

Application for Board of Directors

Email address: _____ Cell Phone: _____

I would consider it an honor to be appointed to the Pueblo Library Foundation Board. I am interested in participating in the continued growth and advancement of our Library District facilities and operations. I believe Libraries are a critically important community gathering place (a gem) for families, kids, seniors, civic and community organizations, etc. As a life-long

learner and now a retiree, I am practicing “pay it forward” actions. I have personally utilized the services of many of our Libraries and would like to see them thrive for generations to come.

4. List any other information that might be useful in consideration for your appointment to the Pueblo Library Foundation Board. _____

I have worked with many members of the current Library staff and would be honored to promote their work. _____

5. List any civic or community boards or commissions on which you currently serve.

__I currently serve as a member of the Pueblo Catholic Diocese Foundation Board and the Garcia Family Foundation Board. _____

PERSONAL INFORMATION: *(optional)*

SPOUSE'S NAME: __n/a_____

____Laura Solano_____
Signature of Applicant

____July 14, 2025_____
Date Submitted

Please return this form to:

Pueblo Library Foundation
Attn: Nick Potter
100 E. Abriendo Avenue

Pueblo, CO 81004**Contact information:**
(719) 562-5605
Nick.Potter@pueblolibrary.org

Laura Solano

PROFESSIONAL SUMMARY

Throughout my professional career, my educational background and experiences have afforded me the opportunity to develop strong and proven leadership skills. I am interested in and well qualified to undertake the coordination, collaboration, and challenge of working with an administrative team. My professional strengths include my ability to manage and lead operational initiatives, projects, and growth within organization policy and procedures. Possessing excellent analytical, verbal, and written communication skills, I am hopeful to be afforded the opportunity to share my professional attributes to effectively contribute to our community.

CORE QUALIFICATIONS

**LEADERSHIP SKILLS
ADVANCEMENT OF STAFF**

**CONTRACT MANGEMENT
FINANCE AND BUDGET MANAGEMENT**

**STRATEGIC PLANNING
POLICIES AND PROCEDURES**

**COMMUNITY OUTREACH
MARKETING AND SALES**

EDUCATION

1992, University of Southern Colorado, MBA, 2200 Bonforte Blvd., Pueblo, CO 81001

1980, University of Southern Colorado, BS in Business Management; Accounting

EXPERIENCE

2024 – April 2025, Turbo Tax Expert Online Assistant through Baker Tilly, US LLP

- Served as an online expert to Turbo Tax clients for the 2025 Income Tax Season. Provided chat, video, phone, and online income tax preparation. Successfully completed more than 65 hours of training including the required IRS preparation training. Assisted more than 110 clients.

2024 – May 2025, Pueblo County Government, Election Judge

- Served as a Supervisor in the Voter Polling Office for the past two elections. This is a temporary 13- day assignment for the local elections. Successfully completed the required training required by the Secretary of State.

2019 – February 2024, Chief of Staff to Mayor, City of Pueblo (Retired February 2024)

- Served as the Chief of Staff to the Mayor of Pueblo, Colorado. Oversee strategic planning, performance management, liaison with City Council members, and coordinated work with the Director of Finance and Budget. 18 months direct supervision of the City Finance Department, Collaboration with City Departments with 18 direct Department Director reports; Municipal Airport, City Clerk, Civil Service, Department of Housing and Community Services, Fleet Management, Human Resources, Information Technology, Parks and Recreation, Planning, Public Works, Purchasing, Stormwater, and Wastewater.

2018 – May, 2020 Adjunct Faculty, Colorado State University – Pueblo, Hasan School of Business

- Served as an Adjunct Faculty professor instructing Accounting courses at the senior, junior, and sophomore course level; instructing Advanced Accounting, Intermediate Accounting, Accounting, Ethics, and Managerial Accounting.

2014 - Feb., 2018 Director, Colorado Lottery

- Served as the Director of the Colorado Lottery within the Colorado Department of Revenue. Responsible for oversight of the day-to-day Lottery operations, a \$550 Million plus annual business. Oversee strategic management and Lottery goals and measures. Serve as the liaison to office of Executive Director of the Dept. of Revenue and other State Government Offices to include Office of Budgeting, Technology, Personnel, Department of Regulatory Agencies, and Fleet Management. Work closely with the Lottery Commission on legislative issues. Regular community outreach with Lottery players, 3,500+ retailers, and proceeds beneficiaries.

2013 – 2014, Adjunct Faculty, Colorado State University – Pueblo, Hasan School of Business

- Served as an Adjunct Faculty professor instructing a Business Communication Course in multiple sections. The course is a core requirement for all business majors. Engaged students in developing effective communication skills both written and verbal through the practical application of analyzing problems, developing, and presenting solutions, and demonstrating effective team skills. Also instructed numerous adjunct faculty classes at CSU, Pueblo including Financial Accounting, Managerial Accounting, and Income Tax since 1988. Served as back-up student advisor for HSB undergraduate students from 2013 – 2014.

2012 – 2013, Coordinator, Environmental Scan, Red Rocks Community College, Lakewood, Colorado

- Led the research and development of the Environmental Scan project for the college. The project included writing and analyzing survey results from more than 600 internal and external stakeholders, researching current and forecasted labor market indicators for career cluster college programs and potential programs, and writing the final report.

2012 – 2014, Business Manager, McClelland Children's Foundation, Pueblo, Colorado

- Business Manager responsible for all aspects of the day-to-day accounting functions including preparing and presenting monthly financial statements, cash controls, and payroll.

2007 – June, 2012, Vice President of Learning, Pueblo Community College, Pueblo, Colorado

- Chief Academic Officer for the Community College including three branch campuses (total student enrollment of 6,000, 100+ full time faculty and 300 part-time instructors); Oversight of: three Academic Deans and Divisions, The Center for Teaching Excellence and Academic Leadership, The Center for Academic Advising, Community Education, Training and Pre-College, and Grants

2005 – 2007, Dean of Business and Technology, Pueblo Community College

- Academic Dean for Career and Technical Certificate Programs and Associate Degree Transfer Programs (18 total Programs); Serve as the Director of Career and Technical Education including Concurrent Enrollment Programs with Secondary Education; Administrative Liaison to the Faculty Committees

2000 – 2005, Faculty and Department Chair and Faculty – Acct. /Bus. Mgmt., Pueblo Community College

- Supervised four full time faculty; fifteen – twenty part time instructors; responsible for Department Curriculum, Student Advisement, Assessment of Student Learning, Curriculum Committee, College Accreditation and Strategic Planning. Budget Management. Served as Department Chair 2003 – 2005.

1996 – 2000, Controller, Colorado State Fair, Pueblo, Colorado

- Chief Financial Officer, Colorado State Fair; responsible for all aspects of Fair fiscal operations including, contracts, budgets, and risk management for Gate Revenue, Box Office, Concerts, Rodeos, Carnivals, Exhibits, and Sponsors; responsible for overseeing Personnel and supervised a full-time staff of eight and a part-time seasonal staff of 100.

1979 – 1997 Internal Revenue Agent, US Treasury Department, Colorado Springs, Colorado

- Income Tax Examiner of Individual, Corporate, Partnership, Fiduciary, and Employment Income Tax Returns; Revenue Agent and Tax Auditor Internal Instructor and Coach; Oversaw the Volunteer Income Tax Assistance Program, 5 years; Community Presentations and Training sessions

AWARDS

- 2007, Administrative Team Award, Chair Academy
- 2006, Colorado Business Educator of the Year nominee, NPEA
- 2005 Faculty of the Year, Pueblo Community College
- 2004, Academic Management Institute for Women

SPECIAL AFFILIATIONS and PROJECTS

- 2021 – 2024, Board Member, UCCS, Executive Women's Leadership Board, Colo. Springs, CO
- 2019 – 2020, Certificate from the Harvard Bloomberg Municipal Leadership Program
- 2018 – 2020, Board Member, McClelland Children's Foundation, Pueblo, CO
- 2017- present, Board Member, Catholic Diocese of Pueblo Foundation, Pueblo, CO
- 2011 – 2018, Board Member, St. Mary Corwin Hospital, Pueblo, CO
- 2009 – 2011, Steering Committee member of CoCeal, Colorado Coalition for the Edu. and Adv. of Latinos
- 2007 – 2012, Pueblo Community College representative to HACU, Hispanic Association of Colleges and Universities

PROFESSIONAL and PERSONAL REFERENCES – Available upon Request