Financial Statements of

THE HAMILTON PUBLIC LIBRARY BOARD

And Independent Auditor's Report thereon

Period ended December 31, 2022

Financial Statements

Year ended December 31, 2022

Independent Auditor's Report

Page

Financial Statements

Statement of Financial Position	1
Statement of Operations and Accumulated Surplus	2
Statement of Changes in Net Financial Assets	3
Statement of Cash Flows	4
Notes to Financial Statements	5
Schedule of Tangible Capital Assets	14



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INDEPENDENT AUDITOR'S REPORT

To the Board Members, Members of Council, Inhabitants and Ratepayers of the Corporation of the City of Hamilton

Opinion

We have audited the financial statements of The Hamilton Public Library Board (the Board), which comprise:

- the statement of financial position as at December 31, 2022
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net financial assets
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2022, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "*Auditor's Responsibilities for the Audit of the Financial Statements*" section of our auditor's report.

We are independent of the Board in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Page 2

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Board's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Board or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Board's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control.



Page 3

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Board's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Board to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants Hamilton, Canada May 17, 2023

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets		
Cash	\$ 685,362	\$ 676,580
Accounts receivable	132,939	42,803
Investments held with the Hamilton		
Community Foundation (note 2)	2,666,081	2,559,775
Due from City of Hamilton (note 3)	14,109,496	12,108,402
	17,593,878	15,387,560
Liabilities		
Accounts payable and accrued liabilities	875,189	625,684
Liability for future benefits (note 4)	2,317,500	2,321,300
Deferred revenue (note 5)	1,069,117	1,106,822
	4,261,806	4,053,806
Net financial assets	13,332,072	11,333,754
Non-financial assets		
Prepaid expenses	605,900	583,380
Tangible capital assets (Schedule)	9,430,121	9,313,266
	10,036,021	9,896,646
Commitments (note 8)		
Accumulated surplus (note 9)	\$ 23,368,093	\$ 21,230,400

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director

Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

		Budget 2022	Actual 2022	Actual 2021
		(note10)	2022	2021
Revenue:				
Municipal contribution (note 3)	\$	32,875,994	\$ 32,875,994	\$ 32,196,330
Province of Ontario grants	,	949,450	949,451	949,451
Photocopier revenue		165,000	99,093	52,672
Donations		-	20,688	223,253
Other grant revenue		446,000	472,347	487,570
Other – rentals, sales and recoveries		99,940	99,070	54,832
Interest		-	426,991	352,369
Contributions from Municipal reserves (note 3)		441,490	313,336	281,493
		34,977,874	35,256,970	34,597,970
Expenditures:				
Employee related expenses		23,099,408	20,795,135	18,406,882
Contractual		2,165,350	2,267,523	2,350,442
Building and grounds		1,837,510	1,381,461	1,728,100
Materials and supplies		1,080,630	1,140,852	830,034
Financial		375,420	219,702	217,266
Capital Financing (note 6)		447,500	280,538	280,581
Vehicle expenses		108,540	95,338	63,158
Other			48,947	50,005
Consulting		_	_	20,414
Amortization		_	2,878,415	2,935,274
Municipal cost recoveries (note 3)		2,871,385	2,999,624	2,278,382
		31,985,743	32,107,535	29,160,538
Annual surplus before reserve transfers		2,992,131	3,149,435	5,437,432
		2,002,101	0,140,400	0,407,402
Reserves transfer to Municipal capital fund				
(notes 3 and 11)		_	826,532	570,000
Contribution to Municipal reserves (note 3)		23,440	185,210	185,592
Annual surplus		2,968,691	2,137,693	4,681,840
Accumulated surplus, beginning of year		21,230,400	21,230,400	16,548,560
Accumulated surplus, end of year	\$	24,199,091	\$ 23,368,093	\$ 21,230,400

See accompanying notes to financial statements.

Statement of Changes in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021.

	2022	2021
Annual surplus	\$ 2,137,693	\$ 4,681,840
Purchase of tangible capital assets Amortization of tangible capital assets	(2,995,270) 2,878,415	(2,536,653) 2,935,274
	2,020,838	5,080,461
Net (increase) decrease in prepaid expenses	(22,520)	32,632
Change in net financial assets	1,998,318	5,113,093
Net financial assets, beginning of year	11,333,754	6,220,661
Net financial assets, end of year	\$ 13,332,072	\$ 11,333,754

See accompanying notes to financial statements.

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 2,137,693	\$ 4,681,840
Items not involving cash:		
Amortization	2,878,415	2,935,274
Liability for future benefits	(3,800)	(30,600)
Change in non-cash assets and other liabilities:		
Accounts receivable	(90,136)	177,116
Prepaid expenses	(22,520)	32,632
Accounts payable and accrued liabilities	249,505	193,771
Change in Due from City of Hamilton	(2,001,094)	(5,294,124)
Deferred revenue	(37,705)	62,787
	3,110,358	2,758,696
Capital activities:		
Purchase of tangible capital assets	(2,995,270)	(2,536,653)
Investing activities:		
Change in investments	(106,306)	(218,858)
Net change in cash	8,782	3,185
-	070 500	070 005
Cash, beginning of year	676,580	673,395
Cash, end of year	\$ 685,362	\$ 676,580

See accompanying notes to financial statements.

Notes to Financial Statements

Year ended December 31, 2022

The financial statements of the Hamilton Public Library Board (the "Board") are prepared by management in accordance with Canadian public sector accounting standards.

1. Significant accounting policies:

Significant accounting policies adopted by the Board are as follows:

(a) Basis of accounting:

The Library follows the accrual method of accounting for revenues and expenses. Revenues are recognized in the year in which they are earned and measurable. Expenditures are recognized as they are incurred and measurable as a result of a receipt of goods or services and the creation of a legal obligation to pay.

(b) Government grants:

Government grants received are from federal and provincial governments and the City of Hamilton. Government grants paid relate to surplus repayment and future reserves to the City of Hamilton. Government grants are recognized as revenue in the financial statements when the transfer is authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except, when and to the extent that, stipulations by the transferor give rise to an obligation that meet the definition of a liability. Government grants that meet the definition of a liability is extinguished.

(c) Investment income:

Investment income is reported as revenue in the period earned.

(d) Other income:

Other income is reported as revenue in the period earned.

(e) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Contributed or donated tangible capital assets are recorded at their fair value at the date of receipt.

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

- (e) Non-financial assets (continued):
 - (ii) Amortization:

Amortization is recorded to reflect the cost, net of anticipated salvage value, associated with the use of the asset in providing library services over the estimated useful life of the asset. Amortization expense is calculated on a straight-line basis over the assets' estimated useful lives as follows:

Asset	Number of years
Collections (asset pool)	7 years
Furniture and equipment	10 years
Computer hardware	3 years
Computer software	5 years

One half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Library land and buildings are owned and controlled by the City of Hamilton and are therefore not reflected in these financial statements.

(f) Liability for future benefits:

The Library provides certain employee benefits which will require funding in future periods. The cost of self-insured retirement and other employee future benefits that vest or accumulate over the periods of service provided by the employees, such as retirement health and dental benefits for retirees, is actuarially determined using the project benefit method prorated on service. Under this method, the benefit costs are recognized over the expected average service life of the employee group. Any actuarial gains and losses related to the past service of employees are amortized over the expected average remaining service life of the employee group.

The costs of multi-employer defined contribution pension plan benefits, such as the Ontario Municipal Employees Retirement System (OMERS) pensions, are the employer's contributions due to the plan in the period. These contributions are recognized in the period in which the contributions are earned.

(g) Deferred revenue:

Deferred revenue represents funds collected for which related services have yet to be performed. These amounts will be recognized as revenue in the fiscal year in which the related services are performed.

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(h) Investments held with the Hamilton Community Foundation:

Investments held with the Hamilton Community Foundation are stated at cost. However, when the investments incur a loss in value that is other than temporary, the investments are written down to their fair value and the loss is recognized in the statement of operations.

(i) Use of estimates:

The preparation of financial statements in accordance with public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Significant estimates include assumptions used in performing actuarial valuations of liability for future benefits. Actual results could differ from those estimates.

2. Investments held with the Hamilton Community Foundation:

Investments of \$2,666,081 (2021 - \$2,559,775) are carried at cost. The investments have a market value of \$3,248,259 at the end of the year. The market value represents the realizable value of the investments if they were to be sold at December 31, 2022.

3. Related party transactions:

(a) Transactions with related parties:

The Board had the following transactions with the City of Hamilton, its controlling party.

	2022		2021
Revenue:			
Municipal contribution	\$ 32,875,994	\$	32,196,330
Contribution from municipal reserves	313,336		281,493
	\$ 33,189,330	\$	32,477,823
	2022		2021
Expenses: Municipal cost recoveries	\$ 2,999,624	\$	2,278,382
Reserves transfer to municipal capital fund	826,532	,	570,000
Contribution to municipal reserves	185,210		185,592
	\$ 4,011,366	\$	3,033,974

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Related party transactions (continued):

(a) Transactions with related parties (continued):

The City of Hamilton does not charge the Board rent for the use of its buildings.

These transactions have been reflected in annual surplus for the current year and were measured at the exchange amount of consideration established and agreed to by the related parties.

(b) Outstanding balances due from related parties:

	2022	2021
City of Hamilton	\$ 14,109,496	\$ 12,108,402

These balances are non-interest bearing with no fixed repayment terms.

4. Liability for future benefits:

In accordance with Canadian public sector accounting standards, the Board is required to report obligations for retirement benefits earned over the employment period of its employees. Retirement benefits have been determined by an actuarial valuation completed December 31, 2022.

Employees who have retired either under the OMERS early retirement provisions or otherwise are eligible to receive drug, extended health services and dental benefits for the lifetime of the retiree. Effective January 1, 2002 new retirees only receive benefits until age sixty-five.

The Board recognizes the post-employment benefits costs as they are earned during the year. The Board's obligation under the post-employment provisions of employment agreements will be funded out of current revenue.

Accrued benefit obligation:

	2022	2021
Vested sick leave liability	\$ 4,300	\$ 5,300
Retirement benefits	2,863,300	2,955,500
	2,867,600	2,960,800
Net unamortized actuarial loss	(550,100)	(639,500)
Accrued liability	\$ 2,317,500	\$ 2,321,300

Notes to Financial Statements (continued)

4. Liability for future benefits (continued):

The continuity of employee benefits and other obligations are summarized as follows:

	2022	2021
Liability for employee future benefits and other obligations		
balance at beginning of the year	\$ 2,321,300	\$ 2,351,900
Benefit expenditure	91,200	88,100
Interest expenditure	101,800	105,400
Amortization of actuarial loss	89,400	90,800
Benefit payments	(286,200)	(314,900)
Liability for employee benefits and other obligations		<u> </u>
balance at end of the year	\$ 2,317,500	\$ 2,321,300

Actuarial valuations are performed on post-employment and retirement benefits to provide estimates of the accrued benefit obligations. These estimates are based on a number of assumptions about future events including interest rates, inflation rates, salary and wage increases, medical and dental cost increases and mortality. The assumptions are determined at the time of the actuarial valuations and are reviewed annually.

	Discount Rate	Return on Assets	Inflation Rate	Salary Increases	Dental Increases	Life Expectancy (years)
Vested sick leave	3.25%	NA	2.0%	3.0%	NA	2.0
Retirement Benefits – Health and Dental	3.50%	NA	2.0%	3.0%	4.0% (1)	12.0

Note: (1) - Medical costs are assumed to increase at a rate of 7.2% in 2022 (2021 - 7.4%), decreasing 0.2% per annum to 4.0% in 2038.

(a) Liability for vested sick leave:

Effective May 1, 1982 the Income Protection Plan was adopted and sick leave credits earned under the Sick Leave Benefit Plan were frozen. Under the Sick Leave Benefit Plan unused sick leave would accumulate and employees were entitled to cash payment upon termination of services after ten continuous years. Entitlement to cash payment continues to apply to those employees who accumulated days prior to May 1, 1982, to the extent that they have vested and could be taken in cash by an employee on termination. The estimated accrued benefit obligation at December 31, 2022 is \$4,300, (2021 - \$5,300).

(b) Liability for retirement benefits:

The Board provides certain health, dental and life insurance benefits between the time an employee retires under OMERS or the normal retirement age and up to the age of 65 years. The estimated accrued benefit obligation at December 31, 2022 is \$2,863,300 (2021 - \$2,955,500).

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Deferred revenue:

Deferred revenue consists of grants and funds received in advance which are expected to be earned in future periods. Continuity of deferred revenue is as follows:

Balances		2022		2021
Grants and donations	\$	25,014	\$	85,284
M. Waldon Thompson estate	•	24,511	•	24,020
Permanent fund		954,937		934,094
F. Waldon Library bequest		64,655		63,424
	\$	1,069,117	\$	1,106,822
Continuity		2022		2021
oonanany		2022		2021
Balance, beginning of year	\$	1,106,822	\$	1,044,035
Add:				
Transfers in – grants and donations		596		51,660
Transfers in – estate donations		38,596		65,353
Less:				
Amounts recognized in revenue – grants and donations		(60,866)		(30,828)
Amounts recognized in revenue – estate donations		(16,031)		(23,398)
	\$	1,069,117	\$	1,106,822

6. Long term debt held by the City of Hamilton:

The City charges the Board principal and interest for long term debt related to Library facilities and other capital. These charges are funded by the City through its annual contributions. The debt is not disclosed on the statement of financial position as the City of Hamilton is legally responsible for the repayment of the debt.

(a) The net long term debt to which these charges are related is as follows:

Debenture Number	Purpose	Interest Rates	Maturity Date	2022	2021
08-120	South Mtn Complex	4.728%	2023 \$	137,495 \$	403,035

Notes to Financial Statements (continued)

Year ended December 31, 2022

6. Long term debt held by the City of Hamilton (continued):

(b) Principal charges next year are as follows:

2023		\$	137,495

(c) The Board was charged \$280,538 (2021 - \$280,581) for long term debt charges during the year as follows:

	2022	2021
Principal Interest	\$ 265,540 14,998	\$ 253,416 27,165
	\$ 280,538	\$ 280,581

7. Pension agreements:

The Hamilton Public Library makes contributions to OMERS, which is a multi-employer plan, on behalf of 222 members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

The latest actuarial valuation as at December 31, 2022 reported a funding deficit of \$6.7 billion (2021 - \$3.1 billion). Contributions were made in the 2022 calendar year at rates ranging from 9.0% to 14.6% depending on the level of earnings. As a result, \$1,261,970 was contributed to OMERS (2021 - \$1,294,420) for current service. The OMERS board has confirmed that contribution rates will remain at the current levels until 2025.

8. Commitments:

Minimum future lease payments for various premises are as follows:

2023 2024 2025 2026 2027 2028 and thereafter	\$ 768,541 736,006 560,088 528,064 527,338 4,725,927
	\$ 7,845,964

The City of Hamilton is ultimately responsible for the Board's lease obligations.

Notes to Financial Statements (continued)

9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserve and reserve funds as follows:

	2022	2021
Reserves and reserve funds Unfunded liability for future benefits Tangible capital assets	\$ 16,255,472 (2,317,500) 9,430,121	\$ 14,238,434 (2,321,300) 9,313,266
Balance, end of year	\$ 23,368,093	\$ 21,230,400

Reserves and reserve funds:

	2022	2021
Library general development	\$ 5,541,858	\$ 4,795,680
Library major capital projects	3,956,696	2,879,370
Capital enhancement	408,049	231,322
Library collections	1,445,301	1,387,061
Redevelopment, training and restructuring	538,962	524,324
Youth literacy	557,674	544,774
Computer reserve	679,546	640,011
Mobile equipment	715,798	669,472
Youth programming	75,253	73,512
Special gift fund	2,239,179	2,145,124
Ketha McLaren fund	53,378	50,938
Waterdown Library fundraising	2,874	52,037
Donations	40,904	244,809
	\$ 16,255,472	\$ 14,238,434

Notes to Financial Statements (continued)

Year ended December 31, 2022

10. Budget data:

The budgets originally approved by the Library for 2022 are reflected on the statement of operations and do not include amounts related to public sector accounting standards reporting requirements such as amortization of tangible capital assets.

Accumulated surplus consists of individual fund surplus and reserve and reserve funds as follows:

	2022
Revenues:	
Operating budget	\$ 34,977,874
Capital budget	_
Total Revenue	34,977,874
Expenses:	
Operating budget	32,009,183
Capital budget	2,968,690
Less:	
Capital expenses	(2,968,690)
Total Expenses	32,009,183
Annual surplus	\$ 2,968,691

11. Contribution to reserves of Municipality:

Historically, there has been no budgeted amount for transfers to the Municipality. This is due to the fact that impending projects are not necessarily known or approved at the time of the budget preparation.

Notes to Financial Statements (continued)

Year ended December 31, 2022

Schedule of Tangible Capital Assets

December 31, 2022							
	Computer		Computer		F	urniture and	
Cost	hardware		software	Collections		equipment	Total
Beginning of year Add: Additions during	\$ 486,482	\$	35,102	\$ 16,988,549	\$	2,742,605	\$ 20,252,738
the year Less: disposals during	435,769		1,267	2,208,497		349,737	2,995,270
the year	(124,990)		(8,183)	(2,749,809)		(437,794)	(3,320,776)
End of year	\$ 797,261	\$	28,186	\$ 16,447,237	\$		\$ 19,927,232
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Accumulated	Computer		Computer		F	urniture and	
Amortization	hardware		software	Collections		Equipment	Total
Beginning of year Add: amortization durir	\$ 213,050	\$	23,934	\$ 9,200,488	\$	1,502,000	\$ 10,939,472
the year Less: amortization on	213,958		6,329	2,388,270		269,858	2,878,415
disposals	(124,990)		(8,183)	(2,749,809)		(437,794)	(3,320,776)
End of year	\$ 302,018	\$	22,080	\$ 8,838,949	\$	1,334,064	\$ 10,497,111
Net book value	\$ 495,243	\$	6,106	\$ 7,608,288	\$		\$ 9,430,121
December 31, 2021							
	Computer		Computer		F	urniture and	
Cost	hardware		software	Collections		equipment	Total
Beginning of year Add: Additions during	\$ 421,331	\$	83,382	\$ 18,014,659	\$	2,695,254	\$ 21,214,626
the year Less: disposals during	215,567		600	1,990,827		329,659	2,536,653
the year	(150,416)		(48,880)	(3,016,937)		(282,308)	(3,498,541)
End of year	\$ 486,482	\$	35,102	\$ 16,988,549	\$	2,742,605	\$ 20,252,738
Accumulated	Computer		Computer		F	urniture and	
Amortization	hardware		software	Collections		Equipment	Total
Beginning of year Add: amortization durir	\$ 212,163 ng	\$	60,965	\$ 9,717,196	\$	1,512,415	\$ 11,502,739
the year Less: amortization on	151,303		11,849	2,500,229		271,893	2,935,274
disposals	(150,416)		(48,880)	(3,016,937)		(282,308)	(3,498,541)
End of year	\$ 213,050	\$	23,934	\$ 9,200,488	\$	1,502,000	\$ 10,939,472
Net book value	\$ 273,432	\$	11,168	\$ 7,788,061	\$	1,240,605	\$ 9,313,266

Notes to Financial Statements (continued)

Year ended December 31, 2022

Schedule of Tangible Capital Assets (continued):

The Library has no contributed assets and no tangible capital assets recognized at nominal value. The Library has works of art, historical treasures, sculptures, and murals that are preserved by the Library but are not recorded as tangible capital assets.