



REDBOOK



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Thirteenth Edition  
--December 2022--



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Thirteenth Edition  
--December 2022--



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## In Memoriam

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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](mailto:info@ablenow.org)  
Website: [www.ablenow.org](http://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](http://www.loc.gov)

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Madison, WI 53706  
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website: [www.nationalbraille.org](http://www.nationalbraille.org)  
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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.  
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800-242-8822

Wisconsin Center for the Blind and Visually Impaired  
Wisconsin School for the Visually Handicapped  
Educational Services Center  
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Classes of Certified Brailleists  
Marion Hong, First Instructor  
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**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

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## 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