

# ST. LOUIS PUBLIC LIBRARY

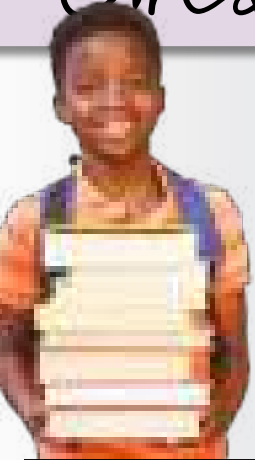
*is actively seeking a*  
**Chief Financial Officer**



**ST. LOUIS  
PUBLIC  
LIBRARY**

ST. LOUIS' ORIGINAL SEARCH ENGINE®

# Great Cities Need Great Libraries



**3,628,335**  
ITEMS AVAILABLE  
in the Library's  
collection



**BUDGET:**  
**\$31,450,000**



**82**  
DATABASES



**STAFF:**  
**400+**

**2,224,851**

**visitors annually**

**16** LOCATIONS

throughout St. Louis City neighborhoods

**CIRCULATION:**  
**2,650,000**



## CHIEF FINANCIAL OFFICER

The St. Louis Public Library (SLPL) seeks a CFO following the upcoming retirement of the individual who has served in the role for more than 30 years. The CFO will have advanced financial management skills and experience in order to provide oversight of the financial activity of this \$31+ million political subdivision of the state of Missouri. The CFO will ensure financial accountability, efficiency, and effective systems. The position reports to the Chief Operating Officer and is part of the Library Council leadership team that works together to move forward SLPL's primary mission as an innovative and patron-centered public library providing vital services to the people of St. Louis.

SLPL believes deeply in teamwork and collegiality, and practices both. The CFO will interact with the SLPL Board's Fiscal Affairs Committee, other senior leaders, COO, CEO, and business office staff. SLPL seeks candidates able to build relationships with these stakeholders, jointly develop solutions and systems, and provide structured opportunity for direct reports to develop their own expertise and capability for quality work to assure effective delegation and shared responsibility for work output. Six individuals currently comprise the business office, with another position or two possible if determined to be advantageous.

All SLPL locations are located within a quick and easy drive, and the CFO will need to occasionally visit each. SLPL administration operates out of a centrally-located, modern office location adjacent to Central Library. The position will primarily work in the office, with a bit of flexibility for work-from-home.

This position's starting salary will be \$135,000-145,000. Strong benefits, including a defined benefits pension, are included.



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# SLPL: HISTORY AND FUTURE

St. Louis Public Library is a true urban library, representing the historic center of the St. Louis region: the City of St. Louis. With its roots in the mid-1800s, St. Louis Public Library has a long history of innovation and service, a large and historic collection including rare books and extensive special collections, and a diverse and dedicated staff of over 400 employees. Our technology is a major resource throughout the City and beyond, and the library makes an enormous investment in technology annually to provide state-of-the-art services.

We operate 16 public locations in a relatively small city of 61 square miles. These range from the magnificent Central Library – one of the world’s great public libraries – to regional and neighborhood libraries that vary in size and design but are centerpieces in their communities. St. Louis was an early, passionate supporter of library services to children, and that remains a core value and mission. All St. Louis residents live within 1.7 miles of a library branch.

The St. Louis Public Library is an independent political subdivision established by the State of Missouri in state statute. We are guided by a governing Board of Directors appointed by the Mayor and Board of Aldermen. Our tax rate is set by public vote, and our 2022 budget is \$31 million. Our Foundation is active and influential and makes a number of programs and services possible. In 2021, our Foundation contributed well over \$1 million to library services. We work frequently and with pleasure with the St. Louis County Library, our suburban partner; the two libraries have had full reciprocity since 1993 and our catalogs were merged earlier this year.



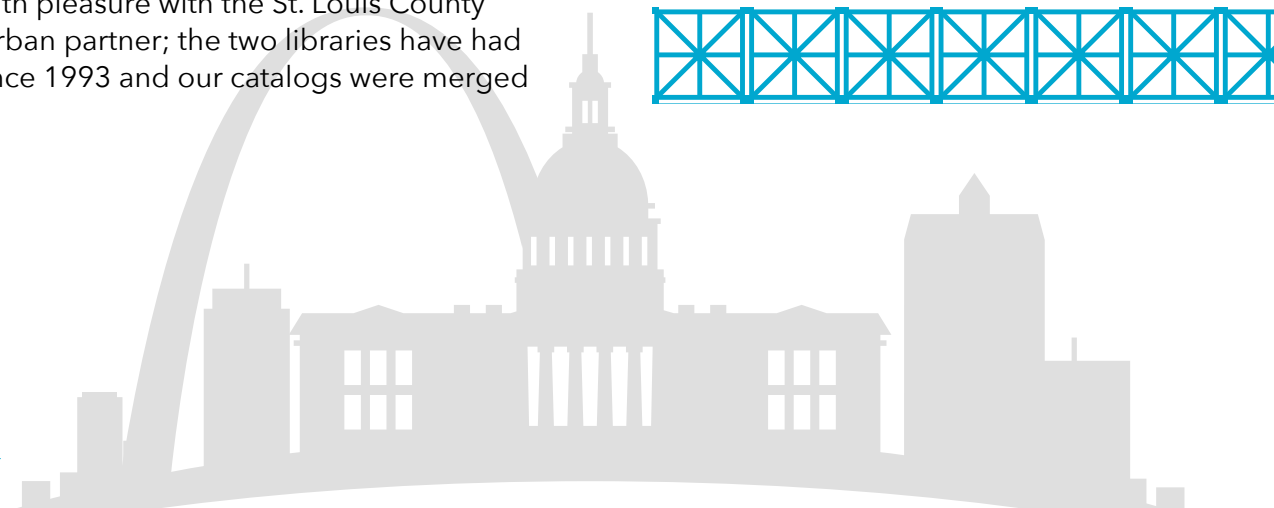
Since March 2020, we have focused on responding to changes brought about by COVID-19. Our strategic plan balances tradition with modern approaches that are the driving forces in our world today: technology, personalization, and automation. Our strategic goals and objectives are:

- 1 Nurture young minds
- 2 Establish Central Library as a premier cultural destination
- 3 Increase St. Louis’ connection and innovation in the digital world
- 4 Empower and strengthen our city neighborhoods
- 5 Elevate awareness of the library



## THE CITY

At the confluence of the great Missouri and Mississippi Rivers, St. Louis’ long history has built a remarkable intellectual, cultural, educational, architectural city. The population of the city is currently 310,000 (the metropolitan area’s is 2.85 million). We are a diverse community, with African-American and Caucasian populations at 47% each, and a growing number of individuals of other races/ethnicities. Our symphony, museums, parks, and universities are world-class. At the same time, St. Louis is a challenged city with pockets of deep urban poverty and decline, high illiteracy rates, and low public education attainment, often existing in close proximity to great wealth and privilege. The library is a vital bridge between those worlds.





# THE CHIEF FINANCIAL OFFICER

The Chief Financial Officer oversees all aspects of SLPL's financial, cash management, procurement/purchasing, and risk management operations. This position is responsible for all accounting, investment, treasury, financial auditing, payroll, accounts receivable/payable and purchasing, as well as maintaining all accounting systems and ensures GAAP compliance.

## Essential Duties and Responsibilities:

- Ensures day-to-day accounting transactions are handled according to policy and legal standards through management of ERP system and other tools.
- Manages Business Office staff to ensure all delegated functions (especially accounts payable) are being performed in a timely and accurate manner.
- Serves as a member of Library Council and provides strategic insight for library decisions.
- Provides treasury services and manages bank accounts and other holdings for SLPL to ensure the appropriate liquidity of assets is maintained and an adequate cash flow is available for planned and emergency expenditures.
- Ensures funds are managed in accordance with policy-driven, contractual, or other legal requirements and restrictions.
- Provides SLPL staff with financial data and accompanying advice to make tactical and strategic decisions for the library.
- Oversees annual audit for SLPL and Foundation.
- Provides risk management functions, including the purchase of liability and other business policies and the filing and tracking of insurance claims.
- Serves as the Business Manager for SLPL and, as such, handles all associated responsibilities identified in Missouri state statute and library policy.
- Maintains all necessary business/corporation certificates and ensures all other filings and reporting forms are completed and transmitted as required by law (e.g., annual 990 form, St. Louis City tax assessment calculations, 1099s).
- Assists SLPL and Foundation in the creation of an annual revenue and expense budget.

## Qualifications:

- Master's degree or equivalent; MBA and/or CPA preferred.
- Ten or more years positive and successful experience.
- Staff development, team building, and motivation.
- History of motivating high performance, fair standards and resources, and clear evaluation of staff.
- Excellent communication, writing, and speaking skills.



## LEARN MORE & APPLY

EMD Consulting Group, a firm that helps nonprofits build organizational strength, is recruiting a qualified and diverse candidate pool. We are eager to discuss this position opportunity with qualified individuals interested in exploring this opportunity. To schedule a 15-minute discussion prior to submitting application materials, please [email us at search@emdconsulting.com](mailto:search@emdconsulting.com). All inquiries will be held in strict confidence.

Applicants should send a letter of interest, resume, and contact information for three professional references to [search@emdconsulting.com](mailto:search@emdconsulting.com). Please limit the size of the email to 5 MB in order to ensure delivery. We expect to accept applications for the position until June 8, 2022.



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[slpl.org](http://slpl.org)

