

THE RICHARDS LIBRARY



Board of Trustees Meeting Agenda

Tuesday, March 4, 2025 @ 10:00 AM

In the Jeffrey M. Levine Community Room

- I Call to Order and Roll Call of Members
- II Consent Agenda
 - Approval of Mtg. Agenda
 - Approval of Prior Mtg. Minutes
 - Treasurer's Report: Financials
- III Period of Public Expression: 15 minutes total for comments
- IV Correspondence: *Board Development Series, SALS – New Director Search*
- V Director's Report: *see attached*
- VI Committee Reports
 - a. Personnel: *n/a*
 - b. Budget & Finance: *n/a*
 - c. Building & Grounds: *n/a*
 - d. Ad Hoc: *n/a*
 - e. Outreach: *John*
 - f. Policy: *n/a*
- VII Old Business
 - 2025 SALS Construction Challenge Grant – *due March 31st*
 - 2026 Budget – *preliminary budget posted to website*
 - Renew Trustee term - *Sarah*
 - Renew Director's Contract
 - 2025 Annual Report – *SALS submitted to NYS*
- VIII New Business
 - Holidays Closed
 -
- IX Other Business
 - Town Board Meetings
 - o Report from Sarah for Warrensburg meeting (2/12 @ 7:00p)
 - o Sue attending March WCSO BOE (3/10 @ 6:00p)
 - o *Present ballot proposition to BOE*
 - o Need volunteer for Thurman meeting (4/17 @ 4:30p)
 - Schedule Annual Sexual Harassment Prevention Training for Trustees and staff
- X Period of Public Expression: 15 minutes total for comments
- XI Next Committee Workshop: Tuesday, March 18, 2025 @ 10:00 AM
- XII Next Board Meeting: Tuesday, April 1, 2025 @ 10:00 AM
- XIII Adjournment

**The Richards Library
Board of Trustees Meeting Minutes
Tuesday, February 4, 2025**

Present: Gina Colburn, Sarah Gebbie-Measeck, Susan Matzner, John Schroeter, Esther McTague, Mary Beadnell, Becky Lawler, and Shelby Burkhardt, Library Director

Meeting called to order at 10:03am

Motion to approve the consent agenda was made by John, seconded by Mary and approved by Board.

Period Of Public Expression:

- None
- Board discussed safeguarding the rights of Immigrants and how to assure patrons can get library cards

At 10:19 John made a motion to go into Executive Session, seconded by Mary and approved by Board.

- Board discussed the Director's contract

At 10:59 Susan made a motion to end Executive Session, seconded by Mary and approved by Board.

Correspondence:

- Received a letter from Vanguard about an upcoming virtual meeting
- Received a Facebook invite from the Warrensburg Chamber of Commerce
 - There will be a virtual annual member meeting on February 11, 2025
 - There will be an increase in membership dues from \$75 to \$110

Director's report:

- Will continue collecting for Martha's Mittens until February 14
- The hired contractor completed the installation of the automatic door opener
- NMS made 2 visits to get information for propane furnace replacements
- 2025 Annual Report was opened – due to SALS by 2/9
- Big Read grant details sent to SALS – results in April
- The many January programs were discussed
- Upcoming programs for the month were discussed
 - Additional programs to be offered during school break
- Statistics for the month were presented

Committee Reports:

- Personnel Committee: n/a
- Ad Hoc: n/a
- Budget and Finance:
 - Review of 2026 budget will happen under new business
- Building and Grounds: n/a
- Outreach
 - going along at Countryside
 - Community surveys have been collected, results will be tabulated and discussed at future meeting

- Policy:
 - A motion was made by Susan, seconded by John and approved by Board to adopt the updated Collection Development and Material Reconsideration Policy

Old Business

- Planning Services Project
 - Zoom meeting with Paul Mays was held on January 13 at 11:00am
- JA Fees for 2025 and proposal for 2026
 - Fees will drop 3% in 2025. JA Council is hoping to keep fees flat for 2026
- CHS Financial review for 2024
 - Fees increased by 11%
 - Checked on fees being charged, they are similar to other firms. Will stay with CHS Financial
- 2025 SALS Challenge Grant is due March 31

New Business

- 2026 Budget
 - A motion was made by Susan, seconded by Mary and approved by the Board to accept the 2026 budget
 - Board voted not to exceed the 2% tax cap
 - A letter to the School Board will be presented at the March WCSD BOE meeting
- Renew Trustee Term
 - Mary renewed Sarah's term as a trustee
- Renew Director's Contract
 - Board agreed that the President will discuss the new contract with the Director
- 2025 Annual Report
 - Director reviewed the 2025 Annual Report.
 - A motion was made by John, seconded by Susan and approved by the Board to submit the report.

Other Business:

- Library Advocacy Day is February 5
- Town Board Meetings
 - Esther attended the January Thurman town meeting
 - Sarah will attend the February Warrensburg Town Meeting
 - Susan will attend the March Warrensburg CSD meeting

Public Expression: none

Next Board Meeting set for March 4, 2025 at 10:00am

The Board Committee workshop is set for February 18, 2025 at 10:00am

A motion was made by John, seconded by Susan and approved by the board adjourn at 11:41am

Approved by The Richards Library Board of Trustees on

Richards Library
Monthly Statement of Revenues & Expenses

Accrual Basis

February 2025

| | <u>Feb 25</u> |
|---------------------------------|-----------------------|
| Ordinary Income/Expense | |
| Income | |
| OPERATING RECEIPTS | 174 |
| NON-OPERATING RECEIPTS | 50 |
| | <u>224</u> |
| Total Income | 224 |
| Expense | |
| OPERATING EXPENSES | 5,409 |
| PAYROLL, WAGES, BENEFITS & EXPE | 12,291 |
| COLLECTION & OTHER CAPITAL EXPE | 779 |
| | <u>18,479</u> |
| Total Expense | 18,479 |
| Net Ordinary Income | <u>-18,255</u> |
| Net Income | <u><u>-18,255</u></u> |

Richards Library Monthly Funds Activity Report

Accrual Basis

February 2025

| Type | Date | Num | Name | Memo | Debit | Credit |
|---|------------|-----------|--|---|-----------------|------------------|
| GFNB #-6131 -Operat & DF | | | | | | |
| 12.39a · Operating Account - GFNB | | | | | | |
| Deposit | 02/02/2025 | | | Deposit | 63.00 | |
| Bill Pmt -Check | 02/04/2025 | 6913 | BAKER & TAYLOR | | | 17.14 |
| Bill Pmt -Check | 02/04/2025 | 6914 | BARRIER FREE ELEVATOR SALES & SERVI... | ELEVATOR MAINTENANCE REPAIR | | 938.71 |
| Bill Pmt -Check | 02/04/2025 | 6915 | BRALEY & NOXON | BRACE, DRILL BIT | | 37.21 |
| Bill Pmt -Check | 02/04/2025 | 6916 | SOUTHERN ADIRONDACK LIBRARY SYSTEM | JANUARY 2025 JA FEES | | 442.46 |
| Deposit | 02/09/2025 | | | Deposit | 34.00 | |
| Check | 02/11/2025 | A/W | SPECTRUM ENTERPRISE #142279801 | 1/25/25-2/24/25 | | 72.87 |
| Bill Pmt -Check | 02/11/2025 | 6917 | BRALEY & NOXON | | | 91.96 |
| Check | 02/12/2025 | A/W | VERIZON | 1/22/25-2/21/25 | | 48.69 |
| General Journal | 02/14/2025 | PAYROLL | | -MULTIPLE- | | 6,144.41 |
| Check | 02/15/2025 | A/W | SPECTRUM ENTERPRISE #143161701 | 2/4/25-3/3/25 | | 129.98 |
| Deposit | 02/16/2025 | | | Deposit | 30.00 | |
| Bill Pmt -Check | 02/18/2025 | 6918 | COMMERCE BANK | #--5609 | | 1,065.08 |
| Bill Pmt -Check | 02/18/2025 | 6919 | CURTIS LUMBER | | | 57.83 |
| Bill Pmt -Check | 02/18/2025 | 6920 | NORTHERN MECHANICAL SERVICES | REPLACED NOZZLE TECH CHARGE | | 465.00 |
| Bill Pmt -Check | 02/18/2025 | 6921 | SOUTHERN ADIRONDACK LIBRARY SYSTEM | OVERDRIVE 2025 | | 343.06 |
| Deposit | 02/23/2025 | | | Deposit | 47.00 | |
| Bill Pmt -Check | 02/25/2025 | 6922 | BAKER & TAYLOR | | | 448.69 |
| Bill Pmt -Check | 02/25/2025 | 6923 | BARRIER FREE ELEVATOR SALES & SERVI... | DIAGNOSTIC / UPS BATTERY | | 736.00 |
| Bill Pmt -Check | 02/25/2025 | 6924 | CINTAS | JANITORIAL | | 50.18 |
| Bill Pmt -Check | 02/25/2025 | 6925 | NATIONAL BUSINESS TECHNOLOGIES* | 2/9/25-3/8/25 + OVERAGE | | 71.21 |
| Check | 02/26/2025 | A/W | NATIONAL GRID | 1/8/25-2/6/25 | | 1,095.61 |
| General Journal | 02/28/2025 | PAYROLL | | -MULTIPLE- | | 6,007.59 |
| Total 12.39a · Operating Account - GFNB | | | | | 174.00 | 18,263.68 |
| Total GFNB #-6131 -Operat & DF | | | | | 174.00 | 18,263.68 |
| (12.39) · OPERATING SAVINGS #9012 | | | | | | |
| 12.39d · Non-Designated Operating Saving | | | | | | |
| General Journal | 02/21/2025 | PER BOARD | | PER BOARD APPROVAL TO DESIGNATED NON... | | 6,000.00 |
| Total 12.39d · Non-Designated Operating Saving | | | | | 0.00 | 6,000.00 |
| 12.39i · 2026 Operating Budgeted Needs | | | | | | |
| General Journal | 02/21/2025 | PER BOARD | | PER BOARD APPROVAL TO DESIGNATED NON... | 6,000.00 | |
| Total 12.39i · 2026 Operating Budgeted Needs | | | | | 6,000.00 | 0.00 |
| Total (12.39) · OPERATING SAVINGS #9012 | | | | | 6,000.00 | 6,000.00 |
| RESTRICTED FUNDS | | | | | | |
| TEMPORARY - RESTRICTED BY BOARD | | | | | | |
| Special Acc't #5976 - GFNB | | | | | | |
| In Memory - Gracie Ann Rowland | | | | | | |
| Deposit | 02/16/2025 | | | Deposit | 50.00 | |
| Total In Memory - Gracie Ann Rowland | | | | | 50.00 | 0.00 |
| Total Special Acc't #5976 - GFNB | | | | | 50.00 | 0.00 |
| Total TEMPORARY - RESTRICTED BY BOARD | | | | | 50.00 | 0.00 |
| Total RESTRICTED FUNDS | | | | | 50.00 | 0.00 |
| TOTAL | | | | | 6,224.00 | 24,263.68 |



Empowering Adirondack Nonprofit Boards for Success

About the Training Series

Join us for **Empowering Adirondack Nonprofit Boards for Success**, a virtual training series designed to strengthen nonprofit leadership and governance. This series will provide opportunities to exchange ideas, explore best practices, and build connections with other nonprofit leaders—helping organizations create strong and effective boards.

6 Weekly Sessions

Fridays from 12:00 - 1:00 PM

March 7 - April 11, 2025

Hosted Virtually via Zoom

Hosts and Facilitators

Hosted by **United Way, Cloudsplitter Foundation, and Adirondack Foundation**, this series features facilitation by Andy Robinson, along with Bryan Hartman and John Bernardi from United Way. Together, we're bringing practical insights and locally relevant strategies to support Adirondack nonprofits in their vital work.

Registration

The full series is available for **\$150 per organization** (\$25 per session) with unlimited participation for your board and staff. Register at:

<https://bit.ly/ADKboards2025>

Series Topics

1. Introduction & Board Roles and Responsibilities

Establish foundational knowledge of board roles, responsibilities, and best practices in governance.

2. Financial Oversight & Fiscal Accountability

Equip board members the basics of nonprofit finances, financial oversight responsibilities, and budgetary best practices.

3. Recruitment, Nominations, and Retention

Discuss best practices for recruiting and retaining effective board members, engaging people who aren't traditionally engaged, and planning for succession.

4. The Board's Role in Fundraising & Development

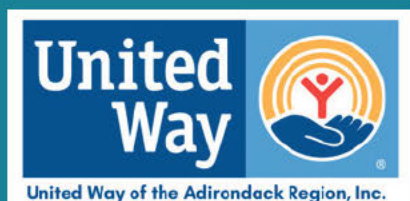
Define the board's role in fundraising and strategies to engage board members effectively in development efforts.

5. Orientation & Training for New Board Members

Share methods for onboarding and supporting new board members to foster effective board service.

6. Alternative Governance Models & Nonprofit Lifecycles

Understand innovative governance approaches and lifecycle transitions.



**ADIRONDACK
FOUNDATION**

For questions, please email Jennifer Russell at
jennifer.russell@adkfoundation.org



SALS Director Search: Information Gathering Session for SALS Member Library Directors

From [REDACTED]
Date Fri 2/28/2025 4:07 PM
To [REDACTED]

Dear Trusted Colleagues,

As you've all been informed, Sara Dallas will be retiring as Director of SALS effective sometime late this summer. The SALS board is moving ahead quickly to make sure that this important position is filled in a timely manner and that the best candidate is found and hired. We have formed a search committee and hired the consulting firm of June Garcia, LLC to help us through the process.

Your insights into the skills and characteristics that we need to look for in an effective Director are important to us and will guide our search. Therefore, we are inviting you to attend an information gathering session with June Garcia, LLC that will be conducted over Zoom. There are two sessions being offered for directors of SALS member libraries.

- Tuesday 3/11 1:00 pm, SALS Member Library Directors
- Wednesday 3/12 9:00 am, SALS Member Library Directors

You may visit the link below to select one of these sessions. Please reply to the survey no later than **Tuesday, March 4**. A zoom link will be sent to you.

[REDACTED]

Separate meetings are being offered for SALS staff, SALS board of trustees, and SALS member library boards of trustees.

Thank you for your cooperation.

Sincerely,
Carol Kuhr
SALS Board President

[REDACTED]
Southern Adirondack Library System
22 Whitney Place, Saratoga Springs, NY 12866
(518) 584-7300 [REDACTED]
(518) 587-5589 fax

THE RICHARDS LIBRARY



Director's Report

March 2, 2025

- Closed for Presidents' Day
- Closed, 2/6, due to inclement weather and only open on 2/13 from 3-7pm
- Martha's Mittens donation box – *collected, donations were made*
- NMS made another visit (total 3) to gather information for propane furnace replacements
 - *Request sent to SHIPO, schedule meeting with NMS*
- Attended Library Advocacy Day over Zoom
- NYS tax forms and instructions arrived
- Service visit from Barrier Free Elevators – *elevator stopped, batteries replaced, OK*
- NMS service visit for upstairs new section furnace – *small leak detected, working*
- Upcoming staff changes at SALS
- Contacted Paul Mays about finalizing the Accessibility Improvements Project
- Contacted SALS about annual report questions/meeting min. standards – *changes made*
- Receiving SPAM messages via Facebook Messenger – *see example attached*
- February Programs:
 - STEM: 3D Paper Circuits
 - Lego Days – 1 *session*
 - Homeschool Meet-up
 - OATS: AI and Disinformation
 - Small Tales
 - Story time & activity
 - Film: Moana

Upcoming Events & Programs

** Events can be found on The Richards Library website, our Facebook page, or at the Library. **

- See programming calendar and event flyers attached
- Reading at Small Tales on March 20
- **The Richards Library Seed Library & Gardening Workshops**
- **The Memory Project Productions, Inc.** – coming 4/21, will be here a month

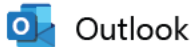
Statistics for the Year

See attached *2025 Monthly Statistics*.

Respectfully submitted,

Shelby Burkhardt

Library Director



NY SHPO: Initial Consultation Submission MIC7N8Q3SVI3 Accepted for Project 25PR01325

From New York State Parks CRIS Application <cris.web@parks.ny.gov>

Date Thu 2/13/2025 12:26 PM

To Burkhardt, Shelby <SBurkhardt@sals.edu>

Caution: This email appears to have originated from outside the organization. Do not open attachments or click links from unknown or unexpected sources.

Initial Submission Accepted

The New York State Historic Preservation Office (SHPO) has accepted the following initial submission and created a new project record.

Initial Submission Token: MIC7N8Q3SVI3

New Project Number: 25PR01325

Project Type: Consultation

Project Name: Changing Furnaces from Oil Burning to Propane

New Submission Number: 25PR01325.001

If you contact SHPO about this project, please reference the Project Number.

New York State Historic Preservation Office

Peebles Island State Park, P.O. Box 189, Waterford, NY 12188-0189

518-237-8643 | <https://parks.ny.gov/shpo>

CRIS: <https://cris.parks.ny.gov>

Are you registered to vote? [Register to vote online today](#). Moved recently? Update your information with the NYS Board of Elections. Not sure if you're registered to vote? [Search your voter registration status](#).

Who sent this email?

This email is a notification from the [New York State Cultural Resource Information System \(CRIS\)](#). CRIS is an online service administered by the [New York State Division for Historic Preservation](#), also known as the New York State Historic Preservation Office (SHPO), which is a division of [New York State Parks, Recreation & Historic Preservation](#).

This message pertains to a submission for a consultation project. Please see SHPO's [Environmental Review](#) web page for more information about the consultation process.

Why did I receive this email?

The submission's contact list included your email address.

Re: Zoom links for Library Advocacy Day

From Burkhardt, Shelby <SBurkhardt@sals.edu>

Date Tue 2/11/2025 12:03 PM

To [REDACTED]

[REDACTED]

[REDACTED]

Matt Simpson was able to make his meeting. SALS and a BOCES representative made their presentations - showcasing what our libraries offered to the community and outlining the financial requests in this upcoming budget. There was time at the end for general comments. I brought up our 123rd Open House and thanked Matt for graciously fitting us into his busy schedule.

Dan Stec was not out of his committee session at the time of our scheduled call. Deb Capezzuti, from his office, held the Zoom call with us instead. She was very present and interested in what everyone had to share.

"Our Asks" to all the Representatives:

- \$176.8 million of operating aid (this funds library systems - 27.7% of SALS budget goes to the delivery)
- \$175 million in Construction Aid (divided among all the library systems)
- \$3.1 million for NovelNY - research resources available to all libraries - public, school, etc.
- Passing of the "Freedom to Read" Act - makes policy recommendations mandatory
- Increasing library aid for schools from \$6.25 (since 2007) to \$11.33 per pupil
- They also mentioned NYS Homeland Security & Emergency Services Media Literacy: A tool kit for educators, which released in January 2025, is helpful, and that NYS Librarians have been teaching media literacy for decades.

[REDACTED]

Best,
Shelby

Shelby Burkhardt
Library Director
The Richards Library
<https://therichardslibrary.com/>
(518) 623-3011
sburkhardt@sals.edu

[REDACTED]

Create messaging ad



Available



Garr Kelley
View profile



Book comments

Instagram comments



Garr Kelley

Assign this conversation



Meta Help Center

Important Warning From Meta:

Your Facebook page is scheduled for permanent deletion due to a post that has infringed upon our trademark rights. We have reached this decision after a thorough review and in accordance with our intellectual property protection policies.

If you believe this to be a misunderstanding, we kindly request you to file a complaint seeking the reinstatement of your page prior to its removal from Facebook.

Request for Review: <https://shorten.is/@metancopyrightshieldzone7668>

We understand that this situation may impact your ongoing business operations. However, please be informed that if we do not receive a complaint from you, our decision will be final.

Your cooperation and understanding are greatly appreciated. Should you have any inquiries or apprehensions, please feel free to reach out to us.

Sincerely,
Facebook Support Team

Thanks for messaging us. We try to be as responsive as possible. We'll get back to you soon.



Reply in Messenger...



Facebook profile

Local time 6:50 PM

Lives in Frankfurt, Germany

Outcomes

Track key business outcomes and organize your inbox by managing labels and activities.

Activity Recommended

Lead stage

Go to Leads Center

Using lead stages in Leads Center can help you manage your leads so you can prioritize responses and re-engage customers.

Order status

Clear status

Select option

Keep track of important customer interactions.

Labels

Manage labels

Add label

Suggested labels

LLY +1.27%



12:53 PM
2/18/2025

THE RICHARDS LIBRARY UPCOMING EVENTS & PROGRAMS MARCH 2025

SUN MON TUE WED THU FRI SAT

| | | | | | | |
|---|---|--|---|---|-------------------------------------|----|
|  | Stop by our seed library! Mondays 10a-12p, Thursdays 4-6p, or by appointment. | | | Lego Thursdays, 3:00- 6:30p for Jan/Feb | | 1 |
| 2 | 3 | 4 TRL Board Meeting @ 10:00a | 5 Homeschool Meet-up @ 10:00a | 6 Invasive Aquatic Species Identification Workshop 1 @ 4:00p TRL Book Club @ 4:00p | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 Sewing with Sarah, 5:00-6:30p | 14 | 15 |
| 16 | 17  | 18 OATS: Job Searching in the Digital Age @ 2:00p | 19 Story Time & Activity @ 10:30a | 20 | 21 Intro to Tech-Talk @ 2:00p | 22 |
| 23 30 | 24 31 | 25 Invasive Aquatic Species Identification Workshop 2 @ 4:00p | 26 | 27 OATS: Getting Started with Canva @ 2:00p | 28 | 29 |

- *Lego Thursdays* in the YA Room, for any ages, self-guided.
- *OATS Classes* are tech classes geared towards seniors, 60+, but open to any ages interested in the topic. Check Facebook for flyers or ask Logan!
- *TRL Book Club* is discussing three books, *The No. 1 Ladies Detective Agency*, *A Walk in the Woods*, and *Necessary Lies*.
- *Sewing with Sarah*, hands on help with sewing projects. See flyer for more info.
- *Homeschool Meet-up* meets monthly for the school year. Details on flyer.
- *Story Time & Activity*, 1 session for MAR, will focus on children ages 3-5. Other ages welcome. Child supervision required. Start time is a little later!
- *Invasive Aquatic Species Identification Workshops*: Part 1/Plants, Part 2/Animals. Free to attend by any ages interested in the topic. See flyer for details.

To pre-register for programs, or ask questions, contact the Circulation Desk at 518-623-3011.





Aquatic Invasive Species Identification Workshops

Part 1/Plants: March 6, 2025 from 4-5pm
Part 2/Animals: March 25, 2025 from 4-5pm
**in the Jeffrey M. Levine Community Room at
The Richards Library, Warrensburg, NY**

**Learn how to identify and respond to
aquatic invasive species in your local
waterbodies. There will be two workshops:
one on invasive plants and one on invasive
fish and wildlife.**

**Workshops are geared towards anglers and
all who enjoy spending time on the water.
Sessions are free and open to the public.
Participants will leave knowing how to
identify priority invasive species and take
action to protect local waterbodies.**





HOMESCHOOL MEET-UP

**WEDNESDAY, MAR. 5
AT 10:00 AM**

**WEDNESDAY, APR. 2
AT 10:00 AM**

**AT THE RICHARDS LIBRARY
IN WARRENSBURG, NY**

IN THE JEFFREY M. LEVINE COMMUNITY ROOM

This is an opportunity for homeschooling families in the Southern Adirondacks, and surrounding areas, to meet in person, socialize, offer support, etc. For all ages - infant to high school.

Led by local homeschooling parent, Jennifer. There will be more dates going forward. Please share with homeschooling families in the area!

**Have questions? Contact the Library at
518-623-3011 or Jennifer at 262-456-8702.**

SEWING WITH SARAH

IN THE JEFFREY M. LEVINE
COMMUNITY ROOM
@THE RICHARDS LIBRARY

THURSDAY, MARCH 13, 5:00–6:30PM
THURSDAY, APRIL 10, 5:00–6:30PM

Join Sarah of Seamingly Sarah, to learn the basics of a sewing machine or hand sewing. Use the one provided or bring your own. Sarah has over 20 years of experience sewing quilts, mending clothes, sewing clothes and toys. She will offer hands-on help with basic troubleshooting of your machine or sewing projects. This is not a presentation, but a drop-in time for people with questions and projects with sewing machines or hand sewing.

Sewing with Sarah will be offered on a regular basis, schedule variable. Stay tuned for future dates!



2025 Monthly Statistics

| Month | Att Adult | Att Juv | Comp Use Ad | Comp Use Juv | Circ. | Ref | Holds Placed | Holds Sat | Items W/D | Items Acc | WiFi Conn |
|-------------|-----------------|---------|-----------------|--------------|-------------------|-----|--------------|-----------|-----------|-----------|-----------|
| January | 674 | 108 | 93 | 11 | 1308 | 49 | 436 | 447 | 26 | 70 | 238 |
| February | 604 | 83 | 78 | 17 | 1189 | 47 | 394 | 370 | 22 | 69 | 247 |
| March | | | | | | | | | | | |
| April | | | | | | | | | | | |
| May | | | | | | | | | | | |
| June | | | | | | | | | | | |
| July | | | | | | | | | | | |
| August | | | | | | | | | | | |
| September | | | | | | | | | | | |
| October | | | | | | | | | | | |
| November | | | | | | | | | | | |
| December | | | | | | | | | | | |
| 2025 TOTALS | 1278 | 191 | 171 | 28 | 2497 | 96 | 830 | 817 | 48 | 139 | 485 |
| | O/A Att 1469 | | O/A Comp 199 | | O/A Circ. 2497 | | | | | | |