



# Seaford Public Library

Your Doorway to the Past, the Present & the Future

2234 Jackson Avenue  
 Seaford, NY 11783  
 Phone: 516 221-1334  
 Fax: 516 826-8133  
**E-Mail Address:**  
 seafordreference@nassaulibrary.info

**Website:**  
<http://www.seafordlibrary.org>

**LIBRARY TRUSTEES**

Peter J. Ruffner, President  
 Stephen J. Gaughran, Vice-President  
 Eileen Montalbano, Secretary  
 John Rall, Financial Secretary  
 Patricia Coughlin, Asst. Financial Secretary  
 Frank McKenna, Director  
 Ida Zaharopoulos, Newsletter Editor

**LIBRARY HOURS**

Monday, Tuesday, Thursday 10-9  
 Wednesday 1-9  
 Friday 10-6  
 Saturday 10-5

*The next regular meeting of the Board of Trustees:*



*Monday, January 14<sup>th</sup>  
 7pm  
 The public is welcome.*

*The Library Will Be Closed:  
 Monday, January 1<sup>st</sup> for New Year's Day and Monday, January 21<sup>st</sup> for Martin Luther King, Jr. Day*

**DISPLAY CASE:  
 WINTER WONDERLAND**

**SPECIAL PROGRAM**

**Coping with Post-Traumatic Stress Disorder**  
 Tuesday, January 22<sup>nd</sup> 7-9pm Free

Superstorm Sandy has affected people all across the tri-state area, and especially those on Long Island. While the physical damage was profiled extensively, the psychological damage is often overlooked, even though it was just as pervasive. Please join Dr. Robert Motta, who is Professor of Psychology and Director of the Doctoral Program in School-Community Psychology at Hofstra. For this special program, the topic of psychological trauma will be discussed, including an extensive overview of common signs and symptoms, as well as what can be done to help alleviate those distressing feelings. *Registration begins Tuesday, January 8<sup>th</sup> at the Reference Desk.*

**WINTER SPEAKER SERIES**

**Harrison Hunt- Long Island and the Civil War**  
 Thursday, January 24<sup>th</sup> 7:00-9:00pm Free

Explore the fascinating story of Long Island's role in the war between the States. Although no battles were fought here, the war touched the lives of everyone who lived here between 1861-1865. This talk, illustrated with period images, discusses the local reaction to the war, the units in which Long Islanders served and the home-front activities which supported the boys in blue. *Registration begins Monday, January 7<sup>th</sup> at the Reference Desk. Harrison Hunt is a retired Senior Curator of History for the Nassau County Museum System, a Civil War re-enactor who portrays a regimental surgeon, and the author of two books on the Civil War.*

**A.A.R.P. SENIOR CITIZEN TAX HELP**

**Tuesdays**

**February 5<sup>th</sup> through April 9<sup>th</sup>**

**10am-2pm**

**Please bring last year's tax returns. Social Security cards and photo ID of all persons listed on the tax return are required.**

***\*By appointment only***

**Residents must register (in person) beginning Tuesday, January 15<sup>th</sup> at the Reference Desk. Space is limited. Non-residents will be placed on a waiting list.**

**I N S I D E S T O R Y H E A D L I N E**

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a success-

ful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a

variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.



**Caption describing picture or graphic.**

*"To catch the reader's attention, place an interesting sentence or quote from the story here."*

**I N S I D E S T O R Y H E A D L I N E**

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your

customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice

column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

**I N S I D E S T O R Y H E A D L I N E**

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the

message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can choose and import into your newsletter. There are also several

tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



**Caption describing picture or graphic.**

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WE'RE ON THE WEB!  
EXAMPLE.COM



## B U S I N E S S   N A M E

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com

**Your business tag line here.**

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

## B A C K   P A G E   S T O R Y   H E A D L I N E

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all em-

ployees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



**Caption describing picture or graphic.**