

# HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY

#### Excellence in Service Since 1895

March / April 2012

#### Stuck at Home? We'll Bring the Library to You!

If you or a relative living in the HKDPL district can't get out to come to the Library we can arrange for you to borrow materials, and either have them delivered by a volunteer or through the mail. For more information, or if you would like to volunteer for this program, please call us at 786-3800 ext 22.

### Library Budget Vote & Trustee Election

The Library's annual trustee election is held at the same time as our budget vote, on May 31. Two seats are open. Trustees run for a five-year term. If you are interested in running for a library trustee position, please contact Cheryl Fellner at 786-3800 ext. 14 for information. Petitions to run for trustee will be available starting April 16. You must be a resident of the Library's district in order to run.

#### Library Closings

April 6 April 8

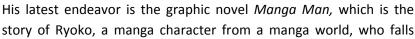
#### Director's Note



As of this writing, I can still count on one hand the number of weeks I've been the library director here at HKDPL. I've received such a warm welcome from everyone and I couldn't be happier to be here. I look forward to becoming a part of your community and sharing the library's mission with you all.

#### Meet YA Author Barry Lyga

Barry Lyga is a recovering comic book geek and the author of many books for teens, after having spent his teenage years immersed in comic books. His well-received novels include *The Astonishing Adventures of Fanboy and Goth Girl*, and its sequel, *Goth Girl Rising*. Lyga says that many elements in these books are autobiographical. *Boy Toy* and *Hero-Type* both received excellent reviews.



through the Rip into the "real" world - the Western world - and tries to survive as the ultimate outsider at a typical American high school.

We are pleased that Mr. Lyga will be at Rockland Libraries as part of our *Teen Traveling Author* series on:

Saturday, April 28

Haverstraw King's Daughters - 12noon Suffern Free Library - 2:00pm Valley Cottage Library - 4:00pm

Meet and hear Barry Lyga. His books will available for purchase and signing.

#### A Message from the Circulation Team

We have a new computer system for informing our patrons that their reserves are now available for pick up. An automated system makes the call, and you then have four days to pick up your item(s). You can also be notified by email, which may get you the notice quicker. Please stop by the circulation desk and we will be happy to change your method of contact.



#### Adult Programs and Services\*\*

### \*Library Cards Must Be Presented For All Programs Requiring In-Person Registration. \*Preference is given to HKDPL cardholders for all adult programs.

For information on adult programs call Karen Romaner at 786-3800 ext. 23

#### Shira the Pet Psychic\*

Monday, March 12, 6:30 pm

Bring a photo of your pet and Shira will tell you how they feel and what they want you to know. **IN-PERSON REGISTRATION** open now for HKDPL cardholders and opens March 5 for all others. *One reading per family.* 

### A Catskills "Tummler" Looks Back 50 Years and Beyond

Sunday, March 18, 2 pm

"Borscht belt tummler" Larry Strickler presents a Catskills retrospective, from Schloime Ehrenreich's Hotel to Kutsher's Country Club.

#### Lunch and a Movie

Tuesdays, March 20 & April 17, 1 pm

Enjoy a newly-released movie on our big screen. Bring lunch; we provide popcorn and a beverage!



#### Introduction to Citizenship

Saturday, March 24, 10 am

This program guides immigrants through the process of becoming a

US citizen. Based on curriculum developed by Literacy Volunteers of Westchester/Rockland Counties.

#### Fiddler's Green

Sunday, March 25, 2 pm

Enjoy an afternoon of traditional music of Ireland and America. Performed by Larry Moser on guitar, accordion, concertina, and dulcimer, Mary Nagin on fiddle, and Patrick O'Rourke on guitar and bodhran.

#### 6-Hour Defensive Driving Class\*

Tuesday & Thursday, March 27 & 29, 5:45 -8:45 pm

Sponsored by Empire Safety Council. Two-session class. IN-PERSON REGISTRATION. \$23 fee payable by check to Ian Prastien, due at registration.

#### 8-Hour AARP Defensive Driving Class\*

Monday & Tuesday, March 26 & 27, 11 am-3 pm

Two-session class. **IN-PERSON REGISTRATION** open now for HKDPL cardholders and opens March 12 for all others. **Fee payable at registration** - \$17 for AARP members (write membership # on check), \$19 for non-members.

#### **Demystify Photoshop**

Tuesday, April 17, 6:30 pm

Learn about Photoshop and its applications from Master Photographer Aaron Pepis, of the Pepis Studio.

#### **Ghostly Photographs**

Wednesday, April 25, 7 pm

Paranormal photographer Julie Griffin presents a multimedia program of true ghost stories, and discusses the difference between normal objects and anomalies.

#### Cooking

#### **Cooking Tapas with Chef Shawn\***

Thursday, March 15, 6:30 pm

Learn how delicious this finger food from Spain can be, with a demonstration by Chef Shawn. IN-PERSON REGISTRATION open now for HKDPL cardholders and opens March 8 for all others. \$2 non-refundable fee due at registration.

#### Joys of Rugelach\*

Monday, April 16, 6:30 pm

Kim Hendrickson demonstrates how three different kinds of rugelach dough is made, and gives tips and tricks for preparation. Sample all 3, and take the recipes home to make on your own! IN-PERSON REGISTRATION begins March 1 for HKDPL cardholders and March 22 for all others. \$2 non-refundable fee payable at registration.

#### Adult Programs and Services\*\*

#### Health and Wellness

#### Zumba

Wednesdays, March 7 & 21, and April 11, 7:30 pm

Join the party! Burn fat, sculpt your body, and have fun while dancing to Latin music with Myrza Mendez-Torres and Orlando Santiago-Perez.

#### **Zumba Gold**

Saturdays, March 17 and April 21, 11 am

FOR SENIORS! Burn fat, sculpt your body, and have fun while dancing to Latin music with Myrza Mendez-Torres and Orlando Santiago-Perez.

#### Meditation: Experience the Peace, Calm and Joy You are Seeking

Monday, March 19, 6:30 pm

Frank Pawlowski, Ed.D, discusses how meditation helps develop more peace within.

#### Happiness: Living an Optimistic Lifestyle Thursday, April 26, 7 pm

Presented by Life Coach Diane Lang. Learn new ways of thinking and behaving that will make your life happier.



# Travel with HKDPL Museum of the Moving Image... and More\*

Thursday, May 17

The day starts with a visit to the Museum of the Moving Image in Astoria. Lunch at Zagat-rated La Vigna, then visit the Queens Museum of Art. IN-PERSON REGISTRATION. \$88 fee for HKDPL cardholders, \$93 for all others, payable at registration.

#### From Arts to Crafts\*

Thursday, July 12

Explore New Jersey landmarks on this bus tour with noted tour leader Justin Ferate. IN-PERSON REGISTRATION. \$116 fee for HKDPL cardholders, \$121 for all others, payable at registration. For more information on either trip, contact Karen Romaner, 786-3800 ext. 23.

### Wine Lovers' Journey Through the World of Wine\*

IN-PERSON REGISTRATION. \$2 non-refundable fee for each class, payable at registration. *Must be 21 years old.* Bring your own wine glass!

California: the Central and Southern Coast
Wednesday, March 14, 7 pm

Explore regions south of San Francisco. Registration open now for HKDPL cardholders and opens March 6 for all others.



#### Red Wine: the Varietals Wednesday, April 18, 7 pm

A close look at red wines, some you may never have heard of! Registration begins March 5 for HKDPL cardholders and April 12 for all others.

#### Computer Classes

**IN-PERSON REGISTRATION** opens 1 week prior to each class for HKDPL cardholders, 3 days prior for all others. \*Mouse skills required

March 1 - Introduction to Computers - 11 am

March 8 - Using the Mouse- 11 am

March 12 - \*Using the Internet - 11 am

March 14 - Introduction to Word - 11 am

#### E-books - They're Not Just for Kindles

Nook users, we still love you! OverDrive e-books have been available for Nooks since we started lending them, and we hope you'll check out what we have to offer. Remember to log in before searching so that you don't miss the



additional titles and copies we have purchased just for our own HKDPL users. And if you want to download something **now**, you can check the box that says **only show titles with available copies**. All this is available by clicking the **digital downloads** tab on the Library's homepage.

#### Adult Programs and Services\*\*

#### Learn Something New

As spring approaches, we all want to shake off that winter lethargy and stretch out our minds as well as our bodies. Here are a couple of suggestions to help with that process:



borrow a **Playaway**, plug in some headphones, put it in your pocket and go for a long walk. No discs to change, just a pre-loaded audio player about the size of a deck of cards. We have novels, biographies, language learning and more. Take a look in the lobby near the Circulation desk. Speaking of language learning, have you checked out **Mango Languages?** Dozens of languages are available for you to brush up on or learn from scratch, as well as English for speakers of different languages. Mango has an app, too, so you can learn on the go.

Were we talking about learning something new? Take a look at **Universal Class** or **LearningExpress Career Accelerator**. You can brush up your job skills, get ready to take up a new hobby, review for a civil service

test and much, much, more. Access these as well as **Mango** through the *databases* tab on our homepage.

#### National Healthcare Decision Day

Monday, April 16, 1:30 pm & 7 pm

Learn how to make informed healthcare and financial decisions with a legal checklist of documents every New Yorker should know about. Presented by Sonia Burgos-Crannage, Esq., of Sichol & Hicks.

#### Spend an Evening Talking About Books



By the time you read this, our evening book discussion group will have met for the first time, but more participants are always welcome. If you are interested,

email **bkdiscuss@hkdpl.org** or call 786-3800 ext 33 for information. Our Thursday afternoon book discussion continues, and members are always welcome to join that group as well. Call 786-3800 ext 22 to find out more.

#### Huan Yin: Rockland Welcomes China

#### Live Performances<sup>1</sup>

#### **Chinese Theatre Works** Sunday, April 29, 2 pm



A concert of Chinese music performed on traditional Chinese instruments.

### Butterfly Chinese Dance Ensemble

Sunday, June 3, 2 pm

A costumed performance which unveils the beauty of Chinese folk dances.

Live performances are made possible in part with funds from the Community Arts

Program of the Arts Council of Rockland and the Decentralization Program of the New York Council on the Arts.

#### Film Series

Films shown Tuesdays at 1 pm and 6:30 pm

The Forbidden Kingdom (2008) - May 1 - 104 mins. Green Tea (2003) - May 8 - 83 mins. Curse of the Golden Flower (2006) - May 29 - 114 mins. Farewell My Concubine (1993) - June 5 - 171 mins.

#### **Special Program**

Cooking With a Chinese Flavor Wednesday, May 15, 6:30 pm

Chef Shawn Hubbell demonstrates simple Chinese dishes you can try at home. IN-PERSON REGISTRATION begins April 1 for HKDPL cardholders and May 1 for all others. \$2 non-refundable fee due at registration.



#### **Now on Our Shelves**

#### Music

#### Movies

50/50

The Big Year

**Dolphin Tale** 

Don't Be Afraid of the Dark

**Dream House** 

Drive

The Guard

The Hangover Part II

I Don't Know How She Does It

The Ides of March

In Time

Killer Elite

Mildred Pierce

**Puss in Boots** 

Real Steel

There Be Dragons

The Thing

**Tower Heist** 

What's Your Number?

#### TV Series

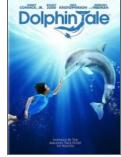
Boardwalk Empire: The first season

Camelot: The complete first season

Luther: Seasons one and two Modern Family: The second season

# What's Your Number? Number?





#### March Fiction

Another Piece of My Heart -- Jane Green Cat's Claw -- Susan Wittig Albert

Death of an Artist -- Kate Wilhelm

Phantom: an Alex Hawke Novel -- Ted Bell

Stay Close -- Harlan Coben

The Thief -- Clive Cussler

#### Non-Fiction

Undead: Organ Harvesting, the Ice-water Test, Beating-heart Cadavers -- How Medicine is Blurring the Line Between Life and Death -- Dick Teresi

Zuill Bailey Spanish Masters Andrea Bocelli Concerto: One Night in Central Park

Susan Boyle Someone to Watch Over Me

Ron Carter This is Jazz

Celtic Thunder Storm

Coldplay Mylo Xyloto

Wicked Game Il Divo

Florence + the Machine Ceremonials

Jennifer Hudson | Remember Me

Charles Ives Four Sonatas

Hugh Laurie Let Them Talk

Franz Liszt Liszt, My Piano Hero

Joe Lovano Bird Song

Hossam Ramzy Rock the Tabla

Leann Rimes Lady & Gentlemen

Boz Scaggs The Very Best of Boz Scaggs

SuperHeavy SuperHeavy

Wilco The Whole Love

Hank Williams The Lost Notebooks

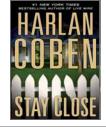
Johnny Winter Roots

Music DVDs of concerts and special programs are now shelved just below the new arrival films. Check-out titles like:

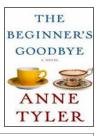
Barbra Streisand Live at the Village Vanguard

The Doo-Wop Sound

The Rock & Roll Hall of Fame Concerts







#### **April Fiction**

The Beginner's Goodbye -- Anne Tyler

Capitol Murder -- Phillip Margolin

Innocent -- David Baldacci

Into the Dreaming -- Karen Marie Moning

Letter from a Stranger -- Barbara Taylor Bradford

Sacre Blue: a Comedy D'art -- Christopher Moore

### VEEN ZONE

#### Make Irresistible Irish Soda Bread

Learn how to make a simple delicious
Irish Soda Bread. Each participant will
make their own and take it home to bake.
Wednesday, March 21 @ 6:00 - 7:00pm

Oreo Dirt Cake! Monday, April 23 @ 6:00 - 7:00pm



Practice SAT/ACT
Saturday March 17
@ 12:00 - 4:00pm

Registration Required!
SAT/ACT Test Strategies
Tuesday, March 27
@ 6:30 - 7:30pm
Test & workshop given by
Kaplan

#### Intro to Tae Kwon Do

After some basic stretching, all attendees will learn the proper technique for beginning punching and kicking, at the same time improving balance, coordination and self-confidence. Attendees should wear loose-fitting clothing.

Monday, March 26 @ 7:00 - 8:00pm

#### Teen Self-Defense

Having to defend yourself is not always a choice, but sometimes a necessity. Learn some useful physical techniques to help yourself when necessary and some basic Common-sense steps to avoid dangerous situations in the first place. Attendees should wear loose-fitting clothing.

Wednesday, March 28 @ 7:00 - 8:00pm

Both classes are conducted by Master Raymond Portante who is a 6th Dan Black Belt with over 33 years experience.



#### YA Author Barry Lyga Comes to Rockland

Author of Adventures of Fanboy and Goth Girl, Goth Girl Rising, Boy Toy.

He will be at our Library on Saturday,

April 28th @ 12 noon.

Books available for purchase and signing.

Our summer Book Buddies program earned an honorable mention for Program of the Year presented by the Ramapo Catskill Library System. Thanks to all the Teens who made this program a success!

#### **Babysitting Workshops**

April 9 & 12

5:30 - 8:30pm

Learn first aid, safety, child development.

Must be 12 years old and attend school in the NRCSD.

Limited registration.

\$10 materials fee (includes both sessions.)

Presented by Childcare Resources of Rockland

<sup>\*\*</sup>Programs are paid for by taxpayer dollars.

### YOUTH SERVICES PROGRAMS - MAIN LIBRARY

### **Featured Programs**

Please Register at the Youth Services Desk

#### **Family Movies**

Enjoy a movie on our big screen! A grown-up must accompany children into the library and remain with them during the movie. No registration required. Ages 5-11.

Thursdays, March 8 & 22 at 6 pm Thursdays, April 5 & 19 at 6 pm



Cat in the Hat Party Friday, March 2 4:00 - 4:45 pm for ages 3-7

Celebrate Dr. Seuss' Birthday with a party for the Cat in the Hat! Registration begins 2/24 for HKDPL cardholders and 3/1 for everyone else.

Cookie Decorating
Wednesdays, March 7 & 21
& April 4 & 25
4:30 - 5:00 pm, for grades 1-6
Decorate Cookies! No registration!

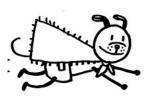
Pirate Party!
Wednesday, April 18
4:00-4:45 pm for Ages 3-7
Aaaar you ready for some pirate fun? Crafts and games!
Limited Registration begins 4/2 for HKDPL cardholders and 4/15 for everyone else.

St. Patrick's Day Craft

Thursday, March 15, 4:00-4:45 pm For ages 4-11. Registration begins 3/1 for

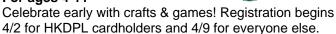
HKDPL cardholders and 3/12 for everyone else.





Mondays are Fundays!
Graphire Tablets!
Mondays in March & April
5:00-6:00 pm for Grades 3-6
Learn how to draw! Create artwork
using our Graphire tablets!
No registration required.

Celebrate Earth Day! Sunday, April 15, 2:00-4:00 pm. For ages 4-11



Homework: A Parent's Survival Guide by the Huntington Learning Center Tuesday, March 6, 6:30-8:30 pm.

A practical workshop offering parents the advice they need to tackle homework problems. No registration.

West Haverstraw Elementary's Reading Adventures! Tuesdays, March 20 & April 24, 6:00 - 7:00 pm.

Come listen to WHES students read stories to family and friends! No registration required.



### **Meet Graphic Novel Artist Dave Roman!**

Dave Roman, creator of ASTRONAUT ACADEMY, is going to tell us all about his life as an artist and even demonstrate some drawing techniques! Come learn about what it takes to be a graphic novel artist! For ages 7 & up! Registration required! \*



Wed., April 11 at 4:30 pm



#### **LEGO CLUB**

For children ages 4-12.
Fridays in March & April, 4:00-4:45 pm.
No Registration Required.
Use our LEGOs or bring your own, and have fun!



\*\*\*A Library Card is required for all programs with registration.\*\*\*



#### YOUTH SERVICES PROGRAMS — MAIN LIBRARY

### Spring Storytime Session:

March 19 - May 25
Registration begins March 1
for Haverstraw Library
cardholders and March 12
for everyone else.

#### **Stories & Craft**

For ages 3 - 6
Stories, crafts, and more!
Mondays at 2:00 pm & Fridays at 11:30 am.

#### **Preschool Storytime**

For ages 3 - 5 Stories, songs, puppets, and more! Tuesdays at 1:30 pm and 7:00 pm and Thursdays at 10:15 am

#### **Family Storytime**

For ages 2 - 5 and their caregivers. Stories, songs, fingerplays, and more! Wednesdays at 10:15 am & 1:30 pm

### Stories in Spanish & English

For children ages 2 - 7 Stories, songs, fingerplays, and more! Thursdays at 6:00 pm.

#### **Pajama Storytime**

For ages 3 - 5
Enjoy a storytime with everyone in pajamas!
Stories, songs, fingerplays and more!
Tuesdays March 6
and April 10 at 7:00 pm.

#### Tales & Tunes

For walkers up to 36 months and their adults. Stories, fingerplays, songs, & bubbles!

Mondays at 7:00 pm &

Tuesdays at 11:30 am

Parent/Caregiver participation required.

#### **Toddler Time**

For ages 2 - 4 and their adults. Fridays, March 9 & April 13, 10:30-11:15 am. Registration begins one week prior to the event for Haverstraw Library cardholders only. Parent/Caregiver participation required.

#### Wee Craft Together

For ages 2 - 4 with a caregiver.

Mondays, March 5 & April 2, 10:30 - 11:00 am & Tuesdays, March 6 & April 3, 6:00 - 6:30 pm Listen to stories, & make a fun craft together!

Registration begins one week before program for HKDPL cardholders

& the day before for everyone else.

Parent/Caregiver participation required.

#### **Bouncing Babies**

For non-walkers and their adults. Rhymes, songs, and fingerplays!

Thursdays at 11:30 am.

March 22 & 29

& April 5, 12, 19, & 26

No registration. You must have your Haverstraw library card with you to attend the program. Parent/Caregiver participation required.



Toddler Yoga with Miss Sue Walkers up to age 3 with an adult. Tuesdays, 4/17 - 5/8 10:15 - 10:45 am

Registration for this 4-week session begins
April 2 for Haverstraw Library cardholders only.
This creative approach will stimulate your child's imagination while enhancing sensory and motor development. Simple yoga poses will be introduced and combined with stories, music, and props.
Come stretch, strengthen, and relax while bonding with your toddler in a unique way!

Preschool Yoga with Miss Sue For 4-5 year olds without an adult. Tuesdays, 4/17 - 5/8 11:00 - 11:45 am

Registration for this 4-week session begins
April 2 for Haverstraw Library cardholders only.
This playful class will move your child's body
and enhance their imagination.
Simple yoga poses will be incorporated into games, music,
stories, and art. Increased body awareness, attention
span, energy release, and relaxation are just some
of the benefits of this FUN class!

\*\*\*A Library Card is required for all programs with registration.\*\*\*

#### YOUTH SERVICES PROGRAMS -VILLAGE BRANCH

#### Family Storytime @ the Village

For ages 3-5 and their caregivers. Tuesdays, March 20 & April 24 10:30 - 11:00 am

Stories, songs, and more!
No registration, just come on in!





Wii Play @ the Village!
Fridays, March 9 & 23
& April 20,
4-5 pm, grades 1-6
Challenge yourself and your friends on the
Wii! We play on the big screen in the
Community Room! No registration required.

### LEGO Building Club

@ the Village!
For ages 7-12. Fridays,
March 2, 16 & 30
& April 13 & 27,
4-5 pm.

No registration required. Use our LEGOs or bring your own.



### St. Patrick's Day Craft @ the Village!

Tuesday, March 13 4:15 - 5 pm. Families Welcome! Celebrate early with crafts & games for everyone!



### Neary's Reading Adventures @ the Village!

Mondays, March 19 & April 16, 6:00 - 7:00 pm.

For the family and friends of the Gerald Neary Elementary School Students selected to read stories!

### Celebrate Earth Day! @ the Village!

Saturday, April 14, 3:00-4:30 pm. For ages 5-11

Celebrate early with crafts and games! Registration begins 4/2 for HKDPL cardholders and 4/13 for everyone else.



#### **Check out Youth Services Online!**

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Follow us on Twitter at www.twitter.com/HKDPLyouth and become a fan of 'Youth Services Department' at Haverstraw King's Daughters Public Library on Facebook!

# Night of 1,000 Stars at the Village Branch! Monday, April 9, 6:00 - 7:30 pm

Celebrate National Library Week
with an evening of fun!



with an evening of fun!
Check out local celebrities
reading fabulous picture books!
Enter the free raffle for a
basket of fun prizes!
No registration!
Families welcome!



#### HAVERSTRAW KING'S DAUGHTERS PUBLIC LIBRARY

#### **Rosman Center**

10 W. Ramapo Road Garnerville, NY 10923 845-786-3800

#### Village Library

85 Main St.

Haverstraw, NY 10927 845-429-3445 www.hkdpl.org

#### **BOARD OF TRUSTEES**

Richard Freeman, President Stephen Cobb, Vice President Gail Kaiser, Financial Officer Bernadette Koop, Secretary Patricia Soto Sonia Burgos Crannage Kathleen Vandervoort

#### **DIRECTOR**

Claudia Depkin

#### **ASST. DIRECTOR**

Donna Sopalsky

#### **EDITOR**

Cheryl Fellner

# POSTAL PATRON LOCAL

#### **Our Mission Statement**

The Haverstraw King's Daughters Public Library's mission is to provide the community with educational, cultural, recreational, and entertainment resources through its collection of materials, programs, and other resources that it makes available.

Non-Profit Org. U.S. Postage

#### **PAID**

Monsey, NY Permit No. 2705

### LIBRARY HOURS Rosman Center

Monday-Thursday 10am-9pm Friday 10am-5:30pm Saturday 10am-5pm Sunday 1pm - 5pm

#### Village Library

Monday Noon-8pm Tuesday-Thursday 10am-6pm Friday 10am-5:30pm Saturday 10am-5pm Sunday Closed

#### **BOARD MEETINGS**

2nd Tuesday of the month, 7:30 pm

#### **Art Exhibits**

March - Reprints of photographs of Letchworth Village, taken by world-famous photographer Margaret Bourke-White in 1933. These photographs have been made available to us by the Hudson Valley Developmental Disability Services Office.

Are you a local artist looking for a venue to display your work?

Call 786-3800 ext. 14 for information.

Questions? Suggestions? Comments?

Get in touch at information@hkdpl.org

# Free Tax Help - Through April 17 Tuesdays, 3 pm - 7 pm Wednesdays, Thursdays & Saturdays, 10am - 2pm

It's tax time, and **AARP Tax-Aide** is here to help. This free tax preparation service is for middle- to low-income taxpayers. Special attention is given to those age 60 and older. **Please bring with you the** 



following: notices, booklets, and/or forms received from the IRS and NYS; copy of last year's returns; W-2s; unemployment compensation statements; all SSA-1099 forms; forms indicating federal income tax paid; dependent care provider information; receipts or cancelled checks for income and property taxes paid and charitable contributions; and, social security numbers for all dependents. The IRS has requested the following changes in tax preparation procedures: the Greeter will give you an intake sheet to be filled out and signed; the Counselor will prepare your return; and another Counselor will review your return for quality.