

# PACIFIC NORTHWEST RAILROAD ARCHIVE

## 2011-Q4 PNRA Progress Report

### Archive Operations

- Seven computers have been contributed to PNRA for use at the Archive. They are setup on our wireless network and are used during the cataloging sessions held by PNRA's member-Railroad History Organizations (RHOs).
- All three member-RHOs have been working to sort and catalog the contents of their many boxes stored on the lower floor. This readies the cataloged boxes to be placed on the new mobile shelving when ready and each box's contents to be located using the PNRA cataloging database.
- The White River Valley Museum in Auburn has scheduled the opening of PNRA's first traveling exhibit, *Where the Rails Meet the Sails on Puget Sound*, for April 25, 2012. John Tucker is project manager of the exhibit which will show the evolution of handling of timber, coal and agricultural products in the Puget Sound region from the 1850s to the present time. This exhibit is funded in part by grants from the National Railway Historical Society and the BNSF Corporation.
- The DAHP Grant for scanning and cataloging 6,000 train sheets from each of the RHOs collections has completed all the administrative requirements and work will start during the first quarter of 2012. A consulting archivist has been selected and will be responsible for setting up the preservation, scanning and cataloging processes to be developed during this project and used after project completion. A wide-format scanner will be purchased during the Spring of 2012 and allow the scanning of large-format maps and drawings at the Archive.

### Fulfillment Services

- GNRHS online fulfillment completed the first four months of operation at PNRA. Online orders for modeling kits, specialty items, books and DVDs are shipped by PNRA.
- NPRHA Company Store orders ran about three-times above normal monthly rates during the 2011 Christmas season.
- Capabilities are now in place to prepare and ship copies of documents, drawings and photos ordered from the RHO collections at PNRA.

### Facility Improvements

- PNRA has requested detailed quotations from five vendors of mobile shelving systems which it plans to purchase in the first half of 2012 with the \$46,800 in project funding granted by the North American Railway Foundation. The top three vendors will move to the negotiations for the purchase of shelving systems and their installation in the West-Bay of the Lower floor.

### Funding Sources

- Currently, PNRA's operating revenue covers 62% of our average monthly expenses with the short-fall made up from contributions. When the mortgage principal is reduced by one-half or \$200,000, PNRA's operations are projected to be self-sustaining.
- PNRA starts its first Annual Fund drive with this mailing. It is the first fund raising we have done since the purchase of the Burien building. The funds raised by this Annual Fund campaign are expected to sustain PNRA's operations throughout 2012.
- PNRA's Capital Campaign is planned to start during the second-half of 2012 with the goal of "establishing PNRA as a World-Class Railroad Archive." To achieve this goal, we intend to complete the purchase of the building and the facility improvements. The improvement projects include adding the environmental control and fire-suppression systems to the building and completing the installation of the rest of the mobile shelving on the lower floor.