

# Twin Cities Archives Round Table Newsletter



## President's Message:

Hello Fellow TCART'ers,

It has been a busy fall. On 9 November, we held the first ever Minnesota Archives Symposium. I want to thank all the attendees and presenters for making the day a success. Hopefully this is the first of many more. Thank you to the TCART officers for planning and arranging the event, particularly Jamie Martin whose advocacy for a symposium made sure that we addressed the idea at every officer and TCART meeting over the past two years until it came to fruition. The success of our next symposium will depend on your participation. To learn more about how you can assist with next year's symposium please see the article in this newsletter.

On 13 October, we hosted a panel discussion at St. Catherine University. The topic, as requested by the students of professor Mollie Hazelton, was Archiving Non-Paper Materials, such as audio, video, textiles, and electronic records. Thank you to the three TCART members who served on the panel: Erik Moore, Head, University Archives & Co-Director of the University Digital Conservancy, spoke on a range of non-paper based materials from AV collections to born-digital collections; Nicole Radotich, Preservation Project Coordinator at the St. Paul Chamber Orchestra, spoke on working with mp3s, cds, cassettes and audio reels, and electronic files (pdfs) scanned from microfilm; and Jamie Martin, Sr. Corporate Archivist/Historian, Archives and Heritage Services, Target, spoke on archiving fashion/textiles, videos, objects, framed art, and electronic records. Thank you also Deb Torres and Mollie Hazelton for making arrangements and planning the event.

This Spring we will be electing a new Secretary and Newsletter Editor. If you are interested in running for

one of these positions, I encourage you to read the position descriptions found in this newsletter. We are also seeking a volunteer to serve on the Nominating Committee.

Please note the deadline to apply for TCART's Professional Development Award is 1 February 2013. All members may apply for this award. Please see the announcement in this newsletter, or visit the TCART web site for more information.

We are hard at work planning winter and spring activities as well. We continue to explore hosting a workshop, and we will be planning a winter happy hour again this year.

If you have announcements or opportunities to share with the TCART community during the winter months, please contact one of the officers.

See you in the Spring!

Jennifer Johnson  
TCART President

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# Fall Meeting Minutes

Friday, 9 November 2012  
Ridgedale Public Library, Minnetonka

## Welcome and Introduction:

- Approximately 25 people attended the Fall 2012 TCART.

## Business Meeting:

### Secretary's Report

- Secretary reminded the group that the dues renewal period has moved from July to the Fall meeting. Membership forms were available for anyone wishing to renew at the meeting
- Approximately 40 people had already renewed by this time, with 90 people listed on the membership roster
- Announcement that dues remain unchanged at \$10 a year

### Treasurer's Report

- In June, the Treasurer discovered a discrepancy of \$67.70 between our bank book and TCF records. Treasurer reviewed the account and discovered several fees associated with monthly statements and check copies. TCART had not been notified of the fees.
- Treasurer and other Officers are still working out these issues with TCF Bank involving missing bank statements, continuing fees, and their overall service. We hope to have some updates and finalization on the issue at our next meeting
- Floor open for questions, no questions received
- After the meeting, one attendee suggested utilizing PayPal to help make payments easier and less paper based

### Newsletter Editor's Report

- Newsletter Editor reminded membership to send along interesting news, information and photos to be included in the biyearly newsletter
- Newsletter planned for December 2012

## Old Business:

### Minnesota Archives Symposium

- After two years of planning TCART will officially kick off the Minnesota Archives Symposium after today's Business Meeting
- Secretary and Newsletter Editor led the planning for the symposium and were asked to speak more about the event
- Decided upon Ridgedale based on capacity and very low cost usage fees
- Date was chosen on a variety of reasons; thought it was easiest to have Symposium on the day of the business meeting, and also needed to work with the library's schedule for an available date. Originally TCART planned for October but decided it was too busy with existing events
- Cost of MAS was \$35 for room set up and use of AV equipment, and \$220 for the sponsored coffee break of coffee, water and cookies
- Approximately 50 people have pre-registered for the event
- Event was publicized through many local organizations and numerous non TCART members are attending MAS
- All speakers responded to a call for proposals; in some cases we paired people together with "like" ideas for one full session
- Floor open to questions; no questions received
- Evaluation forms will be given after MAS and we urge all participants to respond with comments, suggestions, and questions

(Minutes, cont'd on p. 3)

# TCART Officers

## President Jennifer Johnson:

Associate Archivist, Cargill, Inc.  
PO Box 5670  
Minneapolis, MN 55440-5670  
952-742-4034  
Jennifer\_I\_Johnson@cargill.com

## Secretary Jamie Martin:

Corporate Archivist, Target  
7000 Target Parkway North  
Brooklyn Park, MN 55445  
763-440-3221  
jamie.martin@target.com

## Treasurer Stephanie Kays:

Project Archivist  
Minneapolis Institute of Arts  
2400 3rd Avenue South  
Minneapolis, MN 55404  
612-870-6510  
skays@artsmia.org

## Newsletter Editor Jeff A. Jenson:

College and Lutheran Church Archivist  
Gustavus Adolphus College  
800 West College Avenue  
St. Peter, MN 56082  
507-933-7572  
jjenson@gustavus.edu

Website: <http://www.tcartmn.org/>

Founded in 1982, the Twin Cities Archives Round Table (TCART) includes members from the Minneapolis-Saint Paul metropolitan area, as well as out-state Minnesota and western Wisconsin. Members include archivists, manuscript curators, librarians, records managers, and historians representing government agencies, county and state historical societies, colleges and universities, religious organizations, private historical organizations, and corporations.

## Ad Rates

Full page	\$15.00
Half page	\$10.00
Quarter page	\$ 5.00
or less	

(Minutes, cont'd from p. 2)

### Student event at St. Catherine's University

- Deb Torres and Molly Hazelton of St Catherine's University coordinated the event with TCART on Saturday, October 13
- TCART hosted a panel before a regularly scheduled course for archives students about the practices and challenges of archiving non-paper materials such as video, audio, textiles, electronic records. This topic was chosen by Molly's students
- Panelists were Erik Moore, Head, University Archives & Co-Director of the University Digital Conservancy, University of Minnesota; Nicole Radotich, Preservation Project Coordinator at the St. Paul Chamber Orchestra; and Jamie Martin, Sr. Corporate Archivist/Historian, Archives and Heritage Services, Target
- About 30 students attended and asked a wide variety of interesting questions; feedback remains overwhelmingly positive about event
- Suggestions and feedback are welcome from the group to help continue to improve this annual event

### Workshops

- TCART Officers are still in talks with local groups to investigate possible workshops we can bring to the Twin Cities
- Looking for a low-moderate cost workshop that will not duplicate recent workshops
- Anyone wishing to volunteer for this event, or with suggestions for workshops, is asked to contact any TCART officer.

### New Business:

#### Elections will be held for Secretary and Newsletter Editor in Spring 2013

- Call for "member at large" to serve on Nomination Committee with President and Treasurer
- Current Secretary and Newsletter Editor are stepping down after serving two consecutive terms. Call for members to run for both positions
- Current Secretary and Newsletter Editor were asked to briefly speak about their positions and what they do
  - ⇒ Secretary spoke about managing the membership lists, TCART directory, and meeting minutes
  - ⇒ Newsletter Editor spoke about creating the biannual newsletter, editing content, and working with vendors to advertise in our newsletter

### TCART Happy Hour:

- The Happy Hour in early 2012 was well attended and TCART plans to offer more in 2013

### News & Announcements:

#### Professional Development Award

- \$250, Deadline to apply is February 1<sup>st</sup>, 2013

#### Midwest Archives Conference Speakers Bureau

- The Speaker's Bureau is a pilot program to try and bring more workshops and educational opportunities to the Midwest Region. Speakers will be asked to drive

no more than 4 hours to a destination for a half day workshop. A small travel stipend will be offered

- MAC is still looking for more speakers, especially in the Minnesota area. Suggestions for topics are also welcome

### Minnesota History Day

- This year's theme is Turning Points in History: People, Ideas, Events
- Call for judges is coming soon; all interested people should consider volunteering for this statewide event
- People with open access collections please consider making these collections available to interested students
- Laura Zeccardi, Program Associate for MN History Day, will speak at the upcoming MAS and can also answer questions from attendees

### Adjournment:

Meeting Adjourned, followed by lunch and then the Minnesota Archives Symposium

## TCART Spring Elections

The 2013 Spring business meeting will include elections for Secretary & Newsletter Editor. The Nominating Committee will present to the annual meeting nominations for officers.

**Secretary:** The Secretary shall keep the minutes of the meetings of the TCART and the Executive Committee; shall see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; shall be responsible for the corporate records and archives; shall maintain membership records; and, in general shall perform all duties incident to the office of the secretary and such other duties as from time to time may be assigned to him or her by the President or by the Committee. In the absence of the President, the Secretary shall preside at business meetings of TCART and at meetings of the Executive Committee.

**Newsletter Editor:** The Newsletter Editor shall produce an issue of TCART's newsletter after each regular meeting. In the absence of the other members of the Executive Committee, the Newsletter Editor shall preside at business meetings of TCART.

If you would like to serve on the Nominating Committee, or if you would like to be considered for one of the open positions, please contact Jennifer Johnson or Stephanie Kays.



# Opportunities and Announcements

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## Professional Development Award

The TCART Professional Development Award supports current TCART members who are individuals working with archival materials, or students interested in the archives profession, to attend an archives related regional or national conference, symposium, or educational workshop. The award consists of up to \$250 in support of registration, travel, and accommodation expenses associated with a conference, symposium, or educational workshop.

Those eligible for the award must be a current TCART member and must be working in an archives or information management field or be a graduate student in a related program. Applications will be evaluated based on a brief statement of intent and by information provided by a contact that can provide a reference for the individual.



**The application deadline is 1 February 2013.** To be considered, please visit the TCART web site (<http://tcartmn.org/>) and select Professional Development Award to download an application. The recipient will be notified by 15 March 2013.

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## Board Member Opportunity with the Associates of the James Ford Bell Library

The Associates of the James Ford Bell Library, <https://www.lib.umn.edu/bell/associates>, are searching for additional board members. The Associates began in 1963 to support the mission and activities of the James Ford Bell Library. The Associates support the Library's efforts to acquire, study, present, promote, and provide for the rare books, maps, manuscripts, and other materials that comprise its collections. The Associates' role is to govern the Associates, to assist and support the Library Curator in implementing plans and programs, and to plan and implement strategies that ensure the future of the Associates while also providing financial support for the Library. If you are interested in learning more about the Associates, visit their web site and subscribe to their mailing list: <http://www.merchantexplorer.org/>.

The James Ford Bell Library, <https://www.lib.umn.edu/bell>, at the University of Minnesota advances understanding of our global heritage by documenting the history and impact of trade prior to ca. 1800 CE. Its premier collection of rare books, maps, and manuscripts, and its innovative programs, support scholarship and education at all levels. Its collections, scholarship, and public outreach programs enrich our community, enlightening and inspiring knowledge and awareness of the greater world in which all citizens live, work, and interconnect.



If you are interested in learning more about serving on the Board of the Associates, please contact Jennifer Johnson, [jennifer\\_i\\_johnson@cargill.com](mailto:jennifer_i_johnson@cargill.com).



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# Minnesota Archives Symposium, Review

On 9 November 2012, 48 people attended and participated in the first ever Minnesota Archives Symposium, held for free at the Ridgedale Public Library. Embracing this year's theme, Reaching Your Audience: Marketing and Outreach Efforts, presenters from historical societies, public libraries, colleges and universities, discussed a variety of topics including Minnesota History Day, outreach in academic settings, and using social media tools, specifically History Pin and Wikipedia. A full list of presenters can be found on the TCART web site, <http://tcartmn.org/>.



21 people responded to an online evaluation to provide feedback on the symposium and to offer suggestions for next year. The two strongest reasons people attended the symposium were to learn new things and for networking. As one attendee responded, [the symposium was a] "great opportunity to network with archivists - find out what others are already doing and collaborate." Another person noted, "Seeing the great things our colleagues have accomplished. I came away with SO MANY new ideas!" Overall the symposium was rated as highly worthwhile. Suggestions for improvement varied, but ideas that were mentioned more than once include better publicity such as including MCTC Library IT students, host an archives tour, more cookies, and keep the symposium free.

In order to offer a symposium again next year, there are a few questions to resolve:

- In the interest of keeping the symposium free to attendees, and hopefully growing attendance, we need a location that is low cost, and which can support a

50-100 person audience. This also affects whether or not an archives tour may be offered.

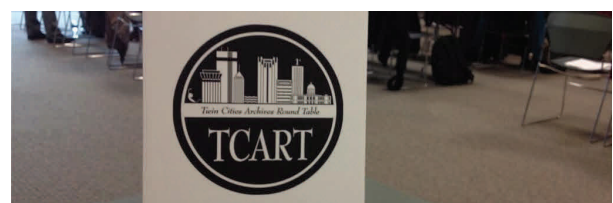
- Other logistical issues include selecting the right date and time to hold the symposium. Should we move the symposium to October? Is a half-day the best format?
- We want to select a theme that is interesting to attendees, and broad enough to solicit a variety of proposals.
- How do we balance having two TCART business meetings a year (as required by our by-laws), and offering the symposium? This year the business meeting was held prior to the symposium, but compared to our last four business meetings, attendance was down.



What can you do?

- Share your ideas and feedback. All suggestions on how to improve the symposium are welcome.
- Volunteer to serve on the MAS planning committee for next year.
- Submit a proposal for next year's symposium.
- Attend next year's symposium, and invite a friend or colleague to join you.

Thanks again to this year's symposium presenters, attendees, and organizers. With your help we can make this an annual event benefiting all Minnesota archivists.





# Archives Updates

## Minnesota Historical Society



This past summer the Minnesota Historical Society completed an 18 month project funded by the National Historical Publications and Records Commission to eliminate a backlog of 4700 cubic feet. The project slightly exceeded its backlog target and processed 784 accessions that resulted in 1,109 catalog records and 789 finding aids at a better than average processing rate of 1.62 feet per hour. But more significantly, an early comparison of web visits and reading room use demonstrates that successful discovery and access does drive public use. Between the time the project started and ended, the library experienced a 29% increase in visits to EAD finding aids and a 10% increase in the number of boxes retrieved in the reading room. Greater detail about the backlog project is available in a final report: <http://bit.ly/Tiy31J>

Now the Minnesota Historical Society is working on another NHPRC grant to digitize all of Hubert H. Humphrey's speech texts, 1941-1978. The project also aims to digitize a sample of related sound recordings to preserve the voice of one of the twentieth century's greatest political orators; a voice that Strom Thurmond eulogized could not be silenced in life and would not be silenced in death. An updated version of the finding aid is released each month with the latest accessible digital content. An in-depth look at Humphrey's speeches is also posted each month: <http://bitly.com/msgnbX>



## Dakota County Historical Society

### Preservation of LeDuc Family papers

The LeDuc Historic Estate is an important historic site, both for its architectural significance, and as the home of the William Gates LeDuc family, who were prominent early citizens of Hastings, Minnesota.

During May 2012, several descendants of the LeDuc family visited the site and participated in a special weekend program. They brought with them a box of approximately 500 family documents, which are currently on loan to the Dakota County Historical Society. With the family's permission, DCHS has scanned these documents for preservation, and to make them available for further study.

The documents are an interesting collection of letters, financial documents, land records, military papers, diaries, and miscellaneous papers related to the LeDuc family. Some are contemporary with the family's life in the Hastings house, and others go back to the late 18<sup>th</sup> century. Although the Minnesota Historical Society has a large number of LeDuc papers in its collection, these family papers provide additional background.

The documents were initially inventoried by DCHS staff. Then, Dakota County IT staff assisted by scanning and indexing them using the county's OnBase EDMS software. This allowed for detailed keyword indexing, to aid future retrieval.

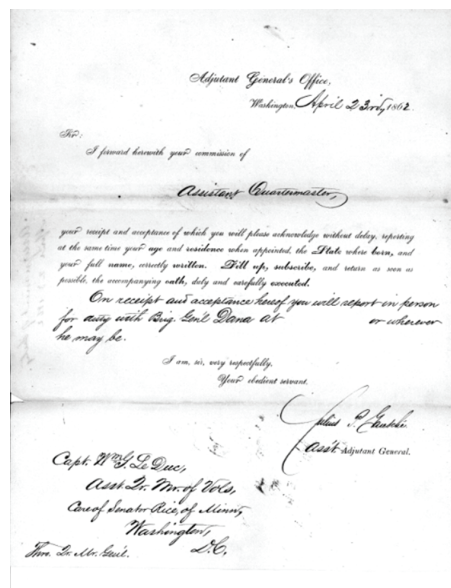
For further information about the LeDuc Historic Estate, please visit: <http://www.dakotahistory.org/LeDuc/home.asp>

## Target

In 2012 Target Stores celebrated its 50<sup>th</sup> anniversary. The Target Archives & Heritage Services team supported a wide range of projects, ranging from annual meetings & celebrations to public events. One especially memorable event last October took place in New York. The exclusive event thanked our partners for 50 years of success and numerous celebrities, designers, and athletes were in attendance. The centerpiece of the event was a display featuring original objects and advertising chronicling our 50 years of history. TCART member Jamie Martin attended the event to act as a Target "history spokesperson" (and make sure everything was factually correct).



Martin and colleagues provided a large amount of content to Target's online magazine, *A Bullseye View* throughout the year. One of their articles (see link) was the most read piece from the entire year, garnering 162,305 hits and outpacing the next "most read" article by 50,000 hits. Link to article: <http://tinyurl.com/aghnnxo>





# Archives Updates

## University of Wisconsin-River Falls

### Announcing the History of UW-River Falls Digital Collection!

The Chalmer Davee Library and the University Archives and Area Research Center at the University of Wisconsin-River Falls, in partnership with the University of Wisconsin Digital Collections Center, announce the unveiling of its first online, publically accessible digital collection, the History of UW-River Falls.

The History of UW-River Falls collection provides a glimpse into the people, events and organizations that make up UWRF's history.

Through photographs, yearbooks and other historical documents, the rich history of UWRF comes to life. The first digital items in the collection consist of 150 photographs of people, buildings, athletics and events.

The History of UW-River Falls digital collection is available at: <http://uwdc.library.wisc.edu/dev/collections/UW/UWRiverFalls>

We have already begun work on our second digital project, which consists of digital versions of all 58 volumes of the Meletean, UWRF's yearbook from 1912-1969. These items should be available by summer 2013. In addition, we are currently working on adding more photographs to our existing collection, so check out what we have now and return later in 2013 to see what we have added.



## State Archives of the Minnesota Historical Society



### Recent Accessions

1. With the assistance of the State Historic Preservation Office (SHPO) staff, records documenting the construction of bridges during the Great Depression were transferred. Added to the State Archives collection are W.P.A. (Works Project Administration) bridge plans and correspondence (dated 1917-1942; bulk dated 1930s). Building bridges to improve the nation's infrastructure was one of the federal government's New Deal initiatives to recover from the Great Depression.
2. Collecting and preserving records of the Minnesota state legislature is a priority of the State Archives, and this month House Bills (dated 1991-1992) and Senate Bills (dated 2009-2010) were transferred.
3. Especially useful for family and local history research are school records, and the Mounds View school district transferred records (dated 1937-1968). Included are school censuses, teachers' annual reports, PTA records (meeting minutes, summary financial records, correspondence, scrapbook items) for several of the schools located in the district.
4. The 2012 presidential election occurred three months ago, but the Minnesota Electoral College Assembly took place in the State Capitol on 17 December 2012. The Secretary of State's office transferred records documenting the event. The records continue an existing set already preserved in the State Archives.
5. Court records for northwestern Minnesota are underrepresented in the State Archives collection, and records were transferred from the district courts in Kittson and Marshall Counties.
6. Former Lt. Governor Marlene Johnson, who served with Governor Rudy Perpich, donated five handwritten journals (dated 1983-1990) that inter-file with an existing set of her handwritten journals preserved in the State Archives.
7. The Tax Court transferred a closed (completed) decision file (dated 2002-2004) that inter-files with the set of Tax Court closed decision files (dated 1939-2009) preserved in the State Archives collection.
8. Received from the Transportation Department are the original drawings (some in color) of roadside structures (dated 1933-1972) for such structures as waysides, rest areas, parking lots, buildings, signs, retaining walls, and stone markers. Many of the designs were done by, or in cooperation with, Minnesota landscape architect Arthur Nichols.

# Archives Updates

## Gustavus Adolphus College

### Scandinavian Humor Collection

The College and Lutheran Church Archives at Gustavus Adolphus College has started on ongoing music digitization project of Scandinavian (primarily Swedish) audio recordings. These 78 rpm records were recorded prior to 1923. Currently, we are focusing on converting records in the genre of humor. Future digitization areas will include popular vocal, popular instrumental, and sacred vocal.



This collection was selected because it represents a time period when nearly a million Swedes immigrated to the United States, bringing their cultural traditions with them. Our goal for the digitization of these materials is to preserve and provide greater and more enhanced access to our collection of early 20<sup>th</sup> century Scandinavian-American sound recordings. These recordings will be an important resource for students on this campus taking courses in music, history, and Scandinavian Studies.

This project was made possible, in-part, thanks to a grant from the [Swedish Council of America](#).

The collection can be found here: <http://tinyurl.com/b8twlw6>.



### Physical Storage Space

The College and Lutheran Church Archives has recently become the office responsible for records management at Gustavus. While this does entail additional duties, time demands are minimal. Our main apprehension was acquiring adequate additional storage space both physical and electronic.

Due to a recent server purchase with ample memory, the e-hurdle was crossed. The acquisition of additional physical storage space proved that patience is a virtue. There were far too many offices vying for too few spaces. That changed with the construction of the campus' new academic building, Beck Hall, during 2010. Although there were many offices requesting additional space, we moved to the top of the list thanks to persistence, a willingness to vacate some terribly inadequate smaller rooms, and the inclusion of a records management component to our list of duties. In the end, we gained an additional 500 square feet in a building located adjacent to the library. We plan on consolidating spaces over the next several months. This will allow us to more quickly retrieve collections and files. Moreover, it allows us ample room to grow.





## Year 2012-2013 Membership Renewal Form

Membership from Fall Meeting 2012 – Fall Meeting 2013

**Make check payable to: TCART**

**Please mail to:**

**TCART Treasurer**

Stephanie Kays, Project Archivist  
Minneapolis Institute of Arts  
2400 Third Avenue South  
Minneapolis, MN 55404

### DUES

**Individual Level \$10** \_\_\_\_\_

**Sustaining Level \$50** \_\_\_\_\_

**Patron Level \$100** \_\_\_\_\_

**Other Amount** \_\_\_\_\_

### PLEASE PRINT CLEARLY

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Organization/Department:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Institution URL:** \_\_\_\_\_

**Relevant Professional Positions or Activities: (such as SAA, MAC): -**

Would you be willing to serve as a resource for other TCART members?

Yes

No

If yes, in what area \_\_\_\_\_

Would you be interested in hosting a TCART meeting? Yes

No

Would you be interested in giving a session or leading a discussion on a particular topic?

Yes

No

If yes, please specify \_\_\_\_\_



## Treasurer's Report

**TCART Treasurer's Report**  
**June 2012-January 2013**  
**Treasurer: Stephanie Kays**

<b>INCOME</b>		<b>Date</b>	<b>Description</b>	<b>Deposits</b>
		6/15/2012	YTD memberships (69 total)	\$755.00
		9/2/2012	Arcsearch Ad - Newsletter	\$15.00
		9/2/2012	Northern Micrographics - Newsletter	\$15.00
			<b>Total:</b>	<b>\$785.00</b>
<b>EXPENSES</b>		<b>Date</b>	<b>Description</b>	<b>Withdrawals</b>
		7/16/2012	WordPress upgrade - Domain mapping	\$13.00
		8/22/2012	Deposit - Ridgedale Library for MAS	\$10.00
		11/19/2012	Dunn Bros. MAS Coffee Break	\$199.84
		1/21/2013	TCF Fees (YTD)	\$96.85
			<b>Total:</b>	<b>\$319.69</b>
<b>SUMMARY</b>		<b>Beginning Balance</b>	<b>6/14/2012</b>	<b>\$2,270.46</b>
		<b>Deposits</b>		<b>\$785.00</b>
		<b>Expenses</b>		<b>\$319.69</b>
		<b>Ending Balance</b>	<b>1/21/2013</b>	<b>\$2,735.77</b>

Last June we acknowledged a discrepancy of \$67.70 between our bank book and what TCF Bank had on record as our balance. After reviewing TCART's account files, I noticed TCF Bank had not been regularly sending monthly statements as they should have been. I spoke with a representative of the bank and had been made aware of a service charge of \$1.95 accrued for each statement that involved a check deposit. The service provided copies of the checks printed and attached to the bank statements.

We feel that this service and other service fees may have contributed to the discrepancy.

We continue working out issues we have with TCF Bank involving missing bank statements, continuing fees, and their overall service. We hope to have some updates and finalization on the issue at our next meeting.

Jeff A. Jenson  
 TCART Newsletter Editor  
 College and Lutheran Church Archives  
 Gustavus Adolphus College  
 800 West College Avenue  
 St. Peter, MN 56082-1498