PUEBLO LIBRARY Foundation

Finance Committee Meeting
Meeting: 2 p.m., Thursday, August 7, 2025
Rawlings Executive Conference Room on 4th Floor
Rawlings Library ★ 100 E. Abriendo Ave. ★ Pueblo, Co 81004
With Virtual Teleconference Option

MINUTES

Board Members Present–Ms. Abbey Hartless, Mr. Joe Arrigo, Mr. Chad Heberly, Ms. Alexandria Romero and Ms. Bri Reyes

Excused–Ms. Sherri Baca

Staff Present–Mr. Nick Potter, Ms. Maria Kropf and Ms. Gloria Madrill

Guests–Mr. Dmitriy Chernyak

Call to Order and Welcome

Ms. Hartless called the meeting to order at 2:03 p.m.

Approval of Minutes

No modifications were made to the minutes. Mr. Arrigo made a motion to approve the minutes for the May 8 Finance Committee Meeting. Ms. Hartless seconded the motion. All in favor. Motion passes.

Audit Presentation

Mr. Chernyak, a partner of DMC Auditing and Consulting LLC, talked about their work on preparing the financials and the audit. He presented their findings on the audit. He said the results were an unmodified clean opinion and no control issues found. He also said they didn't feel as if there was anything significant to report. The plan is to submit the audit for approval at the next Foundation board quarterly meeting.

There was a brief discussion about cryptocurrencies and how other organizations have handled donations of cryptocurrencies. Ms. Romero noted, as a nonprofit, if we received that type of gift and sold it immediately we would just need to note that it was received and sold nearly immediately. There would only be an issue if we were to hold on to it. Mr. Arrigo asked if we would need to address how to handle a cryptocurrency gift into our policies. It was decided that it would be best if we included it in our gift acceptance policies, similar to how stock gifts are handled.

Form 990 Update

Ms. Reyes reported that we extended the 990 and the extension was accepted. The plan is to finalize it and present it at the November meeting.

June 30, 2025 Financial Report

Ms. Reyes reviewed the financials. The total assets, liabilities, and equity equaled $731,041.89. Next, Ms. Reyes reviewed the Statement of Revenues and Expenditures. She talked about the revenue and expenditures for the quarter and the year-to-date. Total year-to-date revenue was $150,120 and year-to-date expenditures were $407,822. The year-to-date revenue under expenditures was $257,702. Ms.

Reyes then talked about the Summary of Restrictions report. She noted the total current balance is $183,811.71. Mr. Heberly made a motion to accept the financial report for the period ending June 30, 2025. Ms. Romero seconded the motion. All in favor. Motion passes.

Q2 2025 Stifel Investment Report and Update on Opening Money Market Account

Mr. Potter provided a report from Mr. Kennedy about the Foundation's investment portfolio performance. The current value of our account is $675,090. Interest income is $19,657 or 2.91% in annual dividends. We currently hold 62.88% in equities prior to taking out our REIT/Real Estate exposure of 5.20%. The report also includes a 12-month dot-to-dot graph of our account value not including yearly additions. There is also a report breaking down our stocks totaling $424,505 by market sector.

Next, Mr. Potter shared some information about the Pueblo Library Foundation's money market account. The current balance is $588.04 and the average yield is 4.12%. Mr. Potter then provided an update on a discussion from the last meeting. At the last meeting, from an operational perspective, we were looking to set up a money market account with Bank of the San Juans so that we could easily transfer funds to accounts. Upon further research, it was discovered the rates are better with our current money market account at Stifel. Mr. Potter said he asked Mr. Kennedy if he had any recommended changes and he said he did not.

Q2 2025 Gifts Received Report

Mr. Potter provided an update on fundraising activities and gifts received in the second quarter. In Q2, PCCLD and the Foundation combined brought in $174,582.05. There was some activity this quarter related to the capital campaigns (Building Community Together Capital Campaign and Lucero Library Capital Campaign), sponsorships (Summer Reading and Booklovers Ball), unrestricted gifts and other miscellaneous contributions.

The recommendation within the report is to transfer $51,229.66 from the Pueblo Library Foundation to the district. Mr. Arrigo made a motion to approve the recommended transfer of $51,229.66 from the Foundation to the district. Mr. Heberly seconded the motion. All in favor. Motion passes.

Review of Investment Policy

Mr. Potter talked about the Investment Policy. We would like to have an annual review of the policy. The current policy is included in the packet and we would like to open it for discussion at the November Finance and Investment Committee meeting for any suggested updates. Currently, our policy allows an asset allocation of up to 65% stocks and 35% bonds.

Review of Credit Card Processing Fee Policy

Mr. Potter shared a draft of a new policy for online credit card fees. If a donor chooses to contribute to help cover the processing fee, the fee would go towards unrestricted funds to help cover the expense. If the donor chooses not to cover the fee, the library will pay it and the full amount will go towards the donor's intent.

New Committee Member

Ms. Hartless shared Mr. Heberly would be joining us on the Foundation board in addition to the Finance and Investment Committee. Also, Ms. Laura Solano will be joining the board as well and expressed an interest in joining the Finance and Investment Committee. If she joins the committee we will be full at seven members.

Adjourned 2:44 p.m.
Respectfully submitted,
Gloria Madrill
Recording Secretary