



Library Director St. Francis, Wisconsin

Position Profile



Public Administration Associates



The Community

The City of St. Francis is located in Milwaukee County along the shores of Lake Michigan. It has a current estimated population of 9,007 residents. It is bordered on the north and west by the City of Milwaukee, on the south by the City of Cudahy, and on the east by Lake Michigan. Milwaukee's primary airport, Mitchell International Airport, lies just north of St. Francis. It comprises approximately 2.55 square miles.

Local Native Americans called the area now known as St. Francis "Nojoshing" when the first white settlers arrived. St. Francis Seminary was established in what is now the city in 1845. The Sisters of St. Francis of Assisi also settled there in the mid-19th century.

Historically, what is now the city of St. Francis was part of the Town of Lake. As large parts of the Town of Lake were gradually being annexed into the city of Milwaukee, residents in the St. Francis area sought to incorporate their community to prevent this from happening to them. A movement to split St. Francis off from the rest of the Town of Lake as a city existed as early as the 1920s, but residents of the rest of the town resisted. Ultimately, the residents successfully voted to incorporate on July 24, 1951, and the result was certified the next day. The rest of the Town of Lake was annexed into Milwaukee in 1954.

The city took its name from Saint Francis de Sales Seminary by Archbishop John Henni, the first Archbishop of Milwaukee, who placed it under the patronage of Francis de Sales, the first Catholic bishop of Switzerland after the Swiss Reformation.

The Saint Francis School District provides public education for the community and includes three schools: Willow Glen Primary School (pre-kindergarten - 3rd Grade), Deer Creek Intermediate (4th - 8th grade) and Saint Francis High School (9th - 12th grade). There approximately 1,100 students currently Francis LD Position Profile enrolled in the District.



The St. Francis Public Library Organization

The St. Francis Library Board has seven members, including a representative of the St. Francis Common Council and a representative from the St. Francis School District. Alderman Steve Wattawa is the chair of the Board, and other current members are Skip Buechel, Kathy Frymark, Ray Klug, Kathy MacAvaney (School District Rep), Evelyn Schaal and Anne Uecker.

Wisconsin public library boards are governed under [Chapter 43 of the Wisconsin Statutes](#), which outlines board creation, member composition, powers, and operational rules.

Under Statute 43.58, Wisconsin library boards have exclusive control over the expenditure of all moneys collected, donated, or appropriated for the library fund. Boards have authority over the library's physical property, staff appointments and compensation, policy establishment, and the hiring and supervision of the library director. IN addition, Boards must ensure adherence to state mandates, such as providing free core services to municipal inhabitants and complying with the Wisconsin Open Meetings and Open Records laws.

St. Francis' Library Director leads a staff of 15 full- and part-time employees and administers an annual operating budget of \$750,000. In 2025, the St. Francis Library had a total circulation of 103,862 items, over 20,000 eResources downloaded, and sponsored over 450 youth and adult programs that attracted almost 15,000 attendees. The Library's stated Mission is "to build community by bringing together people, information, and ideas in a welcoming environment".

More information on the St. Francis Library is available in its annual report and strategic plan.

[2025 St. Francis Library Annual Report](#)

[2026-2028 St. Francis Library Strategic Plan](#)



The Ideal Candidate

The St. Francis Library Board seeks candidates with a high degree of professionalism who will represent the City of St. Francis with personal and professional integrity. The Library Board also seeks a candidate who fosters teamwork, is strongly committed to public service, has strong listening and conflict resolution/negotiation skills, and supports and encourages a positive working environment and professional development opportunities for library staff.

Candidates must be eligible for a Grade 1 Public Library Certification through the Wisconsin Department of Public Instruction, including a Master's degree in Library or Information Science. Requires knowledge of applicable laws, codes, ordinances, and regulations governing public library administration. The ideal candidate should have experience in budget development and management; supervising, recruiting, developing, and evaluating employees; library marketing; and effective interaction with a wide variety of stakeholders, including members of the public, the Library Board, Common Council, city staff, and regional library system partners.

Future opportunities for the new St. Francis Library Director include providing strong leadership and positive guidance to the library staff; working closely with the Library Board and city staff to align library goals and objectives with City policies and vision; developing a positive and cohesive Board-Staff working relationship and organizational culture; continuing the Library's strong children and adult programming; implementing the St. Francis Library strategic plan and fostering collaborative partnerships with the community as well as with the Milwaukee County Federated Library System and its partners state-wide.

How to Apply

Send cover letter, resume, salary history, and five work-related references (one PFD) to Public Administration Associates, LLC

Attn: Kevin Brunner, President

E-mail: kevin.brunner1013@gmail.com

Application Deadline: October 26, 2026

Confidentiality must be requested by applicants and cannot be guaranteed for finalists per Wisconsin State Statutes.

Recruitment/Selection Schedule

9/21/2026-9/30/2025-Library Board, City Council and Staff Assessment Process/PAA Information Gathering and Development of New Library Director Job Description

10/2/2026-10/5/2026-Position Announcement Postings Made and PAA Begins Active Recruitment of Candidates

10/7, 10/14, and 10/21/2026-Position Profile Posted on Social Media Platforms

10/26/2026-Application Materials Due to PAA

10/27/2026-Confidential Applicant Mini-Resumes/Candidate Report Sent to Library Board Board

Week of 10/26/2026- Library Board Meeting to Review Candidate Mini-Resumes and Selection of 6-8 Semi-Finalists (Approximate 1-1.5 Hour Meeting).

Week of 11/2/2026-Semi-Finalists Prepare Video Interviews (or Individual Zoom Interviews with Committee are Scheduled) and PAA Conducts Semi-Finalist Background Reviews and Prepares Reports

Week of 11/9/2026-Library Board Meeting to Review Candidate Video Interviews/PAA Reference Reports and Select 3-5 Finalists (Approximate 2-2.5 Hour Meeting).

11/13/2026 -Final Candidates are Notified

Week of 11/16/2026-Finalists Come to St. Francis for Final Interviews/Public Meet and Greet with Library Board, Staff, and Community

11/20/2026-PAA Negotiates Employment Agreement with Selected Candidate on behalf of the Board and City Performs Necessary Final Background Check

Week of 11/23/2026-Library Board Approves Employment Agreement with New Library Director

12/14/2026-Approximate Start Date for New Library Director (Assumes Two Week Notice to Current Employer)