

DELRAY BEACH HISTORICAL SOCIETY, INC.

Financial Statements

September 30, 2025

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INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Board of Directors of
Delray Beach Historical Society, Inc.
Delray Beach, Florida

Management is responsible for the accompanying financial statements of Delray Beach Historical Society, Inc. (a nonprofit organization), which comprise the statement of financial position as of September 30, 2025, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The value of in-kind contributed facilities is not recorded in the financial statements. Accounting principles generally accepted in the United States of America require that the value of donated facilities be recorded at its fair value. Management has not determined the effect of this departure from accounting principles generally accepted in the United States of America on the financial statements.

ROBBINS AND MORONEY, P.A.
Certified Public Accountants

Robbins and Moroney, P.A.

Fort Lauderdale, Florida
January 26, 2026

DELRAY BEACH HISTORICAL SOCIETY, INC.

Statement of Financial Position
September 30, 2025

Assets	
Cash and Cash Equivalents	\$ 548,456
Accounts and Other Receivables	-
Inventory	9,726
Property and Equipment	<u>87,739</u>
Total Assets	<u><u>\$ 645,921</u></u>
Liabilities and Net Assets	
Accounts Payable and Accrued Expenses	\$ 11
Deferred Revenue	<u>3,752</u>
Total Liabilities	<u>3,763</u>
Net Assets	
Without Donor Restrictions	
Other	594,991
Board Designated	<u>31,637</u>
Total Without Restrictions	626,628
With Donor Restrictions	
Restricted by Purpose or Time	<u>15,530</u>
Total Net Assets	<u>642,158</u>
Total Liabilities and Net Assets	<u><u>\$ 645,921</u></u>

See accompanying notes and independent accountant's compilation report.

DELRAY BEACH HISTORICAL SOCIETY, INC

Statement of Activities
For the Year Ended September 30, 2025

Net Assets Without Donor Restrictions

Public Support and Revenues

Contributions	\$ 119,122
Grants	195,750
Membership Dues	84,860
Fundraising Events	82,191
Direct Benefits to Donors	(425)
Tour Income	9,804
Gift Shop Sales	11,545
Interest Income	9,717
Net Assets Released from Restrictions	600
Total Public Support and Revenues	<u>513,164</u>

Expenses

Program	315,556
General and Administrative	142,458
Fundraising	55,326

Total Expenses 513,340

Change in Net Assets Without Donor Restrictions (176)

Net Assets With Donor Restrictions

Contributions	-
Net Assets Released from Restrictions	(600)

Change in Net Assets With Donor Restrictions (600)

Change in Net Assets (776)

Net Assets, Beginning of Year 642,934

Net Assets, End of Year \$ 642,158

See accompanying notes and independent accountant's compilation report.

DELRAY BEACH HISTORICAL SOCIETY, INC.

Statement of Cash Flows
For the Year Ended September 30, 2025

Cash Flows from Operating Activities	
Change in Net Assets	\$ (776)
Adjustments to Reconcile Change in Net Assets to Net Cash from Operating Activities	
Depreciation	11,562
Changes in Assets and Liabilities:	
Inventory	124
Accounts Payable	11
Deferred Revenue	<u>3,752</u>
Net Cash Flows from Operating Activities	<u>14,673</u>
Net Change in Cash and Cash Equivalents	14,673
Cash and Cash Equivalents, Beginning of Year	<u>533,783</u>
Cash and Cash Equivalents, End of Year	<u><u>\$ 548,456</u></u>

See accompanying notes and independent accountant's compilation report.

DELRAY BEACH HISTORICAL SOCIETY, INC.

Statement of Functional Expenses
For the Year Ended September 30, 2025

	<u>Program</u>	<u>General and Administrative</u>	<u>Fundraising</u>	<u>Total</u>
Salaries and Benefits	\$ 182,798	\$ 55,028	\$ 38,817	\$ 276,643
Office	15,808	27,099	2,258	45,165
Professional Fees	-	33,363	-	33,363
Programs and Exhibits	33,268	-	-	33,268
Repairs and Maintenance	25,393	2,988	1,494	29,875
Grounds and Garden	25,505	-	-	25,505
Utilities	12,452	1,465	733	14,650
Depreciation	9,828	1,156	578	11,562
Fundraising Events	-	-	11,193	11,193
Advertising	-	10,662	-	10,662
Miscellaneous	146	8,997	-	9,143
Contract Services	4,586	144	97	4,827
Insurance	2,656	1,556	156	4,368
Meetings and Membership	3,116	-	-	3,116
	<u>\$ 315,556</u>	<u>\$ 142,458</u>	<u>\$ 55,326</u>	<u>\$ 513,340</u>

See accompanying notes and independent accountant's compilation report.

DELRAY BEACH HISTORICAL SOCIETY, INC.

Notes to Financial Statements

September 30, 2025

1. NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization: Delray Beach Historical Society, Inc. ("Organization") is a nonprofit corporation. The Organization, believing that a sense of history is fundamental to understanding human experiences, collects, preserves and shares materials from Delray Beach's past, so that present and future generations can comprehend more fully their predecessors, their communities and themselves. The society encourages and assists people of all backgrounds and interests to learn more about Delray Beach's diverse history.

Date of Management's Review: In preparing the financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through January 26, 2026, the date that the financial statements were issued.

Basis of Accounting: The financial statements of the Organization have been prepared on the accrual basis of accounting. Using this method, revenues are recognized when earned and expenses are recognized when incurred.

Use of Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents: For purposes of the statement of cash flows, the Organization considers interest-bearing cash accounts with an original maturity of three months or less to be cash equivalents.

Inventory: Inventories are stated at the lower of cost or market, on a first-in, first-out basis.

Property and Equipment: Property and equipment are recorded at cost when acquired by purchase and at fair value when donated. Depreciation of property and equipment is provided on a straight-line basis over the estimated useful lives of the respective assets as follows:

<u>Classification</u>	<u>Life in Years</u>
Buildings and Improvements	10 - 40
Equipment	3 - 10

Maintenance and repairs are charged to expense as incurred.

Net Assets: Net assets, revenues, gains and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

DELRAY BEACH HISTORICAL SOCIETY, INC.

Notes to Financial Statements

September 30, 2025

1. NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. In addition, the Organization's board has designated amounts for expenditures related to the archives bunker.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity.

Fair Value of Financial Instruments: Management of the Organization believes the carrying value of financial instruments, which are comprised of cash equivalents, and accounts payable and accrued expenses, approximate fair value due to their short-term nature.

Contributions and Grants: Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Revenue Recognition: Membership dues are recognized as income in the applicable membership period. Amounts received in advance are reflected as deferred revenue. Merchandise sales and tour income are recognized at the time of purchase or when the products or services are otherwise transferred to the customer.

Fundraising Events: Fundraising events revenue is comprised of an exchange element based upon the direct benefits donors receive and a contribution element for the difference. The Organization recognizes fundraising events revenue equal to the fair value of direct benefits to donors when the event takes place. The contribution element of fundraising event revenue is recognized immediately.

Contributed Facilities: The Organization has not recorded the value of contributed facilities in its financial statements. The Organization leases its facilities from the City of Delray Beach, Florida with an annual lease payment of \$1. The lease expires on September 30, 2028.

DELRAY BEACH HISTORICAL SOCIETY, INC.

Notes to Financial Statements

September 30, 2025

1. NATURE OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES (continued)

Income Taxes: As a non-profit corporation, qualified under Section 501(c)(3) of the Internal Revenue Code, the Organization is exempt from corporate income taxation on income related to its exempt function. Therefore, no provision for income taxes has been made in the accompanying financial statements. During the year ended September 30, 2025, the Organization has not incurred any interest or penalties on its income tax returns.

The Organization's tax returns are subject to possible examination by the taxing authorities. For federal income tax purposes, the tax returns essentially remain open for possible examination for a period of three years after the respective filing deadlines of those returns.

2. LIQUIDITY AND RESERVES

The Organization has a policy to manage its liquidity and reserves following three guiding principles: operating within a prudent range of financial stability, maintaining adequate liquidity to fund near-term operations, and maintaining sufficient reserves to provide reasonable assurance that long-term obligations will be discharged. The following table reflects The Organization's financial assets as of September 30, 2025, reduced by amounts not available for general expenditures within one year.

Cash and Cash Equivalents	\$ 548,456
Total Financial Assets at September 30, 2025	<u>548,456</u>
Less Amounts Not Available to be Used Within One Year:	
Net Assets With Donor Restrictions	<u>15,530</u>
	<u>15,530</u>
Financial Assets Available to Meet Cash Needs for General Expenditures Within One Year	<u>\$ 532,926</u>

3. PROPERTY AND EQUIPMENT

At September 30, 2025, property and equipment consisted of:

FEC Depot (Railway Car)	\$ 117,740
Furniture and Equipment	<u>80,042</u>
Total Property and Equipment	197,782
Less: Accumulated Depreciation	<u>(110,043)</u>
Net Book Value	<u>\$ 87,739</u>

DELRAY BEACH HISTORICAL SOCIETY, INC.

Notes to Financial Statements

September 30, 2025

4. NET ASSETS WITH DONOR RESTRICTIONS

At September 30, 2025, net assets with donor restrictions are available for the following purposes:

Program Services	\$ <u>15,530</u>
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Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by occurrence of other events specified by donors as follows:

Program Services	\$ <u>600</u>
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5. CONCENTRATIONS OF CREDIT RISK

Financial instruments which potentially subject the Organization to concentrations of credit risk consist principally of cash equivalents.

At September 30, 2025, the Organization had \$548,456 in cash, of which \$184,018 was in excess of federally insured limits.

During the year ended September 30, 2025, the Organization received approximately thirty-eight percent of its total public support and revenues from a government agency.

6. SUBSEQUENT EVENT

Subsequent to year-end the Organization received a \$350,000 donation without restrictions.



DELRAY BEACH HISTORICAL SOCIETY and HERITAGE GARDENS

Founded in 1964



Prepared for the City of Delray Beach

ANNUAL REPORT

Pursuant to Section 5 of the of the Funding Agreement Between the
City of Delray Beach and the Delray Beach Historical Society

Dear Friends,

The Delray Beach Historical Society is graced by the important legacy of our town and by the generous spirit of our members and volunteers. Together, we embrace our role as stewards of Delray's heritage to foster learning and discovery that connect the lessons of the past to the issues that inform tomorrow. Guided by our mission, the Board of Governors and our staff remain focused on three key priorities: preserving and protecting the Delray Beach Historical Society historic cottages, gardens, and City archives; increasing community engagement through our programs and initiatives; and strengthening financial support to sustain and expand our work.

For fiscal year 2024-2025, we are proud to report significant progress in each of these areas and that performance standards were met. We expanded our educational programming, broadened our reach within the community, welcomed new donors, and saw meaningful growth in our archives through exciting new acquisitions and new policies.

Delray Beach is evolving rapidly, with continued growth and development reshaping the city. In recent years, the demographic has shifted younger—particularly in downtown areas—drawn by a vibrant, walkable, and active lifestyle. In response to this shift, the Society remains committed to engaging new audiences while preserving and sharing the stories of the people who shaped Delray's landscape, named its landmarks, and made decisions that continue to influence the community today.

The Society continues to elevate civic and social connectivity, inclusion, community pride, and cultural engagement, while serving as a destination for visitors. We are proud to contribute to Delray's reputation as a nationally recognized arts and cultural hub and to advance appreciation for preservation. By expanding awareness of Delray's family histories, unique assets and historic neighborhoods, we actively engage younger generations to explore, learn from, and be inspired by local history.

We are grateful to the City of Delray Beach for helping us invest in the protection of our historic places, and the legacy of cultures that created them – which has shown to produce positive and measurable results for the local economy. We know from tourism strategy reports that tourists who visit historic sites stay longer in hotels, eat in more restaurants, and visit more attractions. Our historical society is just such a historic site - a vibrant center for education, research, and community life, bringing together families and multiple generations of all backgrounds and interests.

Thank you for your continued partnership and belief in our mission. Your support makes a meaningful difference in the lives we serve through education.

Sincerely,

Winnie Diggans Edwards

Executive Director



Society founder, Ethel Sterling Williams

FISCAL YEAR 2024-2025

Table of Contents

This report is not presented as a traditional Annual Report; rather, it is intended to address the requested Principal Activities, Programs, and Services that advance our mission and support the community on behalf of the City of Delray Beach.

- I. Mission, Vision, Values, Ethics Statement
- II. Governance and Safety
- III. Principal Activities & Programs
- IV. Archive Center Services
- V. Fundraising

I. Mission

The Delray Beach Historical Society, believing that a sense of history is fundamental to understanding human experiences, collects, preserves and shares materials from Delray Beach's past, so that present and future generations can comprehend more fully their predecessors, their communities and themselves. The society encourages and assists people of all backgrounds and interests to learn more about Delray Beach's diverse history.

Vision

The Delray Beach Historical Society:

- Is the official archive of Delray Beach's history—recording family histories, events, continuing achievements and milestones.
- Is recognized as making a difference in our community, connecting with people in imaginative and intellectual ways.
- Offers a beautiful, unique setting which fosters storytelling and encourages discovery for local citizens and visitors of all ages and backgrounds.
- Is a leading advocate for historic preservation as a means of protecting our history and cultural heritage.
- Inspires younger generations to continue the legacy of preserving our history as a vital component to the future of Delray Beach.

Values

The Delray Beach Historical Society uses our resources to educate, connect and inspire to build historical empathy, foster civic responsibility, and generate an awareness of and respect for our shared community.

Our work is guided and informed by our beliefs and commitments to:

Providing Access: The archive is accessible to all. We embrace the value of historical knowledge as evidence for civic discourse and discussion.

Embracing Diverse Cultures and Traditions: We serve the entirety of our community. We encourage healthy debate and respect difference of opinion.

Demonstrating Quality: We collect strategically and act as responsible stewards. We pursue excellence across all aspects of our work. We lead through best practices, innovation and example.

Ethics Statement

The Delray Beach Historical Society is guided by the following:

- Respect for the communities we work with and serve.
- Integrity in our actions.
- Responsibility for our decisions and their consequences.

The leadership of the Society is committed to:

- Acting honestly, truthfully and with integrity in all our transactions and dealings.
- Avoiding conflicts of interest.
- Appropriately handling actual or apparent conflicts of interest in our relationships.
- Treating our donors, sponsors, members and grantees fairly.
- Treating every individual with dignity and respect.
- Treating our employees with respect, fairness and good faith and providing conditions of employment that safeguard their rights and welfare.
- Being a good corporate citizen and complying with both the spirit and the letter of the law.
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve.
- Being responsible, transparent and accountable for all of our actions.
- Improving the accountability, transparency, ethical conduct and effectiveness of our nonprofit mission.

II. Governance and Safety

The organization's Bylaws were evaluated and updated.

The Society developed a new Policies and Procedures Guide.

The Society developed a new Archive Collection Standards policy.

The Society installed an exterior and interior security camera system to augment our existing safety and security protocols for the campus and valuable assets.

III. Principal Activities & Programs

Educational Programing

AT A GLANCE

Income: \$16,004

Attendees + Reach: 10,350

Performance standards were met, based on visitor projections and budget. Data is tracked through sign-in sheets, on-line bookings, income coding and visitor logs.

Notes: These are mission-driven programs that are not fundraising initiatives, but are structured to contribute to operating costs.



History Exhibits

This fiscal year we offered onsite and offsite history exhibits. Our onsite exhibits are open year-round and are visited by residents, tourists, group tours and schools.

“La Florida” & “The Last Frontier”

These two exhibits feature a sweeping journey through fascinating prehistoric South Florida and continue through to Delray’s earliest pioneer stories about how our Village by the Sea was imagined and built. They are displayed in the Ethel Sterling Williams History Learning Center & Robert W. Ganger Archive building and represent our permanent exhibits. These exhibits are open year-round, Tuesday-Saturday, 11am – 3pm.

“The Land of Sunshine & Dreams: The History of the 1950s & 1960’s”

This exhibit, spread across two of our historic buildings guides visitors through one of the most historically and culturally complex time periods in America and Delray Beach, marked by astonishing advances in technology; the birth of extraordinary music, fashion and literature; the civil rights movement, land development, the space age, war, political assassinations, and the baby boom. Included are interactive stations and movie theater showing classic period films. These exhibits are open year-round, Tuesday-Saturday, 11am – 3pm.

“Agriculture & the Gladiola Industry in Delray Beach”

This exhibit was displayed at the Delray Affair and accompanied the sale of historic Gladiola flower bundles as a fundraiser for the Society.



“Getting Around in Old Delray!”

This exhibit was created and displayed at the Concours d'Elegance Vintage Car Show at Old School Square. It featured archival images of all modes of transportation in Delray dating back to the 1800's.

“100 Years of School Spirit in Delray Beach”

This exhibit was created and displayed at the winter Art & Jazz Festival on West Atlantic Avenue. It featured elementary school and high school team sports from all corners of Delray Beach, dating back to the early 1900's and up to the 1980's.

Heritage Lecture Series

This fiscal year we offered a robust and popular series of lectures partnering with local historians and Florida Humanities as well as offering presentation from our archive team.



“A Motion Picture Paradise: Florida’s Film & TV History”

A fascinating look at how Florida became a “third coast” to the American film and television industries over the past on hundred years.

“Surfing History of Delray Beach”

An inspiring presentation tracing the roots of local surfing culture in Delray Beach since 1919, including the fight to save surfing, surfing’s Olympic debut and protecting Delray Beach’s unique ocean playground.

“Weeki Wachee: City of Mermaids”

The fascinating story of Weeki Wachee Springs told through vintage photographs of the resident mermaids from their earliest days performing silent ballets to their pinnacle of popularity when ABC built them a million-dollar theater—against the backdrop of Florida’s booming tourism trade.

“Segregated Shorelines: The Civil Rights Movement in Delray Beach”

This compelling presentation covered postwar prosperity, influences on civil rights, Delray’s segregated neighborhoods and sundown law, Brown v. Board of Education and the NAACP, demonstrations on Delray’s beachfront in 1956, tensions between city leaders and the community, televised mediations and the path to integration.

“Women Politicking Politely: Breaking Boundaries”

An engaging presentation about six important women who laid the foundation for improving women’s equality in the U.S, working largely behind the scenes, even in Miami Beach.

“Flagler in Florida”

An engaging exploration of Henry Flagler’s early life, his Florida years, and his lasting impact on the Sunshine State.

“New Discoveries on Yamato Rock”

A fascinating history of Yamato Rock near Highland Beach, including never-been-presented facts about the site and its namesake, the Yamato Colony. In addition to being a significant archaeological site and early Indigenous settlement, from 1903 to 1942, Yamato Rock was an important area for both recreation and religion for the Yamato colonists. It also served as a site for bootleggers, explorers, and fishing enthusiasts.

“The Future of Florida’s Coasts: What We Can Learn from the Past”

A great look at Florida coast’s history and Floridians’ relationship with the sea over the past 2,000 years, including an exploration of development, pollution, sea level rise and how the coasts have changed over time.

“Theodore Pratt: A Florida’s Writer’s Life”

The captivating story of the “Literary Laureate of Florida - Theodore Pratt. We explored his life and works amid a lively and nostalgic tour through mid-20th century Florida.

Florida Native Garden Lectures

In partnership with Swinton Community Growing Project, our Florida Native Garden lectures grew in popularity this past year. Topics includes how to plant a pollinator garden, creating a food forest in your backyard to rare fruits of south Florida. This series is coordinated by our volunteer Garden Committee.

Walking Tours

Launched in fiscal year 2024–2025, the initiative was an instant success, with strong demand leading to sold-out tours. The program started with the history of A1A and the Beach and now has expanded to include Historic Atlantic Avenue and Sundry Village.



Workshops & Clubs

Delray Beach Historical Society Garden Club

Consisting of approximately 12 members, these volunteers gather weekly to assist in the maintenance and sustainability of our one-acre Educational Heritage Garden.

Cottage Book Club

This is a newer program developed to engage the community. The book club focuses on local historical nonfiction as well as Florida history to further the conversations regarding Florida's development path, native gardening and sustainability, Florida's environmental issues and historically significant biographies.

Art Classes

We offered a variety of school class activities including pioneer portrait painting, memory box decoupage and garden journaling. We offered Cyanotype classes for all ages, which is an ancient form of camera-less photography using the power of the sun. Students utilized materials from our heritage garden to create nature inspired art.

Wise Elder Circle

This group of Delray Beach elders gathers monthly for social interaction, storytelling as well as assisting the archive team in identifying photos from the archive.



Community Presentations & Outreach

Throughout the year, we offered presentations to area homeowner associations, civic organizations, churches and area schools. This fiscal year we presented offsite to 11 groups, including the Chamber of Commerce, the Rotary Club, Kiwanis Club and other organizations.

We hosted onsite tours and seasonal activities for organizations and groups such as Leadership Delray, the Achievement Center, the Institute for Regional Conservation and area garden clubs.

We participated in City events and programs such as Art & Jazz, filming the City's "This Place Matters" videos, Concours d'elegance Antique Car event at Old School Square, the Library's Bake-off and several of Community Greening's Tree Giveaways.

The Society was a partner in the "All American City" competition and program event in Denver, Colorado.

We supported and participated in two activities with the Preservation Trust including a shopping fundraiser and a "Build Historic Delray with Legos" event.



IV. Archive Center Services

AT A GLANCE

Preservation Projects, Content Development Projects, Research Projects: 190

Notable Achievements: Four sections of the archive re-cataloged, digitization of newspaper collection, historical monument project in Sundry Village, oral and video histories, 30 new acquisitions.

Performance standards were met, based on visitor projections and tracking through sign-in sheets, acquisition reports and visitor logs.

Notes: This is a mission-driven program.



Background

The "Hunt House" is an original Florida farmhouse built in 1908. It was rescued and moved from a prior location in Delray Beach and dedicated and named the Ethel Sterling Williams History Learning Center & Archive in 2009. This state-of-the-art and award-winning center houses the City's archives and is open for local research, tours and exhibits. Individuals, writers, researchers, homeowners, students, businesses, government agencies and organizations are served year-round. Along with private donations, the City, County and State have invested in excess of \$650,000 to ensure that Delray Beach historical records are secure, accessible and useful for educational and civic purposes.

The materials, pictures, records, artifacts and information in the archive collection totaling over 150,000 items are meticulously organized and stored in an "Archive Bunker" attached to the Ethel Sterling Williams History Learning Center. The Bunker is built of concrete and steel, and the space is rated to withstand a category five hurricane. Features of the Bunker include incandescent low-level lighting, air-conditioning and dehumidifying to maintain a constant temperature and humidity, a gas back-up generator in case of long-term interruption of power, and industry standard library track rolling shelves-all to preserve the record of Delray Beach history.

It is important to note that the Hunt House is subject to a tri-party agreement between the City, the DBHS, and Palm Beach County to keep the Archive Room open to the public. The agreement is known as the "Agreement between Palm Beach County, the City of Delray Beach, and the Delray Beach Historical Society, Inc. for funding of a Learning Center and Archival Storage facility" dated November 20, 2007, as part of the Lease Agreement between the City of Delray Beach and the Delray Beach Historical Society.

Archive Collection Standards

This past fiscal year, the Delray Beach Historical Society developed and implemented a new Archive Collection Standards Policy as part of our Safety and Security Governance, to reinforce our performance standards in this most critical area of our services to the City. It is important that this is part of the official record as this Report supports our obligation to protect and preserve the archive assets.

The purpose of this policy is to establish policies and guidelines for acquiring and removing material, establishing conditions under which materials may be lent from the DBHS's collections, ensure that collections management standards meet professional standards, establish policies for access to the collections, and affirm that the highest ethical standards are met by the DBHS staff, volunteers, and members.

Authority

The Delray Beach Historical Society is a 501(c)3 registered non-profit organization governed by a Board of Governors as set forth in DBHS by-laws. The Archivist oversees all aspects of DBHS's collecting activities and is empowered by DBHS leadership and Governors to make decisions related to the Society's collections. Where a conflict of interest or other significant challenge may arise, the Archivist commits to engaging the Society's leadership and Governors for review and resolution.

Ethical Principles

As a nonprofit organization dedicated helping people learn about Delray Beach's diverse history, DBHS understands that it operates for the public benefit. This Collections Management Policy rests on and is informed by the Delray Beach Historical Society Code of Ethics.

In addition to other commitments, DBHS board members, staff and volunteers agree to high standards of professional and personal conduct relating to collections, including:

- Avoiding actual, potential or perceived conflicts of interest and operating in the interest of DBHS at all times;
- Ensuring collections are lawfully held, protected, documented, cared for, preserved and acquired, disposed of and loaned responsibly
- Responding timely and sincerely to competing claims of ownership with transparency and respect for the dignity of all parties;
- Retaining curatorial integrity and independence in support of DBHS mission and accurate, inclusive historical content delivery;

At no time will staff, leadership, volunteers or the board of Delray Beach Historical Society conduct an appraisal or provide estimated valuations of private property for uses other than DBHS official business.

See the Delray Beach Historical Society Code of Ethics for a complete set of Ethical Principles.

History of Collections

Founded in 1964, the Society originated to and has traditionally collected materials associated with Delray's settlement and founding from 1864 forward, significant local families and properties and documenting significant cultural and social events, people and iconic locations, businesses and institutions from Delray's downtown historic district.

Today the Delray Beach Historical Society seeks to broadly collect, preserve and share archival material and material culture in order to document, display and educate residents and visitors on the diverse social, cultural, artistic, religious, architectural, economic, political, natural and other history of Delray Beach.

Scope of Collections

The Delray Beach Historical Society collects, preserves and shares archival material and material culture in order to document, display and educate on the diverse history of Delray Beach. DBHS collects to enable research, exhibition and education related to:

- The lives, activities, events and contributions of people who lived in, worked in or visited Delray Beach;
- The businesses, schools, hospitals, churches and other organizations that operated in Delray Beach;
- The geographical, topographical, natural and environmental evolution of Delray Beach;
- The structures, districts, neighborhoods and architecture of Delray Beach;
- Delray Beach's city government, officials and municipal activities;
- Superlative cultural or artistic works created by residents of Delray Beach or by creators with significant ties to Delray Beach;

DBHS collects material with compelling local relevance and historical significance within the historical and contemporary boundaries that once or currently define Delray Beach geography. Similarly, the Society focuses on events and chronology directly in or affecting Delray Beach but may place secondary importance on regional, national or international events with significant relevance to or association with Delray Beach.

Categories of Collections

Core Archival Collection Includes items in a range of media and materials and original and reproduced paper-based, digital or audio-based items in a range of formats mostly used to support exhibitions, preservation, educational programs and research Legacy Collection includes items that may not fit the museum's current mission or collecting mission and policy but are retained and cared for due to legal requirements, tradition or community demands. Library Collection Includes bibliographic and complementary volumes for interpretation, research and education related to collections.

Definition of Acquisition and Accession

An acquisition is an item obtained and / or possessed by the Delray Beach Historical Society.

An accession is an acquisition that DBHS has been formally accepted into its collections and for which DBHS holds legal title and ownership. Accessioning is the process of transferring ownership of an acquisition to DBHS and requires the recording of the accession, the assignment of an accession number and the cataloging of the item.

Methods of Acquisition and Accessioning Process

Items may be acquired by the Delray Beach Historical Society through many avenues including as gifts, bequests, purchases or exchanges.

In all cases the DBHS Archivist has authority to acquire items and is responsible for the process of accessioning items into the collection under the ultimate supervision of the Executive Director and Board of Directors. Items accepted for the collection will be:

- Accessioned;
- Assigned a unique accession and catalog identifier;
- Labeled;
- Accompanied by available item provenance, condition and title documentation;
- Stored in keeping with professional standards.

Accession Criteria and Authority

DBHS accession items into its collection in furtherance of its mission and with the intention to preserve and share the materials for the long term. The Delray Beach Historical Society Archivist holds the authority to accession items into the DBHS collection that meet all of the following criteria:

- The item serves the DBHS mission and is consistent with the Society's collecting priorities;
- The item is in condition appropriate to its intended use in the museum;
- DBHS is capable of storing and caring for the item for the indefinite future;
- The item does not contain hazardous materials nor create a hazard for museum staff or visitors;
- The party from whom the item is accepted declares that s/he is the legal owner of the item and can transfer to DBHS clear and legal title for the item;
- The item is free of any restrictions imposed on DBHS by the offering party; and the offering party has agreed to the DBHS deaccessioning and disposal policy;
- The item's provenance can be documented and neither the item nor the circumstances of its provenance violate any domestic laws, international conventions or regulations; The item and its provenance circumstances are consistent with DBHS's ethical principles.

Delray Beach Historical Society does not accept living or perishable collections except those that may relate to the DBHS Educational Heritage Garden.

DBHS does not accept human remains but may accept animal or natural remains that have already been preserved for the long term and are consistent with its mission and collecting priorities.

All acquisition and accessioning activities must be conducted for the sole benefit of the Delray Beach Historical Society and its mission. The DBHS Archivist and other members of the staff, leadership or Board will avoid any perceived or actual conflict of interest in acquiring and accessioning items and will refer and adhere to the DBHS Ethical Principles and Ethics Policy.

Definition of Deaccessioning and Authority

Deaccessioning is the administrative process of removing an accessioned item from the collection of the Delray Beach Historical Society and is recognized as an important element of a responsible collections management policy and practice. The decision to deaccession an item will be made by the DBHS Archivist and the DBHS Executive Director and approved by the Board during quarterly reviews of planned deaccessions.

Deaccession Criteria

Items considered for deaccessioning must satisfy one or more of the following criteria:

- The item does not serve the DBHS mission;
- The item is not consistent with the Society's collecting priorities;
- The item is not in condition appropriate to its intended use in the museum and/or contains hazardous materials or may be hazardous to staff and visitors;
- DBHS is not capable of storing and/or caring for the item for the indefinite future and/or storage and care costs for the item outweigh the value to the Society's mission;
- The item's provenance cannot be sufficiently documented;
- The item and/or the circumstances of its provenance violate domestic laws, international conventions and/or regulations;
- The item and its provenance circumstances are inconsistent with DBHS's ethical principles.
- The item is found to be living, perishable or of human remains.

Once approved for deaccessioning, the Archivist will update the item's documentation file to include deaccessioning decision, criteria and key deaccessioning information, to be retained as part of the museum's archives.

Methods of Disposal and Use of Proceeds

Deaccessioned items may be disposed of by many means, including but not limited to:

- Sale, exchange or transfer to another nonprofit organization
- Sale through an independent and reputable business
- Destruction

All DBHS documentation markings are to be removed from deaccessioned items prior to disposal.

Proceeds from item disposal will be limited to the acquisition of new items for the collection and/or investment in the direct care of the collection. A Direct Care investment is defined as efforts that prolong or enhance the life of collected items, improve or restore collection quality, functionality or usefulness.

Deaccessioning and disposal activities must be conducted for the sole benefit of the Delray Beach Historical Society and its mission. The DBHS Archivist and other members of the staff,

or Board will avoid any perceived or actual conflict of interest in deaccessioning and disposing of items and will refer and adhere to the DBHS Ethical Principles and Ethics Policy.

Loans

The Delray Beach Historical Society may borrow objects from or loan objects to other nonprofit museums for the purposes of exhibition, research or education related to the diverse history of Delray Beach. All incoming or outgoing loans requested and completed must be consistent with the mission and ethical principles of the Delray Beach Historical society. Incoming and outgoing loan approval is the responsibility of the Archivist. All loans made by or received to DBHS must be insured. It is the responsibility of the Archivist to negotiate appropriate insurance arrangements with all borrowers and lenders.

Outgoing Loans

Requests for loans must be received in writing or by email and must include the following information:

- Date of the request
- Name and contact information for requestor
- Institution name and contact information
- Name and accession number of the requested object (s)
- Purpose for the loan
- Length of loan request
- Intended use of the object (s)
- Statement on receiving facilities capacity to care for requested object (s)
- Statement of wall-to-wall insurance availability during loan period

A printed copy of the loan request will become part of the formal object documentation maintained by DBHS. If approved, the Archivist will initiate an outgoing loan agreement to be completed with receiving institution.

Incoming Loans

DBHS will request loans from other institutions in writing or by email and will do so only when the loaned objects are suitable to DBHS mission, can be appropriately cared for while in custody and the costs of seeking and accepting a loan are reasonable for the intended purpose.

Objects in Temporary Custody and Abandoned Property

Temporary Custody refers to objects left with the Delray Beach Historical Society for the purposes of evaluation, as a potential acquisition or other purpose but which have not been accompanied with a loan or deed of gift agreement.

DBHS requires that any object left in the museum's temporary custody be accompanied by a receipt completed by the property owner and signed by a museum representative.

The Temporary Custody Receipt which must include:

- Contact information for the object's owner
- Object description
- Date the object is left with DBHS
- Purpose for leaving the object with DBHS
- Signature of the depositor

DBHS will initiate written communication with the depositor to indicate if the item has been accepted or declined for addition to the collection and proceed following all associated policies and procedures.

If a depositor fails to reclaim a declined item within thirty (30) days of notification to reclaim, objects shall be deemed abandoned property.

Abandoned property are objects left with the Delray Beach Historical Society that have not been accompanied by temporary custody, loan or deed of gift paperwork or temporary custody items that have not been reclaimed within specified timeframes.

In accordance with Florida Statute 267.0723, abandoned property may be sold, transferred, retained or disposed of at the Society's sole discretion.



V. Fundraising

AT A GLANCE

To support our budget goals, the Society held a variety of fundraising events, including a Historical Society Anniversary BBQ, a Delray Pop-Up Shopping event, participation in the Delray Affair, and our annual fundraiser, Twilight in the Garden.

Income: \$82,190

Overall performance standards were met through our Development Programs, based on our budget projections. Legacy Brick Sales was the only area below target, as the program was mid-cycle and carried over from the prior fiscal year. The program is ongoing.

Membership Income: \$62,220

Sponsorship Income: \$82,500

Year End Appeal Income: \$22,630

Unrestricted Donations Income: \$25,320.80

Grant Income: City of Delray Beach - \$100,00; CRA - \$93,750; Other - \$2,000

Gift Shop, Legacy Bricks, Historic Photo Sales Income: \$25,275

Rental Income: \$7,863