



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 Library Director Position

The following is the recently updated and approved St. Francis Library Director job description:

POSITION: Library Director

GENERAL PURPOSE: Performs high-level administrative, technical, and professional work in directing and supervising the administration of the St. Francis Public Library.

SUPERVISION RECEIVED: Works under the supervision of the St. Francis Library Board pursuant to applicable State Statutes (Chapter 43).

SUPERVISION EXERCISED: Exercises day to day supervision over all St. Francis Public Library employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the supervision of the Library Board, the Library Director:

- Manages and directs all library supervisors and operations of the library to active goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates library staff; reviews progress and directs changes as needed.
- Provides professional advice to the Library Board, library supervisors and St. Francis Common Council; makes presentations to the Library Board, Common Council, civic groups and the general public.
- Provides leadership and direction in the development of short- and long-range plans for the library; gathers, interprets and prepares data for studies, reports and recommendations; coordinates library activities with other city departments and outside agencies as needed.
- Acts as the library's public information officer; communicates official plans, policies, procedures and information to library staff, patrons and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control but also to support a quality collection of materials, both physical and digital; prepares library invoices and credit card statements and submits to the Library Board for approval and to the City for processing; prepares annual budget request; assures effective and efficient use of budgeted funds, library personnel, materials, the library facility and time.
- Manages the three library funds; facilitates a Library Trust/Endowment Fund and works with Friends of the Library on fundraising projects.
- Maintains library services and a welcoming environment through a receptive staff; addresses and resolves patron issues or concerns when necessary.
- Ensures that all areas of the library's collection are developed and maintained according to the library's collection development policies, including representing a wide variety of views, cultures and experiences.
- Determines work procedures, prepares work schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations as well as to apply library technologies; keeps current on library technology trends.

- Coordinates all human resources functions with the City Administrator, including payroll submissions, administering Library Board and City personnel policies and fringe benefit programs, monitoring and recommending staff compensation levels, and providing staff training opportunities; provides feedback and support for library staff through periodic performance reviews.
- Works with MCFLS (Milwaukee County Federated Library System) and LDAC (Library Director Advisory Committee) on joint purchasing and maintaining shared automated systems.
- Works with library staff to provide a broad and diverse range of programs and activities; ensures that library programming and activities support the plans and goals approved by the Library Board.
- Maintains harmony among library staff and resolves conflicts; performs or assists library staff in performing their duties where necessary; addresses errors and complaints.
- Prepares policies, procedures and related information for Library Board review; supports staff in monitoring patron behavior and applying library policies as needed; ensures that all library-related laws, ordinances, reporting requirements are performed.
- Develops and implements plans for marketing the library to all stakeholders; serves as liaison between the library and Friends of the Library; represents the library at community activities and outreach events.
- Ensures that the library space has attractive and creative displays, signage, and brochures to promote the collection, services, and resources.
- Facilitates a library volunteer program as part of the library's community engagement efforts.
- Oversees routine custodial and maintenance of the library property and facilities; coordinates other necessary work with the City Administrator.
- Attends all meetings of the Library Board and at least one meeting per quarter of the Common Council; attends other meetings as may be requested by the Library Board, Mayor or Common Council regarding library issues.
- Submits monthly reports on Library finances and operations for submission to the Library Board.

PERIPHERAL DUTIES:

- Recommends for adoption by the Library Board such measures as the Library Director may deem necessary or expedient.
- Prepares and submits to the Library Board and Common Council reports such as the annual State Library Report as may be required.
- Attends library related conferences and meetings.
- Keep current on trends and developments in the library field.
- Participate in continuing education opportunities as required to maintain Grade 1 certification.

EDUCATION AND EXPERIENCE:

- MLS from an ALA accredited institution.
- Wisconsin Grade 1 certification.
- Three (3) years of previous library work experience, preferably with prior supervisory responsibilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern policies and practices of public libraries; working knowledge of budgeting, human resources, supervision, marketing and library information technology

- Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with library employees, Library Board and Common Council members, City staff and the general public; ability to efficiently and effectively administer a public library organization.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computers, including word processing, spreadsheet and database programs; calculator; telephone and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the Library Director position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, controls, or tools listed above; reach with both hands and arms.
- Must be able to lift 50 lbs. and push carts containing up to 300 lbs.
- Adequate near and far vision required for close work and distance viewing. Adequate hearing required to communicate with patrons in person and on the phone, sometimes with moderate background noise.
- Majority of work is performed indoors inside the library building. Some outreach or programming work may be conducted outdoors.

WORK ENVIRONMENT:

- The work environment characteristics here are representative of those of the Library Director encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and
- The noise level in the work environment is usually moderately quiet.
- Travel is required to attend conferences, training, and work-related meetings.



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)