

Castroville Public Library

Library Director Report –December 2025

Submitted by: Beth Farley

1. Policies & Procedures

2. Meeting/Program Room Use- We have created a contract for anyone wishing to use the Meeting Room/Program Room. At this time, because the space is small and can only accommodate 10–12 people, I would like to propose that we continue offering it on a donation-only basis. The chairs have paint on them, and our Wi-Fi can be unreliable, which may impact their ability to use the TV for virtual meetings. Additionally, the room would only be available for use during regular business hours.

Once we expand and have a room that includes proper sound barriers, improved equipment, professional tables and chairs, greater privacy, and a larger capacity, we can revisit the idea of charging a fee and, if appropriate, incorporate it into our policy.

When we book the room now, we inform patrons of the two-hour limit, that it is donation-only, and that no food is allowed except for covered drinks. We also let them know that the room does not have proper sound barriers so they can determine whether it meets their needs before confirming the booking.

Currently, most of our room use is for private meetings, local clubs, collaboration meetings, and library programs. We have not been approached about using the room for commercial or sales-based activities, and we will maintain that restriction unless a situation arises that requires us to address it.

Regarding our tutor, she uses the back corner of the library. I am not sure whether she is volunteering her time or being compensated.

3. ADA-Compliant Entry Doors

- Will hear in December on the ALA grant I applied for
- Yellow lines have been painted
- Ramps have been installed
- Flood lights are being installed to light up handicapped and dumpster

4. I was interviewed with the Cypress News, which is a new local newspaper, regarding our grab n go pantry. Many are coming to get needed food and many in the community are dropping off supplies.

5. Still working on the Jamex vending print release machine and the self-check out station. We are waiting for parts and programs to be installed.

6. **Programming:(surveys are being handed out at every program to make sure we are on target)**

2026 Community Outreach Goals:

- Grab & Go food pantry – we have created a food pantry for those who are in need with no questions asked. We have had so many people donate items, and many that have taken items. I am working with Josh at the animal shelter to see how we can add a pet pantry.
- **Erin Garcia:** School and daycare story visits, plus calendar distribution. This is going great. She loves it and they schools love her.
- **Charli Marshall:** Tween/teen engagement programming. (we are hoping to collaborate with Evan Magnolia's) He will be facilitating Magic the Gathering here in February after hours on a Friday. Charli Marchall will be the library representative.
- **Beth:** Senior center visits, business partnerships, and calendar outreach; apartment complexes. I have started walking around, handing out my business cards and visiting local shop owners. Our social media including FB, Nextdoor, Instagram, the city website and the utility bill are being used for marketing events. We are also posing flyers around town.

7. **TexShare** – we added to our policy that we can issue a Texshare card after 6 months of their account being in good standing.

8. **Working with our AED unit** to do a basic first aid and cpr class with the staff in the Spring

9. **Grants:** -No new grants since October. I just pulled one to look at

9. **Voter Registration Implementation** – I believe at one point this library as a voter registration center to obtain the cards to fill out. I reached out to other libraries as to what the procedure is. I will be working on this in 2026 and find out what we need to do to reinstate that outreach.

10. **Materials not being returned:** I will be talking with Scott, maybe the city attorney, as to at what point do we hand over damaged materials to collect any lost money or do we not do this at all. Current procedure, 30,60, 90 day -we text, we call, then I send and email and now we are going to send a letter to their address with items not returned. I would like feedback by January meeting while I gather more information.

2026 Program Line up (January to April) then it's all Summer Reading Camps -

- **2 Toddler Story Time's- hopefully this will help with the overcrowding**
 - **2 book groups**
 - **Stitch Group**
 - **Writers Group**
 - **Teen Writers Group**
 - **Partnering with Magnolia's Coffee to host Magic here; Evan is going to help us out.**
 - **New Year's Walk to the Park for cider and trail mix (January will be all health related)**
 - **Bingo/exercise**
 - **Chair Yoga 55+Karin Johnson-Licensed Yoga Instructor (will be donation based) she is charging**
 - **Intro to Bee Keeping – Medina County Agriculture**
 - **Financial Wellness with Castroville Bank**
 - **Doe Rae Me Lavender Farm – introduction to growing lavender**
 - **Changing Seasons – Beth will be facilitating a Senior Story Time @ the Assisted Living Center-**
 - **Ren Trapino – artist coming in February – might be a fee so it will be donation based**
 - **2 local authors coming to book groups and Writer's group Mark Trapino and Norbert Jacobs – both local authors, Norbert was a SA Police Officer– donation based**
 - **Wacky Wednesday with Dr. Kim Gaskill – mental health awareness**
 - **Intro to computers and cyber security – looking for a facilitator**
 - **Marlin Farms – spinning fiber arts**
 - **Working with Magnolia Coffee shop to start the Magic back up with them**
 - **Senior Field trip to the Tiny Town Museums**
 - **Q&A Virtual on social media – how to gain your following and platform algorithm**
 - **Intro to Genealogy with Landmark Inn**
 - **Navigating through Canva for marketing in your business**
 - **Castroville K-9 Corner – talk about business success and hands on making valentine bows for your furry friends**
 - **Honeybees Custom Cakes – simple how to on cake decorating, her story for success**
 - **Kaffee Klatch**
 - **Love your Library**
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