



REDBOOK



6501 Watts Rd, Ste. 149
Madison, Wisconsin 53719

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office@bltsinc.org (General Office)
braille.blts@tds.net (Braille Coordinator)
library.blts@tds.net (Librarian)

Website: www.bltsinc.org

Thirteenth Edition
--April 2023--

⠠⠠ BRAILLE
⠠⠠ LIBRARY AND
⠠⠠ TRANSCRIBING
⠠⠠ SERVICES, INC.

REDBOOK

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Thirteenth Edition
--March 2023--

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Brailist

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In Memoriam

Ethel Allen
Hazel Arp
Nancy Benz
Stella Berven
Anne Best
Harriet Boldon
Dixie Brightbill
Esther Buis
Mary Burgess
Sue Clark
Bonnie Crossman
Ann Crow
Selma Fine
Harriett Fish
Janet Freber
John Gesinski
Lucile Goggin
Lyn Green
Lucia Gruenhagen
Shirley Haase
Helen Hay
Alberta Hayes
Edith Heggland
Dot Heinen
Fran Hirsch
Jane Hobson
Marion Hong
Ruth Jackson
Sue Jensen

Rosemary Johnson
Patt Lang
Vonna Johnson-Porter
Cindy Koch
Elizabeth "Betty" Land
Steve Levine
Joan Mulligan
Norie Nordeen
Elsa Oliver
Marilyn Padley
Florence Poole
Janice Reynolds
Jean Roland
Erna Rollefson
Frank Ross
Shirley Ross
Jean Rowley
Berniece Schneider
Louise Smith
Joyce Steinmetz
Betty Stern
Penny Sticha
Dolores Stiennon
Caryl Voegli
Lorraine Whelan
Priscilla White
Gail Yu
Jane Wessels

ADDITIONAL USEFUL ADDRESSES
& TELEPHONE NUMBERS

Audio & Braille Literacy Enhancement, Inc. (ABLE)
Central Library Building
803 W. Wells St.
Milwaukee, WI 53233
Phone: 414-286-3039
FAX 414-286-5450
Email: info@ablenow.org
Website: www.ablenow.org

Library of Congress
National Library Service for the Blind and Physically Handicapped
1291 Taylor St., N.W.
Washington, D.C. 20542
800-424-8567
www.loc.gov

Madison Metropolitan School District
Braillists:
Traci McDonald tlmcdonald@madison.k12.wi.us

McBurney Resource Center at University of Wisconsin
1305 Linden Dr.
Madison, WI 53706
608-263-2741

National Braille Association, Inc.
95 Allens Creek Rd., Bldg. 1, Suite 202
Rochester, NY 14618
e-mail: nbaoffice@nationalbraille.org
website: www.nationalbraille.org
585-427-8260

National Federation of the Blind
Jernigan Institute
200 East Wells St.
Baltimore, MD 21230
612-767-5658
e-mail: transcribers@nfb.org

(Additional Useful Info continued)

Prevent Blindness Wisconsin, Inc.
759 North Milwaukee St.
Milwaukee, WI 53202
414-765-0505
e-mail: info@preventblindnesswisconsin.org

Wisconsin Braille, Inc.
5745 Bittersweet Pl.
Madison, WI 53705

Wisconsin Council of the Blind
754 Williamson St.
Madison, WI 53703
608-255-1166

Wisconsin Regional Library (of the National Library Service)
813 West Wells St.
Milwaukee, WI 53233-1436
800-242-8822

Wisconsin Center for the Blind and Visually Impaired
Wisconsin School for the Blind and Visually Impaired
Educational Services Center
1700 West State St.
Janesville, WI 53546
866-284-1107

Jacklynne (Jacky) Ramirez, Accessible Educational Materials (AEM)
Coordinator – 608-758-6146
Julie Sumwalt, Braille Specialist – 608-758-6162
Julie Stroh, Braillist – 608-758-4930

BRaille LIBRARY & TRANSCRIBING SERVICES, INC.
Classes of Certified Brailleists
Marion Hong, First Instructor
Certified 1965

1971 – Marion Hong

Margo Aserline	Sue Clark
Harriet Boldon	Betty Land

1972 – Marion Hong

Phyllis Anderson	Ann Dailey	Nora Nordeen
Ruth Bartlett	Pat Graven	Betty Rodsen
Anne Best	Shirley Haase	Shirley Ross
Joann Brunsel	Dot Heinen	Do Steinnon
Mary Burgess	Marian McIntosh	Priscilla White

1973 – Marion Hong

Helen Birkmeier	Lucile Goggin	Diane Krauss
Dorothy Camper	Lucia Gruenhagen	Laura Paskin
Harriet Fish	Mary Harshaw	Ruth Plakias
Kathleen Geiersbach	Susan Hassrick	Elizabeth Sequeira
Marty Genung	Connie Jacobus	

1974 – Marion Hong

Bobbie Aaron	Helen Hay	Joyce Steinmetz
Nancy Benz	Shirley Johnson	Penny Sticha
Polly Colby	Cydney Josephy	Leone Suttie
Barbara Demming	Jo Ratner	Gail Yu
Marie Dodd	Elnor Reichel	
Dorothy Handa	Jane Stark	

1975 – Marion Hong

Judy Amacker	Betsy Gerhardt	Amy Nickles
Iris Bents	Madelyn Green	Janice Reynolds
Barbara Boone	Rosemary Johnson	Judy Walsh
Ellen Ethington	Betty Leiser	Nancy Washburn

(Classes of Certified Braillists Continued)

1976 – Ann Daily

Bonnie Camp
Nancy Campbell
Selma Fine
Lois Martin

Joan Nachreiner
Dianne Newby
Erna Rollefson
Betty Stoffel

Ray White
Constance Risjord

1977 – Ann Daily

Diane Anderson
Esther Buis
Cathy Felton

Frances Hirsch
Sandra Minor

Marilyn Padley
Joyce Rosevear

1978 – Ann Dailey

Debby Corliss
Margaret Cousin

Edith Heggland
Jeanne Loniello

Penny Schmiedlin
Marge Walstad

1979 – Ann Dailey

Sandra Grant
Dorothe Hanson

Betty Oakley
Peggy Rakow

Caryl Voegeli
Jane Wessels

1980 – Ann Dailey

Val Boersma
Dixie Brightbill

Marti Donovan
Linda Hoyle

Vonna Johnson
Ruth Ann Richarson

1981 – Constance Risjord & Betty Oakley

Shirley Dieter
Lorene Esthener

Kay Goepfert
Valborg Knudtson

Elsa Oliver
Nanita Stahl

1982 – Constance Risjord & Betty Oakley

Julie Hackbarth
Jacquie Hur

Louise Smith
Mary Varda

Peg Werts

1983 – Constance Risjord & Betty Oakley

Stella Berven
Jeanne Briggs

Mary Ann Damm
Marilyn Groschek

Dolores Schwenn

1984 – Betty Oakley

Marion Corcoran
Janet Freber

Lucille Schoenleber
Julie Schoepp

1985 – Constance Risjord & Betty Oakley

Kathy Brandenburg

Marcella Finegan

(Classes of Certified Braillists Continued)

1987 – Betty Oakley

Donna Bowman	Ceil Mikulski
Pat Blunders	Shirley Tremblay

1988 – Sue Clark & Constance Risjord

Kathy Bethke	Ellen Humke	Maureen Skelton
Alberta Hayes	Mary Lawless	

1989 – Marion Hong, Constance Risjord & Sue Clark

Beverly DeGroot	Fay Rentmeester
Florence Poole	Helen Wibben

1990 – Marion Hong

Joan Eggert	Dottie Lothe
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1990 – Correspondence Library of Congress

Helen Hay – Mathematics

1991 – Marion Hong

Karen Markowski

1992 – Marion Hong & Betty Oakley

Kathleen Belongia	Lindy Walton
Betty Stern	Noreen Warren

1993 – Connie Risjord, Mary Ann Damm, Betty Oakley & Sue Clark

John Gesinski	Candace Muckler	Becky Tavernini
Maggie Hutchinson	Paulette Sharkey	
Elise Malecki	Julie Stroh	

1994 – Mary Ann Damm, Betty Oakley & Lindy Walton

Carla Cullen	Monica Vasconcellos	Deb Disch
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1995 – Lindy Walton & Betty Oakley

Amy Dvorak	Cindy Hall
Alice Grob	Elsie Sveum

1996 – Lindy Walton & Betty Oakley

Ginny Olson	Pat Popp	Jennifer Tratnyek
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(Classes of Certified Braillists Continued)

1997 – Lindy Walton & Betty Oakley

Sue Jenson

Cindy Ritter

Sheila Voss

1998 – Lindy Walton

Patty Wendt

1999 – Lindy Walton

Mémée Chun

Barb Henning

2001 – Lindy Walton, Betty Oakley & Sue Jensen

Denise DeSerio

Pat Harrington

Vickie Warner

Kathy Dorn

Sue Nelson

2002 – Helen Hay

Lindy Walton – Mathematics Certification

2003 – Betty Oakley & Helen Hay

Terry Busby

Joel DeVore

Julie Sumwalt

2004 – Connie Risjord

Lori Hanson

Barb Schlinkert

2005 – Correspondence Library of Congress

Diane Hughes

Lindy Walton – Music Certification

2007 – Lindy Walton

Kathy Wilke

2009 – Betty Oakley

Patricia Herrling

Barbara Wegner

2019 – Connie Risjord & Patricia Herrling

Melody Moore

Joan Sholdt

Barbara Shoemake

Lisa Stefl

– Correspondence Library of Congress

Sue Danz

2021 – Connie Risjord & Patricia Herrling

Giso Broman

Lynn Mack

– Lindy Walton

Melody Moore – Mathematics Certification

Special Certifications

Helen Hay – Literary, Mathematics

Lindy Walton – Literary, Mathematics, Music, Textbook Formats

Julie Sumwalt – Literary, Mathematics, Textbook Formats

Connie Risjord – Textbook Formats

Melody Moore – Literary, Mathematics

Founding Mothers Awards

Awarded to a volunteer who has given at least 10 years of service; who has exhibited a high degree of professionalism; and who has provided leadership to BLTS.

1991 – Marion Hong

1992 – Helen Hay

1993 – Constance Risjord

1994 – Shirley Ross

1995 – Mary Ann Damm

1996 – Betty Oakley

1997 – Gail Yu

2005 – Jane Stark

2011 – Vonna Johnson-Porter

2015 – Sue Nelson

2016 – Steve Levine

BLTS Twenty-Year Club

1991

Sue Clark
Marion Hong
Betty Land

1992

Anne Best
Joann Brunsell
Shirley Ross
Do Stiennon
Priscilla White

1993

Marty Genung
Lucile Goggin
Lucia Gruenhagen

1994

Nancy Benz
Helen Hay
Shirley Johnson
Elnor Reichel
Jane Stark
Penny Sticha
Gail Yu

1995

Judy Amacker
Rosemary Johnson
Janice Reynolds

1996

Constance Risjord
Betty Stoffel

1997

Fran Hirsch

1999

Betty Oakley

2000

Vonna Johnson-Porter

2001

Shirley Dieter
Val Knudtson

2004

Stella Berven

2005

Julie Schoepp

2008

Alberta Hayes

2009

Florence Poole

2012

Lindy Walton
Betty Stern

2013

Maggie Hutchinson
Julie Stroh

2015

Cindy Hall

2016

Pat Popp

2019

Barb Henning

(BLTS Twenty-Year Club Continued)

2021

Kathy Dorn

Vicki Warner

Sue Nelson

BRAILLE LIBRARY & TRANSCRIBING SERVICES
Answering the reading needs of visually impaired persons

STATEMENT OF PURPOSE

Braille Library & Transcribing Services, Inc. is a Madison-based non-profit Wisconsin corporation formed in 1971 for the purpose of transcribing reading materials into braille, and the lending of brailled books.

The philosophy of the organization is based on our belief that all people have the right to the opportunity to read. Requests for braille transcriptions of all kinds are accepted, the only limitations being the availability of braillists and time. We also loan braille books throughout the U.S. and Canada. When priorities must be set, educational materials take precedence, followed by job-related requests, functional materials, and leisure reading.

To meet its expenses, BLTS conducts an annual fund-raising drive. It receives no funding from local, state, or federal governmental sources.

Policies are determined by the Board of Directors, which is elected by the general membership. Board meetings are open; any member is welcome to attend.

HISTORY

The Madison braille organization was started in the late 1960s by four Madison women: Betty Land, Sue Clark, Harriet Boldon, and Margot Aserlind, all alumnae of the Delta Gamma Sorority, who were helping a vision teacher at Lakewood Elementary School. They soon realized that they would be more useful if they knew how to braille. The vision teacher agreed to teach them after school hours and allowed them to use the braille writers that were at the school. But because the women had no brailers at home on which to practice, this soon became a very frustrating process. A plea to the local chapter of Delta Gamma elicited funds for the purchase of four Perkins Braille Writers. Shortly thereafter a former braille teacher, Marion Hong, moved to Madison and agreed to teach the four women the Library of Congress Braille Transcribing course. All became certified braillists and formed the organization called Volunteer Braillists.

PRESIDENTS OF
BLTS

1973	Harriet Boldon (Mrs. Edward)
1973-1974	Ann Dailey (Mrs. Warren)
1975-1977	Dorothy Heinen (Mrs. Len)
1977-1979	Helen Hay (Mrs. William)
1979-1981	Jane Stark (Mrs. Phillip)
1981-1983	Shirley Ross (Mrs. Frank)
1983-1985	Betty Stoffel (Mrs. Thomas)
1985-1987	Marion Hong (Mrs. Richard)
1987-1989	Stella Berven (Mrs. Norman)
1989-1991	Constance Risjord (Mrs. Norman)
1991-1995	Mary Ann Damm (Mrs. Michael)
1996-1997	Bonnie Crossman (Mrs. Dan)
1998-2000	Helen Hay (Mrs. William)
2001-2003	Co-Presidents Helen Hay Betty Oakley Vonna Johnson-Porter Jane Stark
2004-2006	Beverly Pfister
2007-2011	Constance Risjord
2011-2019	Steve Levine
2019-	Patricia Herrling

SERVICES

- Brailled textbooks and study materials prepared for all educational levels - from kindergarten through graduate school - as requested by individuals, schools, and universities. When time is limited, Wisconsin requests are produced first.
- Job-related materials brailled by request, such as medical and legal glossaries, price catalogs, insurance forms, programs and minutes of meetings, tax forms, tactile maps of conference hotels, etc.
- A free braille lending library with books, including children's, handicraft, cookbooks, adult fiction, adult non-fiction and textbooks.
- The sale of braille materials to individuals at below-production costs.
- We offer one-on-one instruction and periodic workshops for anyone interested in learning braille transcription. There is also an online correspondence course offered through the National Federation of the Blind. Anyone interested in learning to transcribe print into braille should contact the BLTS office.

ACTIVITIES AND ACHIEVEMENTS

LENDING LIBRARY

Our free braille lending library was established in 1975, with about forty titles. This was a collection of books that had been brailled at the request of individuals as well as books that braillists-in-training had chosen to transcribe as their manuscripts for certification from the Library of Congress. A thermoforming (copying) machine had been purchased with funds donated by the Lions Club, making it possible to keep the braille masters on hand and loan out the copies made. Currently masters are created using computer software for braille.

Through the years, the library has grown to more than 2,000 titles and has become very popular. We have readers all over the United States and Canada.

BRAILLE TRANSCRIPTION COURSE

The braille transcription course is taught once a year in weekly sessions at our Watts Road offices. Satisfactory completion of the course and passing a test manuscript culminates in certification as a braille transcriber by the Library of Congress.

Students should allow a minimum of 10-15 hours per week for study and lesson preparation. The cost for the course is \$50, which includes the use of a software program required to produce braille. Students provide their own computers. After certification, transcribers are asked to continue braille for BLTS.

TACTILE GRAPHICS

Tactile graphics is a National Braille Association term for maps, graphs, and drawings that are prepared in a manner that is readable by visually impaired readers. Many textbooks require some tactiles. Children's storybooks can be enhanced with textured materials.

BRAILLE LIBRARY & TRANSCRIBING SERVICES, INC.
BYLAWS

(Revised and approved by the Board of Directors 9-24-08)

Membership

1.01. Classification of Members. There shall be three classes of membership: (a) active, (b) contributing, and (c) honorary. Only active members shall be entitled to vote.

a. Active members shall include certified braillists, braille teachers, thermoformers, librarians, tactile preparers, and other volunteers. Additional types of active memberships may be defined by the Board of Directors as needed. Active members shall pay dues as stipulated by the Board of Directors.

b. Contributing members shall include individuals who support the corporation with monetary donations. These shall include the following categories: (i) Sustaining members (ii) Sponsor members, (iii) Supporting members, (iv) Life members.

c. Honorary members shall be those persons and organizations voted into honorary membership by a majority of the Board of Directors and shall include retired, formerly active members and any other person or group the Board chooses to designate as an Honorary member.

1.02. Termination of Membership. Membership of any member, voting or non-voting, shall terminate: (a) on the death of the member; (b) on the voluntary withdrawal of the member; or (c) on an affirmative vote of the Board of Directors based on a just cause for such termination.

Meetings of Members

2.01. Time and Place of the Annual Meeting. The time and place for the annual meeting of the members shall be set by a majority vote of the Board of Directors.

BYLAWS CONTINUED

2.02. Notice of Annual Meeting of Members. At least ten (10) days prior to the date of a meeting of the members, they shall be notified of the purpose, time, and place of the meeting. Each voting member shall be entitled to notice.

2.03. Order of Business at Annual Meeting. The order of business at the annual meeting of members shall be as follows:

- (a) Reading of the minutes of the last meeting
- (b) Report of the President
- (c) Report of the Treasurer
- (d) Report of any committees
- (e) Other current business
- (f) Election of the directors

2.04. Special Meetings. A special meeting of the members may be called at any time by a majority of the Board of Directors or a majority of the membership. Notice shall be given pursuant to section 2.

2.05. Quorum. Ten percent (10%) of the voting members of the corporation shall constitute a quorum of the members, but a smaller number shall have the power to adjourn.

2.06. Voting. The Board of Directors may conduct a vote by regular or electronic mail, fax or telephone conference upon any matter that has resulted in a recommendation from the President. A majority of the Board's vote must be secured within the time stipulated in the reference in order to effect its action. Such an action shall be noted in the policies and procedures manual and reported in the minutes of the next meeting.

Board of Directors

3.01. Board of Directors. The Board of Directors shall consist of a minimum of seven (7) members, including four (4) officers and three (3) directors. A majority of the members must be braillists certified by the Library of Congress. The Board shall not include an employee of BLTS.

BYLAWS CONTINUED

3.02. Election of Members of the Board. At the annual meeting of the members, the officers and members-at-large shall be elected to the Board by a plurality of the voting members for a term of two (2) years, providing that nothing herein shall be construed to prevent the election of a director or officer to succeed him/her. The term of the members shall be staggered so that approximately one-half of the terms will end each year.

3.03. Vacancies. Vacancies on the Board shall be filled by appointment made by the remaining directors. Each person so appointed to fill a vacancy shall remain a director until a successor has been elected by the members at the next annual meeting.

3.04. Meetings of Directors. Regular meetings of the Board shall be held at least six (6) times per year at such time and location as the Board shall determine. Notice of regular meetings of the board shall be required. These meetings are open to the general membership.

3.05. Special Meetings. Special meetings of the Board shall be called by the president or a majority of the board. Each member of the board shall be notified at least twenty-four (24) hours in advance, of the time and location of the meeting.

3.06. Quorum of Directors. A majority of the directors at the time in office shall constitute a quorum at any meeting of the Board of Directors, but a smaller number shall have power to adjourn.

3.07. Powers of the Board. The directors shall have the general management and control of the business and affairs of the corporation and shall exercise all the powers that may be performed by the corporation, under the statutes, the articles of incorporation, and the bylaws.

Officers

4.01. Number. The officers of the corporation shall consist of a president, vice president, secretary, and treasurer.

BYLAWS CONTINUED

4.02. President. The president shall preside at all meetings of the members and directors and shall have such other duties as may be prescribed by the Board of Directors. She/he shall be the chief executive officer, shall oversee the management and the business of the corporation, and see that all orders and resolutions are carried into effect. She/he shall be an ex-officio member of all committees.

4.03. Vice President. The vice president of the corporation shall be the executive officer second in responsibility to the president, shall assume the duties of the president upon his/her absence, and shall have such other duties as may be prescribed by the Board of Directors or president.

4.04. Secretary. The secretary shall attend and record all proceedings at meetings of the membership and Board of Directors. In the absence of the secretary, the president shall appoint an acting secretary for that meeting. These minutes shall be placed in the secretary's official book.

4.05. Treasurer. The treasurer shall: (a) keep accurate account of all money in the corporation received or disbursed (b) deposit monies, drafts, and checks in the name of and to the credit of the corporation at such banks and depositories as the majority of the whole Board of Directors shall designate from time to time (c) have power to endorse all notes, checks, and drafts received by the corporation's order by the Board of Directors taking proper vouchers therefore (d) render the president and the directors whenever required an account of all her/his actions as treasurer and of the financial conditions and (e) perform such duties as may be prescribed by the Board of Directors from time to time.

Committees

5.01. The Board of Directors shall have the power to create such committees as it may deem advisable.

5.02. The president shall appoint the chairman of a committee with the consent of the Board of Directors.

BYLAWS CONTINUED

5.03. The committee chairs and members shall serve during the same term of office as the president who appointed them.

5.04. The members of the committees need not be members of the corporation.

5.05. In addition to special committees, the Board of Directors may create an advisory board consisting in whole or in part of non-members. This board may be a continuing body and have such general duties as the Board of Directors shall designate. Appointment to the advisory board shall be pursuant to section 5.02, but the terms of office shall be for fixed periods of time to be determined by the Board of Directors.

Annual Audit

6.01. The financial records of the corporation shall be audited annually and at such other times as requested by the Board of Directors. The audit may be performed by an internal committee or an external agency. All audit reports must be approved by the Board of Directors; and copies of the reports made available to members of the corporation.

Non-Discrimination

7.01 The organization shall not discriminate on the basis of race, ethnicity, creed, color, sex, sexual orientation, national origin, age, religion, disability or any other classification as provided by law.

Dissolution of the Corporation

8.01. Disposition of Assets upon BLTS Dissolution. At such time as the corporation may be dissolved and its activities terminated, the BLTS Lending Library of books in braille are to be donated to a currently active library where such books will be made available for loan, without fee, to visually impaired readers.

BYLAWS CONTINUED

The financial assets of the corporation shall be donated to one or more non-profit organizations involved in braille transcription activities provided by volunteers for the benefit of braille-reading students and others, and whose purposes and activities are similar to those of BLTS

All other assets of the corporation, including but not limited to furniture, braillewriters, electronic equipment, and office supplies, shall be donated to organizations as defined in the preceding paragraph, or they may be sold and converted to financial assets.

The choice of library and/or organization shall be made by the duly elected BLTS Board of Directors holding office at the time the decision to dissolve is made.

Nothing in this amendment is to be construed as limiting the disposition of assets to a single library and/or a single organization.

No member of the corporation may receive any financial benefit as a result of such dissolution.

Amendments to Bylaws

9.01. Amendments to Bylaws. The Board of Directors is authorized to create, alter, or repeal any bylaw, upon a two-thirds (2/3) vote of the entire Board of Directors. Any member wishing to propose changes to the bylaws must submit them in writing to the Board at least ten (10) days in advance of its meeting; where upon the Board may vote on said changes.

NOTES

Braille Library & Transcribing Services, Inc.
Celebrating 51 Years
1971 - 2022