It is ready for proofreading.

Old business: None.

NEW BUSINESS: Connie offered to pay for twenty new book bags and Aaron will be asked to order them.

Job descriptions for staff have not been reviewed since written in the 1990s and it was determined that they should be updated. If changes are needed, they will be brought back to the Board for discussion at a future meeting.

Our next meeting will be on October 13, 2022. Future meetings will be on the second Thursday of the month rather than the first, enabling those submitting reports to have adequate time for completion.

ADJOURNMENT: The meeting was adjourned at 11:15am.

Submitted by:

Karen Perzentka, Secretary

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, Wisconsin 53719

Board of Directors Meeting Minutes

October 13, 2022

CALL TO ORDER: President Patricia Herrling called the meeting to order at 9:30AM. Members present: Sandra Adams, Kathy Dorn, Melody Moore, Sue Nelson, Karen Perzentka, Constance Risjord and Joan Sholdt. Staff in attendance: Aaron Konkol and Sue Danz.

There was no President's Report. APPROVAL OF MINUTES: The meeting minutes of August 4, 2022 were approved with some corrections. Joan Sholdt was present at that meeting. Add capitols to Perzentka and Dorn. Aaron will be asked to make these changes.

TREASURER'S REPORT: Sue Nelson reported that the checking account balance as of October 1: \$3,808.01; Money Market, \$2,272.79; Mutual Funds, \$99,317.33; Total: \$105,398.13. She had to withdraw \$25,000.00 from Mutual Fund account last month to cover the expenses and will most likely need to withdraw another \$5,000.00 this month. Contributions from the Epic Corporation and the De Loss estate have not been received as yet.

A discussion ensued regarding organizations, individuals and other entities who might be willing to donate to BLTS. Sue will write to some potential donors. Culver's and Subaru were some suggestions made. Board members were encouraged to send Aaron other ideas.

Aaron will also investigate becoming a member of United Way; he had done this a few years ago but they have changed some of the criteria since then.

OFFICE MANAGER'S REPORT: Since our last meeting Aaron has sent announcements for our new Transcribers' class to Middleton Times and other area Shopper newspapers. Patricia covered the cost of these advertisements.

The Spectrum services are working well and he especially likes the phone system. He would like to purchase the digital answering/voicemail system. He ordered more anniversary pens and book bags for the office which were purchased by Connie and Sue Nelson respectively.

BRAILLE COORDINATOR'S REPORT:

: Sue Danz reported that braille page production was down somewhat during September; however this gave her time to catch up on the many projects she oversees.

She reminded Board members to keep track of the hours they worked proofreading other materials, such as cookbooks and print/braille children's books.

Education: The two current students are working on their manuscripts. She recommended that we change the language on the title page from "Transcribed into" to "Transcribed to". The Board approved this language change. She will check with Jennifer Dunham of the National Library Service to make sure this is acceptable.

One woman attended the orientation session for the next transcriber class; however she cannot begin until January. It was decided that additional announcements should be made on our web site, in libraries and Senior Centers announcing this new date.

Fund Raising: No report was needed – see financial Report.

Library: Patricia stated that many print/braille books are being enjoyed; not as many books were borrowed; however patrons of the library have increased. More craft books are needed.

Newsletter / "Dear Pearl": The next edition of "Dear Pearl" will be compiled by the end of October / early November. Topics to be covered in this issue were written in the August minutes. The passing of Betty Stern, Pat Lang and Harriet Fisch

Should be announced. Sue Nelson suggested that an article be added encouraging readers to add BLTS in their estate planning.

OLD BUSINESS : The "Red Book" is finished; however the cover needs to be revised with current information added to include our new address and name.

The Transcribers' policy should be placed on our web site, in our policies and procedures and in our Training materials. A transcriber must braille at least 300 pages annually. Braille software provided to transcribers must only be used for BLTS or equivalent volunteer work.

RSVP has requested that some Board members file a volunteer form with them. Return all completed forms to Aaron and he will submit them to RSVP.

NEW BUSINESS: Job Descriptions were reviewed and changes were made to reflect current duties.

President: Add "Annual Report" to the section listing Reports.

Treasurer: Change duties from "monthly, quarterly" to "Bi-monthly". Change "into" update to "update".

Braille Coordinator: Add to duties: "Oversee "Dear Pearl" at least twice per year. Add "Production Report". Change "Brailist completes job" to "Brailists complete job," emboss files, and assign to proofreader. "answer phone if other staff is not available." Add "thermoform, if needed."

Office Manager: Add "volunteer hours for RSVP: to #3.

At the next meeting the Vice President and Secretary's job descriptions will be reviewed.

Our next meeting will be on December 8, 2022 in the BLTS office.

ADJOURNMENT: We adjourned at 11:00AM.

Submitted by:

Karen Perzentka, Secretary

Secretary

Braille Library and Transcription Services

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

December 8, 2022

President Patricia Herrling called the meeting to order at 9:40. She had no report.

The Minutes were approved with a formatting correction.

Treasurer's Report: Sue Nelson reported the following: As of December 4, 2022: Money Market, \$2,517.00; Mutual Funds, \$100,533.95; Checking Account, \$8,857.15; total: \$111,908.10.

Members were extremely generous this year; however some contributions by donors have not been received as yet.

Aaron presented his Office Manager's report. The "Red Book has been completed and were distributed to Board members. It will be transcribed into braille. He plans to send them to members along with the announcement for our upcoming transcriber class and end-of-the-year letter.

A digital answering machine will be obtained from Spectrum. Directions of its use will be place by the phone in the office. It was also suggested that directions for the use of the embosser be placed in the room where it is located.

Sue Nelson and Connie were thanked for the donations of our pens and new book bags.

Sue Danz, Braille Coordinator, presented her report. Many books were added to the library along with cookbooks

.

COMMITTEE REPORTS:

Education: Connie reported that the two students have completed their manuscripts – one student did very well; the other needs more attention.

Board members were encouraged to take the announcements for the new class and place them in public buildings and libraries.

A discussion ensued concerning the placement for isbn's for eBooks. It will be researched through BANA and The Library Of Congress.

Fund Raising: Aaron reported that money from the Epic Corporation and the Jack DeLoss fund have not been received. He contacted someone from Epic and they noted that the funds have been approved but might not be received by the end of this year. He intends to write more grant requests and to look into United Way and Culvers for possible inclusion for future donations.

He requested that Board members send him the hours they accrue for BLTS monthly so he can send the information to RSVP. In turn they will promote BLTS in hopes of finding more transcribers.

Library report: Patricia noted that borrowing by adults has gone down slightly in the past year but children's requests have increased. Statistics show that books borrowed were 1,300 books borrowed last year to 1,000 this year; clients have decreased from 190 to 150; however there are more schools using our library this year.

Patricia will look into BRFs and wonders if we should buy some cartridges.

Newsletter and Publications: As written earlier in these minutes the Red Book has been completed and the committee was thanked for their efforts, especially Sue Danz. Aaron stated that Betty Oakley has moved to a facility in Milwaukee to be nearer to her family.

OLD BUSINESS: The Vice President and Secretary job descriptions were approved as written. The Transcriber policy will be placed on our website in the private section.

Aaron was approved as the Braille 2000 key manager.

No formal holiday luncheon or open house was planned this year; however a few members of the Board and other volunteers will meet at the Cheesecake Factory for lunch on December 20th.

Next Meeting will be held on February 9, 2023. Melody agreed to serve as secretary in place of Karen who will be on vacation.

Adjournment: The meeting was adjourned at 10:45.

Submitted by, Karen Perzentka

BRAILLE LIBRARY AND TRANSCRIBING SERVICES, Inc. 6501 Watts Rd. Suite 149
Board of Directors Meeting Minutes
February 9, 2023

Call to order: The meeting was called to order at 9:40AM via Zoom because of the snow storm.

Members present: Sandra Adams, Patricia Herrling, Melody Moore, Sue Nelson, Constance Risjord and Joan Sholdt. **Absent:** Karen Perzentka and Kathy Dorn. **Staff present:** Aaron Konkol, and Sue Danz.

There was no president's report.

Discussion and approval of minutes

Minutes approved with one minor change that Aaron will make regarding the new digital answering machine.

Treasurer's Report: Sue Nelson

As of February 4: Checking, \$13,106.76; Money Market, \$4,863.09; Mutual Funds, \$101,556.72. Total: \$118,526.72. We have considerably less money than we did last year at this time. Causes are: some of the donations not coming in yet, higher expenses, and less earned from invested funds. Some donations come in twice in one year and then skip a year, probably for tax purposes.

There was a mistake made in the payroll processing this month so that employees will not receive a paycheck when anticipated. BLTS will work with employees to cover this until paychecks are received.

Office Manager's Report: Aaron

The Annual Report is nearly finished. Aaron will send it to Board members for approval and then post it on the website.

The program with RSVP is going well; through it we have a student for the newest class.

There has been a problem with our payment of rent. Each month Aaron has received 2 notices saying that we have "0" balance, but he recently received notice that BLTS owes \$1400 back rent. This is due to an annual 1% increase in rent, but we were never notified of this. We are paying this bill, but we feel the fault is with Scenic Ridge Apartments as they didn't notify us of the increase and continually stated that we were paid in full.

Braille Coordinator's Report: Sue Danz

Transcribed material increased in 2022. In addition to MG&E bills, we are now doing about 8 invoices for Kansas City Water and another utility wants theirs done by us as well.

Committee Reports

Education: Connie/Patricia

The new class, started a few weeks ago, has 3 students, all of them younger students, and seem to be good candidates for new transcribers.

The Irie embosser is still being explored, with the main issue being that images are not as sharp as we would like. Once more work is done on this, it will be very helpful as it will insert an image (such as an apple) as braille dots. There will not be a workshop this spring.

Fundraising status: Aaron

Aaron will check with United Way today (Feb 9) to see if we can participate and if not, why not. He will make note of this so that we will know next time the question surfaces. The Board believes it is time to move to a blanket approach solicitation to groups such as the Lions, Lionesses, Rotary, and Kiwanis. Ophthalmologists may be another source of donations. Aaron will work on this before the next meeting.

Library: Patricia

We have several new clients. We will soon need new books to transcribe; the selection committee will meet next week to choose them.

Newsletter/Publication

The next Dear Pearl is scheduled for March.

Old Business

All job descriptions are now current and will be placed in the policy folder before the next Board meeting, as well as being maintained in a computer file.

Before the next Board meeting, Aaron will meet with staff and Board members that are frequently in the office to show them how to use the new digital answering machine from Spectrum. The directions for its use will be placed by the phone in the office. Instructions for the embosser will be placed next to it by Sue Danz.

The issue of placement of ISBN numbers for eBooks will be discussed again at the next Board meeting. In general, we believe the ISBN number entered on the title page should be for the book being transcribed. The only time an eBook will have its own ISBN is if it doesn't have a paper copy as well (such as a Kindle book).

The issue of BRFS and purchase of cartridges is deferred until next Board Meeting.

Aaron will put the Transcriber policy on our website in the private section.

New Business:

The Annual Meeting will take place on Tuesday, April 11th at 11:30 am. We will discuss food for this event by email. At this time the election of officers and Board members for 2023-24 will take place, along with other business.

Adjournment: The meeting was adjourned at 11 A.M.

Submitted by: Melody Moore and Karen Perzentka

Braille Library and Transcribing Services Inc. .

6501 Watts Road; Suite 149

Madison, WI 53719

ANNUAL MEMBERSHIP MEETING MINUTES

April 5, 2023

President Patricia Herrling called the annual membership meeting of the Braille Library and Transcribing Services Inc. meeting to order at 12:30PM on April 5, 2023. Thirteen members, guests and staff attended.

The main purpose of this meeting was to elect officers and Board members at large for the 2023-25 term. Those elected were: Patricia Herrling, President; Karen Perzentka, Secretary; and Board member, Joan Sholdt. No members were proposed from the floor and the above-mentioned women were elected unanimously.

Members who will continue serving on the Board and complete their term in 2024 are: Constance Risjord, Vice-President; Sue Nelson, Treasurer; Sandra Adams, Melody Moore, and Kathy Dorn, Board members-at-large.

Angel Green was recognized and welcomed to BLTS membership after completing successfully her manuscript and receiving her certification from the Library of Congress.

The meeting was adjourned at 12:40.

Submitted by:

Karen Perzentka, Secretary

BRAILLE LIBRARY AND TRANSCRIBING SERVICES INC.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

August 10, 2023

CALL TO ORDER

The meeting was called to order at 9:35AM by President Patricia Herrling. Members present: Sandra Adams, Patricia Herrling, Melody Moore, Sue Nelson, Karen Perzentka, Constance Risjord and Joan Sholdt. Kathy Dorn was absent. Also in attendance, Sue Danz and Aaron Konkol. There was no president's report.

MINUTES

The minutes for the February 9 Board of Directors meeting and the April 11 Annual meeting were approved. The June meeting was cancelled.

TRESURER'S REPORT

Sue Nelson distributed her report via email before this meeting. Assets listed as of August 1 were: Checking account, \$11,345.42; Money Market, \$5,899.30; Mutual Funds, \$98,782.93; Total, \$116,027.25.

Community contributions are higher this year due to the Epic donation arriving in early 2023 for the 2022 year.

The Annual Report has been completed and was circulated to members and placed on the website.

OFFICE MANAGER'S REPORT

Aaron reported that the rent differentiation and notice of the new monthly cost has been resolved. No notice of the raise in cost was provided to BLTS so we will not be charged a "late fee" and can pay the past-due amount in two increments.

He has made many website additions and will add the policy for the transcribers.

Our email account was hacked, and he spent many hours trying to rectify the situation with the help of a technician out of Seattle who just happened to see our problem. The Irie embosser has been repaired and the instructions for its use have been placed by the machine. The tactiles produced on it are very good and Melody is very pleased with the results.

OFFICE COORDINATOR'S REPORT

Sue Danz reported that all school materials have been completed. She will contact Janesville resource center to remind them that we can do more if necessary. Other work has been submitted from Barbar Miller for her library and she does the proofreading for that.

COMMITTEE REPORTS

Education: Connie reported that one of the three students had to drop the course due to family commitments. One student is doing extremely well, and another is having many difficulties. If there is no improvement in his forthcoming lesson, he will no longer be in the class. Previous classes began in the Fall and this schedule worked well; however, the present course began later in the year; hence, sessions are being taught in the summer. Due to schedules the timing is not working well. In the future classes will again begin in the Fall. Three individuals have inquired about the course, and if they are still interested a new class will begin in October. RSVP and United Way will be notified and asked to place information of the class in their newsletters. No formal orientation will be held; this information will take place on the first day of the sessions.

Unfortunately, Lindy Walton has resigned as the coordinator for "The Braille Conversations" held bimonthly. These seminars/workshops have been held using Zoom technology which has worked well. It was decided that a group of three transcribers would meet to discuss possible topics and speakers to lead them. Patricia will meet with them for the first discussion; she will ask Barb Schlinkert if she would be interested in joining Joan Sholdt and Sue Danz in setting the agenda for the near future. Patricia will also facilitate the technology portion .ie. sending out links for the meeting etc.

Fundraising: Aaron sent letters to our members and community groups and former donors to request contributions for 2023. The response has been good. He has also submitted grants, including one to WISCAT, a group who work with disabled persons. He is hopeful that we may be a good fit for them. His request to the Glen Stacy Fund was rejected; he asked for a grant to pay our proofreaders but they declined since they do not contribute money for salaries.

He will send requests to service organizations and ophthalmologists.

LIBRARY: Patricia stated that things were going well with a slight decrease in circulation. This is to be expected due to braille displays and the new eReaders b being distributed by the Library of Congress.

NEWSLETTER (Dear Pearl):

The date for the next "Dear Pearl" is set for early October. Articles should be sent to Sue Danz in late September. Patricia will write her President's letter which will include an announcement for the new class and information concerning the new tactile embosser. Sue Nelson is submitting a letter to recruit interested individuals to replace her as treasurer for BLTS. Pictures from the Annual meeting and the obituaries for Joann Brunsell and Shirley Dieter, along with information of the passing of Betty Oakley will be included.

OLD BUSINESS: It was decided that the digital answering machine will not be necessary. Aaron will continue to update the Redbook on the website.

NEW BUSINESS: New T shirts will be ordered to match the bags we already have.

An email vote approved a \$1.50 an hour raise for Aaron to begin on August 1st. Patricia will again emphasize that it is very important for him to be present on Tuesday and Thursday morning at 10AM.

ADJOURN: The meeting was adjourned at 11:30.

Submitted by:

Karen Perzentka

6501 Watts Rd.; Suite 149

Madison, WI 53719

Braille Library and Transcribing Services Inc.

Board of Directors Minutes

October 12, 2023

Members Present: Kathy Dorn, Sue Nelson, Sandra Adams, Joan Sholdt, Melody Moore, Connie Risjord, Patricia Herrling, Sandy Adams; absent, Karen Perzentka.

Staff Present: Aaron Konkol and Sue Danz.

President Patricia Herrling called the meeting to order at 9:40AM. There was no president's report.

The Board meeting minutes of August 10th were approved as well as the meetings held via Zoom on September 5 and 15 with a motion from Sue Nelson and seconded by melody Moore and voted upon unanimously.

Treasurer's Report: Current assets:

Checking account \$5,063.37; Money Market, \$2,533.39; Mutual Funds, \$94,715.69; total: \$102,312.45.

Sue reported that she transferred \$5000 from the Money Market fund to the checking account. She will need to sell \$15,000 worth of shares and transfer them also to the checking account to get us through the year.

Sue plans on applying for a Delta Gamma grant in the near future.

Office Manager's Report:

Microsoft created a Microsoft 365 for nonprofits in the past. Now they have upgraded that and are making the business premium package available for nonprofits. This can be installed on up to 10 computers for free.

We will be switching back to TDS for phone and internet. Aaron believes TDS is better for call forwarding than Spectrum. Since TDS will eventually be phasing out providing email accounts, Aaron will work at

switching over to Microsoft. He will set up the new emails and then discuss the process at a later meeting.

Braille Coordinator's Report:

We have been doing more transcribing for clients than the BLTS library recently.

We will discuss fees we charge at the December Board Meeting.

Committee Reports

Education: 2 students are completing their books for certification. 2 other students will hopefully be certified in the future. There will be no class this fall of 2023. The next class will be fall of 2024. Starting a class in January didn't work well because of summer holidays and vacations.

Fundraising status:

Aaron has applied for a WISP grant for \$10,000 to cover office supplies and other costs. The application for this grant is long with many details and questions to be answered. If it is approved more specific information will be necessary.

Aaron has repeatedly filled out the forms to be able to receive Community Shares. Someone from there called him recently and said that they would be soon accepting new applicants for the first time in 5 years. In order to be eligible to receive grants from them, someone from the organization must sit on the Community Shares Board. Aaron said he would be willing to do that.

We need to order more Braille 2000 licenses, plus a key to use when internet is not available. Aaron will also order a WI FI repeater that can be used in the conference room. Potential grant money could be used for these type of expenses as well as for embossers or other equipment.

Library:

The committee hasn't met recently but there are plenty of books available to be transcribed.

Newsletter/Publication:

The December Dear Pearl is finished and Aaron will be sending it for proofing shortly. Sue said it cost about \$200 to print; the Board thought it was worth it to keep printing rather than sending it electronically.

Old Business:

Braille Conversations Update: The committee addressing this will meet sometime in November to brainstorm options.

New Business:

BLTS will host the Wisconsin Library Association on October 26, during its convention, with two tours of its offices. Sue Danz, Aaron, and Connie will be present to conduct the tour and answer questions. On exhibit will be: print/braille books, the tactile embosser along with actual tactiles, and an open Braille 2000 program on a computer. They will also see how files are embossed. The process of becoming a braille transcriber will be described and other pertinent information will be given.

The next meeting of the Board will be held on December 14.

The meeting adjourned at 11:00AM.

Submitted by Karen Perzentka with assistance of Melody Moore

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

February 8, 2024

President Patricia Herrling called the meeting to order at 10:00AM. Members present: Sandra Adams, Kathy Dorn, Melody Moore, Sue Nelson, Karen Perzentka, Constance Risjord, and Joan Sholdt. Staff present: Aaron Konkol and Sue Danz.

There was an abbreviated agenda since we held a meeting in January. No president's report was given.

Aaron reported that since our January meeting, the office had received donations of \$16,000.00 from the Epic Corporation and \$12,000.00 from the Jack DeLoss Foundation. They notified us that there would be two more payments from the trust to be received by 2026, when the funds would be depleted.

The following decisions were approved for our Annual Meeting:

- Date: May 7
- Place: Imperial Gardens Restaurant
- Time: 11:30—2:30PM
- Logistics: Back Room reserved for program and food
- Gathering for informal visits and beverages 11:30 to 12:00 noon
- Buffet served from 12:00 to 1:00
- Guest speaker, Madison Reading Project: 1:00 to approximately 1:30Pm
- 1:30 Annual Meeting
- Call to order and welcome: president Patricia Herrling
- Introduction of staff
- Summary of BLTS' Annual Report for 2023 to include financial, transcription, library use totals, etc.
- Nominating Committee Report
- Election of officers
- Awards
- Adjourn: 2:30PM

The save-the-date information will be placed in the next "Dear pearl." BLTS will pay for the meals for the members and speaker; donations will be accepted.

Copies of "The Annual Report" will be available at that time and Patricia will summarize the important data in the document. Staff members will be recognized, a nomination's report will be given and elections held.

Sue will contact the Madison Reading Project to secure a speaker for our program.

The individual will be invited to the luncheon.

Nominations: Lori Hanson has agreed to serve as treasurer if elected. Sue Nelson will advise her and will be nominated to serve on the Board for 2024-25. Kathy Dorn does not wish to serve for another term. Connie will be nominated for another term as Vice-President. Connie will ask a new transcriber to be nominated for the 2024-25 term on the Board. Also agreeing to serve for another term were Melody Moore and Sandy Adams.

The current price list was reviewed and the following changes were approved with a motion and seconded by Patricia and Joan: \$1.50 per page for Nemeth tactiles; \$.75 per page for Nemeth work sheets; cardboard (formerly paper stock) covers \$3.00 (including binders), \$4.00 for plastic covers and binders. Remove the pricing for taping services since we are no longer providing them.

The meeting was adjourned at 11:15AM.

Submitted by:

Karen Perzentka

BRaille LIBRARY AND TRANSCRIBING SERVICES inc.

6501 Watts Rd.; suite 149

Madison, Wisconsin 53719

Membership Annual Meeting

May 7, 2024

The annual membership meeting of the Braille Library and Transcribing Services was held on May 7, 2024 at the Imperial Gardens Restaurant in Middleton, Wisconsin. Prior to the meeting a reception was held from 11:30 to 12:30.

A family-style meal was served to the twenty persons in attendance; the cost of the meal was covered by the BLTS treasury.

Patricia Herrling called the meeting to order. Sue Nelson introduced our speaker, Deidre Steinmetz,, Director of the Madison Reading Project. This group provides books to children in the community free of charge. They would like to offer some print / braille books to any blind children in the area.

The election of officers and Board members occurred with the following results: Vice-president, Connie Risjord; Lori Hanson, Treasurer; Melanie Moore, Sue Nelson, Sandy Adams and Dorothy Brar as Board of Director members for a two-year term.

Founding Mother Awards were presented to Patricia Herrling and Kathy Dorn. Their names will be placed on the plaques in the office after the meeting.

The Annual Report for 2023 was distributed. Copies are online and paper copies can be obtained through the office.

The meeting was adjourned at 1:35 PM.

Submitted by: Karen Perzentka, Secretary

Karen Perzentka

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

June 11, 2024

1. Call to Order: President Patricia Herrling called the meeting to order at 9:40AM. Members present: Dorothy Brar, Patricia Herrling, Melody Moore, Sue Nelson, Karen Perzentka. Constance Risjord entered the meeting at 10:30. Members absent: Joan Sholdt, Lorie Hanson and Sandra Adams. Staff present: Sue Danz and Aaron Konkol.

There was no President's report.

2. Approval of Minutes: A motion was made and seconded to approve the minutes of February 8, 2024 and the Annual membership meeting of May 7, 2024. Motion passed.
3. Treasurer's Report: Assets as of June 10, 2025: Checking Account, \$29,221.20; Money Market, \$5,209.07; Mutual Funds, \$95,868.09; Total, \$130,298.36.
Sue is working with Aaron and Lorie, the new Treasurer, to coordinate the accounts and programs on the computer; invoices are now being placed in a file drawer for Lorie's perusal. The process of coordinating and learning the programs is going well.
4. Office Manager's Report: The new book shelves have been assembled.
5. Braille Coordinator's Report: Many books have been transcribed, especially for Barbar's Amish library. A new proofreader has been hired and is working out very well. She completes her reports thoroughly and quickly. She was taught by Lindy Walton. Several textbooks have also been transcribed.

Education: Lindy will again be leading the "Braille Conversations" using the "Formats' Study Book". These books are purchased from the National Braille Association and Patricia will order them for those who would like them. These meetings will be held twice per month.

Patricia will teach a class for potential transcribers in the Fall. She has a few interested persons and will contact them closer to September. Debbie Hanson will assist her in grading lessons electronically with assistance from Connie when necessary.

Fundraising: Aaron sent out the Membership letters. Although the Delta Gamma Sorority did not accept our request for funding, we will submit another one detailing our need for training materials and braille licenses.

He will also contact the University League and the Madison Jaycees.

A few weeks ago a man came into the office to get a birthday card brailled and donated a small amount of money. A few days later he came by again with a check for \$1,000.00.

Library: The Madison Reading Project has donated books to be used for our print/braille collection. A workshop will be held for those who do not know how to assemble these types of books.

Newsletter / "Dear Pearl": The next issue will be compiled in September so no discussion took place.

6. Old Business: none.
7. New Business: None.
8. Adjournment: The meeting adjourned at 10:50AM

The next meeting will be held on August 8, 2024.

Submitted by: Karen Perzentka

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

August 8, 2024

1. Call to order: President Patricia Herrling called the meeting to order at 9:35AM. All members were present: Sandra Adams, Dorothy Brar, Lori Hanson, Melody Moore, Sue Nelson, Constance Risjord and Joan Sholdt. Staff present: Aaron Konkol and Sue Danz. Introductions were made for the benefit of Lori, our new treasurer. There was no president's report.
2. Minutes: A motion was made and seconded and passed to approve the minutes of June 13, 2024.
3. Treasurer's Report: Current assets: Checking Account, \$22,498.72; Money Market, \$5,828.16; Mutual Funds, \$101,361.83; Total, \$129,687.91. Lori is consulting with Aaron and Sue Nelson to familiarize herself with the job duties of treasurer.
4. Office Manager's Report: Aaron has finished updating our website. He has submitted the report to WisPac and applied for a grant for this year. A new label maker was needed for the office and was ordered.
5. Braille Coordinator's Report: Transcription for clients is keeping the office staff and braillists busy. Two transcribers from Minnesota contacted Sue concerning joining our group; however they did not follow up after the inquiry. Many groups across the country are closing due to fewer transcribers and not enough interest from blind consumers. There is a need for new knit and crochet pattern books.
6. Committee Reports
Education
Braille Conversations will begin again on September 9 led by Lindy Walton over Zoom. Thirteen members have signed up for these sessions and will meet bi-weekly or monthly.

A new transcriber's class will begin in September with Patricia teaching it. Debbie Hanson has agreed to grade the assignments with Connie as a consultant. Connie will also recruit outside

individuals to speak to the group. Fliers will be distributed to libraries and other appropriate locations. A few people have already expressed an interest to attend the class.

A print / braille book workshop will be held for any interested transcribers in two separate sessions.

Fund Raising: Community and member contributions total \$2,000.00 each.

It was suggested that Diane Balwig should be contacted for her company allocates money in the community.

Library: Our clientele has stayed stable at 150.

Newsletter / Publication: Articles for "Dear Pearl" should be sent to Sue Danz in September for distribution in early October. The usual format and article submission should be followed. An announcement for the Fall luncheon should be included.

7. Old Business: No old business.
8. New Business: The Fall luncheon will be held at Vintage Brewery on Whitney Way on October 29, 2024 at 11:30AM. There are some rooms available there. Members and guests will select items from the menu and pay for their lunches.
A discussion was held regarding the Braille 2000 licenses (keys). The following policy was adopted:

If a student has not completed their manuscript within six months of completion of the class BLTS has the option of terminating their license. Also:

If a member has not met the requirements of an active member, BLTS has the option of terminating the use of the license. Joan made a motion and Dorothy Brar seconded it. The motion passed unanimously. This policy will be published in the Redbook.

Patricia will speak with a student of the previous class to inform him that if he does not resubmit his manuscript within the next three months, his license will be terminated.

It was decided not to pursue the purchase of BLTS.org.

The discussion concerning information regarding legacy was deferred to our October meeting.

9. Adjournment: The meeting was adjourned at 11:10AM.

Submitted by,

Karen Perzentka, Secretary

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

October 17, 2024

1. CALL TO ORDER: President Patricia Herrling called the meeting to order at 9:36AM. Members present: Sandra Adams, Dorothy Brar, Melody Moore, Constance Risjord, Joan Sholdt. Aaron Konkol and Sue Danz, staff members, were also in attendance. Lori Hanson and Sue Nelson were absent.
There was no president's report given at this time because it was published in "Dear Pearl".
2. APPROVAL OF MINUTES: The minutes of August 8, 2024 were approved with a motion from Dorothy Brar and Joan Sholdt.
3. TREASURER'S REPORT: As of October 5 our assets were as follows: Checking Account, \$13,567.06; Money Market, \$6,575.30; Mutual Funds, \$108,275.01 Total, \$128,417.37. Lori will be asked to send the profit-and-loss statement to members monthly.
4. OFFICE MANAGER'S REPORT: New mouses, keyboards and a label maker were purchased.
5. BRAILLE COORDINATOR'S REPORT: Transcribers have been busy filling requests for students. A box of Nemeth and tactile materials was completed for the Sheboygan school district. More school requests will be completed in this school year.
6. AGENCY DECISIONS: It was decided to leave "Inc." off of our name on the title page.

A discussion was held concerning the division of words between braille pages. Board members will investigate the matter and the decision was tabled until the next meeting.

7. COMMITTEE REPORTS:

Education: Lindy Walton has begun to lead "Braille Conversations covering formats. Thus far approximately fourteen members have attended using Zoom. The sessions are recorded and can be accessed on our web site.

There are five students enrolled in the new transcribers' class. They saw the article in the RSVP newsletter. Deb Hanson is proofing their work and is a very positive influence. Barb Schlinkert led a print / braille book workshop and several members attended.

FUND RAISING: Aaron reported that the Delta Gamma grant should be submitted by December 1. It was decided to request funding for tactile software. He would also like to

add a person to the committee and is planning to attend a Lions' Club social event to discuss BLTS' need for that purpose.

As of this date we are slightly ahead of last year's earnings.

Library: Client numbers seem to remain the same with a few new added names being added to the list. Numbers are a bit lower than a few years ago but that is to be expected due to the ability of readers to download their books onto braille displays and other note takers.

Newsletter: There was no report as the "Dear Pearl" had just been distributed a few weeks ago.

8. **NEW BUSINESS:** A four-page article about BLTS was included in an issue of the "Special Libraries" magazine sponsored by the Wisconsin Library Association.
Braille signage at various locations in the Madison area was a topic of discussion. Owen Rosenberg, Director of the State Capitol Museum, will be contacted to request braille signage in that facility. Other locations using braille signage was covered with mixed results. Karen will talk with Jim Denham, Technology Specialist at the Wisconsin Council of the Blind and Visually Impaired to get his opinion regarding the signs at bus stops.
9. **OLD BUSINESS:** The item of beginning a Legacy Program for BLTS was tabled until the next meeting.
10. **ADJOURNMENT:** The meeting was adjourned at 11:00AM.

Submitted by Karen Perzentka

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

December 12, 2024

1. **CALL TO ORDER** The meeting was called to order by president Patricia Herrling at 9:30AM. Members present: Sandra Adams, Dorothy Brar, Lori Hanson, Melody Moore, Sue Nelson, Constance Risjord and Joan Sholdt. Staff in attendance: Aaron Konkol and Sue Danz. There was no President's report.
2. **APPROVAL OF MINUTES** The minutes of October 17, 2024 were approved with 2 corrections noted, via a motion by Melody and a second by Sue Nelson.
3. **TREASURER'S REPORT:** As of December 5 assets are as follows: Checking Account, \$5,136.99; Money Market, \$7,927.03; Mutual Funds, \$101,942.34. Ten thousand dollars will be added to the total assets as a check has been received from WisPack Inc. in that amount in December.
4. **OFFICE MANAGER'S REPORT:** Aaron stated that all was going well. He is updating the web site regularly. Two computers in the office keep freezing up and he is working to remedy the situation.
5. **BRAILLE COORDINATOR'S REPORT:** A new brailist from Minnesota has joined BLTS; she also is certified in Nemeth code.. The group in that State did not have enough members to continue.
A new transcriber's note is being developed by Sue and will be sent to all Board members for their review. It will be placed on the second preliminary page
6. **COMMITTEE REPORTS:**
Education: Presently four students are enrolled in the Transcribers' class and they seem to be doing well.
Another print/braille workshop will be held in January to assemble the books begun this past month.

Fund Raising: A request for a \$10,000.00 grant to fund a tactile machine was sent to Delta Gamma. We are waiting to hear from WisPact regarding our grant request. Aaron will be visiting the Lions' Club meeting in January. It was also suggested that he contact the Westside Kiwanis Club. As of today the community contributions are down about \$3,000 from last year. Member letters have been mailed.

Library: No changes from last year have been noted. She has received a letter of appreciation from a library user. It was suggested that those types of communications should be saved to be included in grant requests.

7. Old Business: Division of words between print pages: The transcriber shall follow the print copy so braille words should be divided accordingly.
8. Braille Signage: No further action is needed at this time.
9. Legacy: An article detailing legacy information will be included in a future issue of "Dear Pearl". A question arose concerning holding an annual audit for BLTS. Our constitution states that "we MAY authorize an annual audit.
10. ADJOURNMENT: The meeting was adjourned at 11:00AM.

Submitted by:

Karen Perzentka, Secretary

BRAILLE LIBRARY AND TRANSCRIBING SERVICES INC.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors' meeting Minutes

March 13, 2025

1. Call to order and president's report: President Patricia Herrling called the meeting to order at 9:30AM. Members present: Dorothy

Brar, Lori Hanson, Melody Moore, Sue Nelson, Constance Risjord and Joan Sholdt. Sandra Adams was absent. Staff in attendance: Aaron Konkol and Sue Danz.

President's Report: Patricia and Sue Nelson plan to attend a career-readiness fair at the Wisconsin School for the Blind and Visually Impaired in May at which time they will explain our services to students, parents, teachers and others who are in attendance. RSVP has also asked BLTS representatives to talk about our services and history on a Zoom call on June 25. Patricia is willing to do so but would like another person to assist her.

2. Approval of Minutes: The minutes of December 12, 2024 were approved with 2 corrections.

3. Treasurer's Report: As of March 4

Balance: Checking Account: \$38,733.46; Money Market: \$10,791.59; Mutual Funds: \$100,262.81; Total: \$149,788.16.

We did not need to borrow any funds from the Mutual Fund Account in 2024. No files were needed to be filed with the DFI of Wisconsin. She will file the 990's shortly.

4. OFFICE MANAGER'S REPORT: Aaron has completed the Annual Report and updated our web site by including the titles of the books newly transcribed.

New covers need to be purchased, and the prices have risen from \$1.00 to \$1.40, and we need to buy 500 at this time. He will continue to search for a lower cost.

5. BRAILLE COORDINATOR'S REPORT: Transcription for clients increased during 2024 mostly due to material requested by Barbara Miller's Amish library.

She will contact the Wisconsin Council of the Blind and Visually Impaired to remind them of our services. It was suggested that some of the Board and / or staff visit the ABLE offices in Milwaukee.

6. COMMITTEE REPORTS:

6.1. Education: There are two students in the braille class who are doing quite well. Both learned of us through RSVP. Patricia will seek some speakers to come in to talk with the students to increase their knowledge of blindness and also the use of braille in their lives.

6.2 FUNDRAISING: Community Shares is planning to perform an audit of itself and then make a decision regarding which groups, if any, will be added to their list of recipients. This will take approximately one year before we will know if we will be included.

A summit will be held in May for those interested in learning more about grant writing. Aaron plans to attend and BLTS will provide mileage expenses for his trip to Brookfield for mileage.

Some other groups who we should contact for grants were: Roots and Wings, Reach Out and Read, and the Madison Development Corporation.

6.3 LIBRARY: We have acquired some children's print books from the Madison Reading Project which we will use for our print braille collection. The Thrivent Corporation has also donated funds to purchase books which we will transcribe for our library. Lynn Mack has been the facilitator for this project.

6.4 PUBLICATIONS / NEWSLETTER:

"Dear Pearl" should be distributed around April 15 with articles similar to previous issues.

An email should be sent to members announcing our May 6 Spring meeting in early April.

7. NEW BUSINESS: Our annual meeting will be held on May 6 at Imperial Gardens, beginning at 11:30. The menu will be similar to that of our 2024 luncheon choices of last year. A representative from Wisconsin Braille will be the speaker and elections will be held.

7.2 NOMINATING REPORT: Proposed slate of officers: President, Patricia Herrling –2025-27; Vice President, Melody Moore – 2025-26; Secretary, Karen Perzentka, -- 2025-27. Board of Directors: Joan Sholdt – 2025-27; Constance Risjord – 2025-26.

8. ADJOURNMENT: The meeting adjourned at 10:55.

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Annual Membership Meeting Minutes

May 6, 2025

Imperial Gardens Restaurant, Middleton, WI

Time: 11:30AM

Social: 11:30; Nametags were provided for all attendees. Cost of meal, \$15.00; copies of BLTS Annual Report were available.

Luncheon: 12:00 noon: A buffet-style meal was served at each table with 5 courses and an appetizer served.

Membership meeting: 1:00PM. Patricia Herrling called the meeting to order. Twenty-two attendees introduced themselves.

Program: Wisconsin Braille President Cindy Collins and Board member Tina McKeel gave an overview of the organization: its history, purpose, and projects through the use of a PowerPoint.

Business Meeting: Elections were held showing the following results: President, Patricia Herrling, 2025-27; Karen Perzentka, Recording Secretary, 2025-27; Vice-President, Melody Moore, 2025-26. Board Members: Joan Sholdt, 2025-27; Constance Risjord, 2025-26. All were elected through acclamation unanimously.

Founding Mother Award: Awards were given to Lindy Walton and Beverly Pfister for their involvement in BLTS.

Adjournment: The meeting was adjourned at 1:45PM.

Respectfully submitted:

Karen Perzentka, Secretary

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Madison, WI 53717 Suite 149

Board of Directors Meeting Minutes

July 10, 2025

1. President Patricia Herrling called the meeting to order at 9:40AM. Members present: Sandra Adams, Dorothy Brar, Melody Moore, Sue Nelson, Karen Perzentka, Constance Risjord, and Joan Sholdt. Lori Hanson was absent. Staff in attendance: Aaron Konkol and Sue Danz.

There was no president's report.

2. The Board meeting minutes of March 13, 2025 were approved as well as the Annual Membership meeting on May 6.
3. treasurer's report: Lori emailed the report to members prior to the meeting. As of July 1, 2025 Totals are Checking account: \$21,472.28; Money Market: \$12,383.93; Mutual Funds: \$104,859.25; Total assets: \$138,715.46.

Community contributions were up from last year at this time and member donations were down; however the letters were sent out recently so more funds may be received. The report noted that braille expenses were up from last year due, in part, to the use of more braille paper and the increase in its cost and fewer books being purchased by patrons.

4. Office Manager's Report: Aaron attended a WisPac conference in Brookfield in early May and found it to be helpful. One of the items on the agenda was a training session on a platform (Candid) for writing grants. He purchased covers for transcribed books at a higher cost than in the past.

Community Shares are accepting applications for inclusion in their program. He has filled out a preliminary form and we will need to submit a short (1-2 minute video describing our organization.

5. Braille Coordinator's Report: Sue reported that she has been very busy embossing the textbooks for Barbar's Amish programs; these have been completed and now

she will begin work on the Amish books for Barbar's library. Barbara proofreads these books.

6. Committee Reports:

Education: The Braille Conversation group is finishing their review of the study guide for braille formats. Some members would like to begin a series to discuss the Braille 2000 program in the Fall.

Patricia reported that the two students in her class have finished Lesson 19 and will begin transcribing their manuscripts shortly. Seven people have expressed interest in the upcoming Braille class

She made a presentation about BLTS on Zoom for RSVP. Nine people attended ;and, as a result, one donation to BLTS was made and one person may be interested in the upcoming class.

BLTS was represented at a informational Fair at the Wisconsin School for the Blind and Visually Impaired in May.

Fund-raising: Aaron reported that we have received contributions from Madison Gas and Electric of \$500.00; The Glen Stacey Fund for the purchase of the Swell Tactile machine and 2 boxes of braille paper, Delta Gamma Sorority of \$5,000 which will be used to purchase Correl-Draw software and the Columbia embosser. He is expecting \$24,000.00 from the Jack DeLoss Trust.

He has submitted a grant request from the Madison Community Foundation.

Library: Patricia is reorganizing the fiction and non-fiction adult books in the library and will be ready to sell some of the books no longer being borrowed. Plastic bags were purchased to hold the supplements for the print/braille books along with small ones for information.

Newsletter/"Dear Pearl": This item will be placed on the August 14 meeting agenda.

7. Old Business: None.

8. New Business: It was suggested that our meeting minutes should be placed on our web-site in a folder. Karen will send all the minutes she has to Aaron.

9. Aaron and Sue Danz left the meeting. Aaron's salary increase: Patricia made a motion which was seconded by Dorothy to
Increase Aaron's salary by \$2.50 per hour and to place this item on the agenda annually. Motion passed unanimously.
Karen made a motion to increase Sue's salary by \$2.50 per hour and place this item on the agenda annually; it was seconded and passed unanimously.
10. The next meeting of the BLTS Board will be held on August 14, 2025 and Melody agreed to take the minutes for Karen.
11. Adjournment: The meeting adjourned at 11:30AM.

Submitted by: Karen Perzentka, Secretary

Braille Library and Transcribing Services Inc.
6501 Watts Rd., Ste. 149, Madison, WI 53719

Board of Directors Meeting Minutes
August 14, 2025

1. Vice President Melody Moore called the meeting to order at 9:40 AM. Members present: Dorothy Brar, Lori Hanson, Constance Risjord and Joan Sholdt. Absent: Sandra Adams, Patricia Herrling, Sue Nelson and Karen Prezentka. Staff in attendance: Aaron Konkol and Sue Danz.
2. The Board meeting minutes of July 10, 2025 were approved.
3. Treasurer's report: Lori reported that as of August 1, 2025 totals were: Checking account: \$17,064.81, Money Market: \$12,555.24, Mutual Funds: \$103,552.20, Total: \$133,172.25.
4. Office Manager's Report: Aaron attended the Wisconsin Nonprofit Summit, put on by the Helen Bader Institute on July 23rd and 24th in Brookfield, WI. He said it was an awesome meeting and he learned so much. The key-note speaker, Diane Yentel, President & CEO of the National Council of Nonprofits who filed the lawsuit suing the Trump administration for stopping the federal funding that was supposed to be going to non-profits (and all federal funding), and she won.

Aaron made lots of useful connections that should lead to future fundraising help and general community support.

Corel Draw software was purchased along with an embosser. Melody has been learning it for making nemeth graph tactiles for the Sheboygan school district. It is going better than the Tiger software.

Cindi Laurent offered us 2 embossers that she no longer needed. We accepted. Thank you Joan for bringing them into the office.

5. Braille Coordinators Report: Sue reported that we have completed almost all of Barbara's books for her library. She will have more in the near future. We were able to get some books completed for our library. Compared to last year we were up in June for pages completed, and about the same for July.
6. Committee Reports:
Education: Several people have inquired about our next class.
Braille Conversations is now once a month for 90 minutes. The classes for the Formats book will be completed next week.

Fund Raising: The Evjue Foundation, the charitable arm of the Cap Times is opening up again. Aaron will apply. He hasn't heard anything lately from the Jack DeLoss fund. There should be 2 more checks coming.

Aaron will be sending out the member and community letters next week.

Library: Patricia is finishing up with weeding the books and will have them for sale in the fall.

Newsletter/Dear Pearl: The newsletter will go out about the middle of September. Have articles to Sue Danz by the end of August if possible. Articles will include the presidents report, braille class, Aaron will submit an article on the non-profit conference, Melody will write an article on the corel draw/new embosser, memoriam for Betty Stoffel.

7. Old Business: Put the meeting minutes on our website.
8. New Business: Find out when ABLE's remodeling will be done and select a date to visit. Anyone wanting to go should contact Patricia.
9. The next meeting of the BLTS Board is still to be determined. It will be combined with the Fall Luncheon. Aaron will send out a Doodle for all to vote on a date.
10. Adjournment: The meeting adjourned at 11:00 AM.

Submitted by: Sue Danz for Karen Prezentka who was absent.

Braille Library and Transcribing Services Inc.

6501 Watts Rd.; Suite 149

Madison, WI 53719

Board of Directors Meeting Minutes

October 14, 2025

1. Patricia Herrling called the meeting to order at 9:35AM. Members present: Sandra Adams, Dorothy Brar, Lori Hanson
Melody Moore, Sue Nelson Karen Perzentka, and Constance Risjord. Joan Sholdt was absent. Staff in attendance: Sue Danz and Aaron Konkol (arrived at 10AM)). Patricia had no President's report and it was decided to eliminate this item from future agendas as most of her activities are covered under other sections of the meeting.
2. Approval of Minutes: Sue Nelson made a motion which was seconded by Melody Moore to approve the minutes written by Sue Danz of August 14, 2025 and passed.
3. Treasurer's Report: Assets as of September 30th were: Checking Account, \$6,231.52; Money Market, \$13,333.55; Mutual Funds, \$120,596.73; Total, \$140,161.80.
She will need to transfer some money from the Money Market account.
4. Braille Coordinator's Report: There has been more pages transcribed than last year.
5. Committee Reports:
 - a. Education: Lindy Walton is leading the Braille Conversations' workshop every other month over the Zoom platform. All classes are being recorded and Patricia can send the link to anyone who would like to hear them. In the last session the Braille 2000 software program updates were discussed.
 - b. Braille Class: Presently there are three students attending. The two women finishing the class of 2024-25 have completed their manuscripts. One will be sent in shortly and the other student's manuscript needs to be resubmitted. This could be appealed as one mistake was marked as wrong and it was correct.
 - c. Library: Patricia has completed the removal of non-fiction and fiction books in the library that are not being borrowed. A list of titles has been sent to the mailing list and can be purchased for five dollars per book.

A committee to select books for transcription for inclusion in our library will be appointed. An email will be sent

to members for their suggestions for new books to be transcribed.

D. We are receiving requests from individuals who are learning braille and need print/braille books.

E. Newsletter/Publications: No report because we will not send a "Dear Pearl" until the Spring.

6. Old Business: A. The field trip to ABLE in Milwaukee will be postponed until Spring. as the renovation of their facility has not been completed.

B. The minutes of our meetings have been placed on our Web site. Presently our by laws and policies are in the "Red Book"; however they are not updated. . After a lengthy discussion, a committee of Patricia, Melody and Aaron was formed to discuss the placement of all pertinent information so that they may be easily retrieved. They will bring back a report to the Board at the February meeting.

7. Office Manager's Report: We will need to purchase three licenses for the Standard Microsoft 365 program.

The Windows 11 program cannot be supported on our present office computers so we will need to secure replacements. Lori's office is moving to a new location and may not use their present computers. She will determine if they may give them to BLTS.

Aaron is working with Summit Credit Union to utilize one of their funds to pay for direct deposit through Zell for payment of proofreaders.

Fundraising: Aaron mailed the Community and Member fund-raising letters last week. He needed to send only 27 community letters because some donated without the "Ask Letter".

8. There was no new business.
9. Adjournment: The meeting was adjourned at 11:05.
Our next meeting will be held on December 11.

Submitted by:

Karen Perzentka, Secretary