

I Want To 
My Own
Business.

Where ?
Do I  ?



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here!

Entrepreneurs, Cuyahoga County Public Library can help you start your business. This booklet contains information on some of the main resources available in Cuyahoga County. You will find information about how to start a business, create a business plan, explore a franchise and more. Cuyahoga County Public Library offers a variety of business materials — books, magazines, databases, CDs and DVDs. We also offer information-packed programs on a variety of business topics through our **Smart Business At Your Library** series. Visit cuyahogalibrary.org to find a Smart Business program at a branch near you.

LIBRARY SERVICES TO BUSINESSES

Cuyahoga County Public Library has 28 conveniently located branches that serve 47 communities. It consistently ranks as one of the nation's busiest and best library systems. Free services to businesses include:

- PCs with Microsoft Office 2007 (*Word, Excel and PowerPoint*) and computer training.
- Free Internet access (10 free pages printed per day).
- Faxing services (10 cents per transmission).
- Photocopiers (10 cents per page with paper sizes up to 8½" X 14").
- Reference assistance.
- Audiovisual materials on management topics that can be used for programs or employee training.
- Access to millions of items from any Ohio college and university through the Library's membership in OhioLINK.
- Information and referral on local agencies and organizations that provide information or assistance.
- Free WiFi access at every branch.
- Career Counseling services are available at the Career Center at 216.475.2225.
- English as a Second Language (ESL) classes are taught in some of our branches.
- Meeting rooms available for nonprofit use (e.g., Chamber of Commerce meetings).
- Programs about entrepreneurship and small business development.
- Access to business databases covering trade journals, business directories and more from the library as well as from home or office.
- Print resources covering all aspects of running a business: business start-ups, human resources, financing, management and more.
- Passport services. Check local branch for availability.

STARTING A SMALL BUSINESS

Print Resources

- Bielas, Peter G. *Quick Cash for Teens: Be Your Own Boss and Make Big Bucks*, 2009.....658.110835 B476q
This is a guide with strategies and suggestions for teen entrepreneurs.
- DeBaise, Colleen. *The Wall Street Journal Complete Small Business Guidebook*, 2009.....658.022 D35w
Practical advice is included on writing a business plan, managing your time, financing and much more.
- Gerber, Michael E. *Awakening the Entrepreneur Within: How Ordinary People Can Create Extraordinary Companies*, 2008.....658.11 G313a
Learn how to take your vision and build a business around it.
- Hess, Edward D. *So, You Want to Start a Business?: 8 Steps to Take Before Making the Leap*, 2009.....658.11 H463s
All the basics you need to know about starting your own business are covered.
- Kamaroff, Bernard. *Small Business Operator: How to Start Your Own Business, Keep Your Books, Pay Your Taxes and Stay Out of Trouble*, 2008
.....658.022 K129s
Written by a CPA, this book will show how to make your business profitable.
- Pakroo, Peri. *The Small Business Start-Up Kit*, 2010.....346.0652 P17s6
Pakroo describes all the steps needed to start your business.
- Partow, Donna. *Making Money From Home: How to Run a Successful Home-Based Business*, 2010.....658.0412 P258m
Partow discusses the issues involved in running a successful home business.
- Steingold, Fred. *Complete Guide to Buying a Business*, 2007
.....346.73065 St34c2
Learn how to find the right business for you, negotiate the sales terms and prepare and sign a sales agreement.
- Steingold, Fred. *Legal Forms for Starting & Running a Small Business*, 2010
.....346.06520269 L522
Steingold includes forms you'll need to form a partnership, corporation or LLC. He discusses how to run a corporation, borrow money, buy a business, lease space, buy real estate, buy or sell merchandise and hire employees or independent contractors.
- Steingold, Fred. *Legal Guide for Starting and Running a Small Business*, 2009346.0652 St35lg4
This in-depth guide covers the various types of businesses as well as licenses, taxes, franchises, leases, fund-raising, insurance, hiring, contracts, credit and more.

- Stim, Richard. *Wow! I'm in Business: A Crash Course in Business Basics*, 2008658.11 St54w2
Learn how to develop your passion or a hobby into a profitable venture.
- Strauss, Steven D. *The Small Business Bible: Everything You Need to Know to Succeed in Your Small Business*, 2008.....658.022 St82s2
This comprehensive resource included the steps to buying and maintaining your small business.

Online Resources

- **Business.gov** (www.business.gov)
The official business link to the U.S. Government.
- **BizyMoms** (www.bizymoms.com)
This website offers lots of help on how to start a business, and includes suggestions for small businesses and home-based businesses.
- **Entrepreneur Magazine** (www.entrepreneur.com)
Provides information on how to start and run your business. Includes examples of different types of businesses you can start.
- **MoreBusiness.com** (www.morebusiness.com)
Helpful articles on a variety of business topics.
- **QuintCareers for Teens** (www.quintcareers.com/teen_jobs.html)
Offers some great ideas for teens in the workplace and for starting their own businesses.
- **Small Business Administration** (www.sba.gov)
This government agency offers plenty of excellent resources on how to start a business.
- **Small Business Administration Teen Business Link** (www.sba.gov/teens/)
Ideas for the budding entrepreneur.
- **Small Business Loans & Grants** (www.smallbusinesscenter.com)
Sources of financing for your business.
- **Start-Up Nation** (www.startupnation.com)
Useful advice on how to open a business and keep it running.

BUSINESS PLANS

Listed below are books and websites that offer advice on how to write a business plan, and Microsoft *Word* 2007 links to templates that you can use to create your business plan as well. All Cuyahoga County Public Library branches have access to *Word* 2007.

Print Resources

- Barrow, Colin. *The Business Plan Workbook: The Definitive Guide to Researching, Writing Up and Presenting a Winning Plan*, 2008
.....658.401 B279b6
Barrow provides a guide to the procedure of writing a successful business plan.
- *Business Plans That Work: For Your Small Business: A Business Owner's Toolkit Publication*, 2008.....658.4012 B96403
Examples are given for writing business plans for the sole entrepreneur to a large corporation.
- Chambers, K. Dennis. *The Entrepreneur's Guide to Writing Business Plans and Proposals*, 2008.....658.4012 C355e
Chambers tells how to write business plans to attract both financing and customers.
- Moran, Gwen. *The Complete Idiot's Guide to Business*, 2010
.....658.4012 M793c
Create clear and comprehensive business plans.
- *RMA Annual Statement Studies*.....338.0973 R529
This book, updated annually, provides average financial data, such as profits, inventory, current ratio, etc. needed to do forecasts for business plans. The data comes from the annual reports of private companies, and is used by bankers to determine whether or not the financial data in a business plan is realistic.

Online Resources

- **bPlans (www.bplans.com)**
Over 500 sample business plans.
- **Business Plans (www.businessplans.org)**
Sample business plans and other resources to help you write your own business plan.
- **Government Grants (www.grants.gov)**
Search government grants that are eligible to government, education, public and other organizations.
- **Small Business Administration**
(www.sba.gov/smallbusinessplanner/plan/writeabusinessplan/index.html)
Walks you through the steps of writing a business plan.

FRANCHISES/DIRECT SALES

Print Resources

- Bennett, Julie. *Franchise Times Guide to Selecting, Buying & Owning a Franchise*, 2008.....658.8708 B439f
Bennett shares practical tips on running a franchise with the 200 top-rated business opportunities.
- Better Business Bureau. *Better Business Bureau Buying a Franchise: Insider's Guide to Success*, 2007.....658.87 B466
The Better Business Bureau offers advice on buying and maintaining a franchise.
- Bond, Robert E. *Bond's Franchise Guide*, 2009.....381.1302573 B64
Bond provides all the necessary information needed to choose a franchise.
- Keup, Erwin J. *Franchise Bible: How to Buy a Franchise or Franchise Your Own Business*, 2007.....658.8708 K516f6
Is owning a franchise right for you? Keup helps you decide.

Online Resources

- **Direct Selling Association (www.dsa.org)**
Lists dozens of examples of direct selling companies to choose from.
- **Directing Selling 411 (www.directselling411.com)**
Explains how direct selling works.
- **Franchise Solutions (www.franchisesolutions.com)**
Directory of hundreds of franchises for sale and opportunities.
- **Franchise to Own (www.franchisetoown.com)**
Search for franchises by industry and cost.
- **International Franchise Association (www.franchise.org)**
Learn the basics of owning a franchise.

GREENING YOUR BUSINESS

Print Resources

- Kaplan, Jennifer. *Greening Your Small Business: How to Improve Your Bottom Line, Grow Your Brand, Satisfy Your Customers — and Save the Planet*, 2009658.4083 K141g
Kaplan provides information for the small business owner on recycling, reducing waste and increasing energy efficiency.
- Schendler, Auden. *Getting Green Done: Hard Truths From the Front Lines of the Sustainability Revolution*, 2009.....333.7 Sch27g
The author explains how businesses going green will help effect climate change.

Online Resources

- **Business.gov** (www.business.gov/expand/green-business)
Suggestions from the U.S. government on how a business can be eco-friendly.
- **Earth Share** (www.earthshare.org/greening-business.html)
Tips for business on going green.
- **Green Biz** (<http://greenbiz.com>)
Source for news, opinion, best practices and other resources on the greening of mainstream business.

MAGAZINES

Many library branches have business magazines available that will be helpful in finding current information about issues in owning your own business. A few examples of these magazines are:

- *Crain's Cleveland Business*
- *Entrepreneur*
- *Home Business*
- *Inc.*
- *Inside Business*
- *MBNUSA*
- *Smart Business Cleveland*

LOCAL ORGANIZATIONS FOR ENTREPRENEURS

- **Business Advisers of Cleveland**
4614 Prospect Park Bldg., Suite 401, Cleveland, OH 44103
216.426.2053
www.busadvcl.org
- **Consortium of African-American Organizations (CAAO)**
4614 Prospect Avenue, Suite 323, Cleveland, OH 44103
216.432.9481
www.caaonet.net
- **Council of Smaller Enterprise (COSE)**
The Higbee Building, 100 Public Square, Suite 210, Cleveland, OH 44113
216.592.2222
www.cose.org
- **The Greater Cleveland Partnership**
The Higbee Building, 100 Public Square, Suite 210, Cleveland, OH 44113
216.621.3300
www.gcpartnership.com
- **Greater Cleveland Veterans Business Resource Council**
The American Red Cross Building, 3747 Euclid Avenue,
Cleveland, OH 44115
216.361.4506
www.gcvbrc.org
- **Hispanic Business Association:
Hispanic Chamber of Commerce for Ohio**
4115 Bridge Avenue #107, Cleveland, OH 44113
216.281.4422
www.hbahcco.org
- **JumpStart Inc.**
737 Bolivar Road, Suite, 3000, Cleveland, OH 44115
216.363.3400
www.jumpstartinc.org
- **MAGNET**
1768 East 25th Street, Cleveland, OH 44114
216.391.7002
www.magnetnetwork.org

- **Northern Ohio Area Chambers of Commerce (NOACC)**
4200 Rockside Road, Suite 210B, Independence, OH 44131
216.447.9900
www.noacc.org
- **SCORE**
1350 Euclid Avenue, Suite 216, Cleveland, OH 44115
216.522.4194
www.scorecleveland.org
- **ShoreBank Enterprise Cleveland**
540 East 105th Street, Cleveland, OH 44108
216.681.8990
www.shorebankenterprise.com
- **Small Business Development Center**
2930 Prospect Avenue, Cleveland, OH 44115
216.622.0999
<http://clevelandsbdc.com>
- **TiE – The Global Network of Entrepreneurs**
11000 Cedar Avenue, Suite 100, Cleveland, Ohio 44106
216.929.0677
www.ohio.tie.org
- **U.S. Small Business Administration**
1350 Euclid Avenue, Suite 211, Cleveland, OH 44115
216.522.4180
www.sba.gov
- **The WECO Fund, Inc.**
3209 Chester Avenue, Cleveland, OH 44114
216.520.0250
www.wecofund.com



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Administrative Offices	216.398.1800
Bay Village Branch.....	440.871.6392
Beachwood Branch.....	216.831.6868
Berea Branch.....	440.234.5475
Brecksville Branch.....	440.526.1102
Brook Park Branch.....	216.267.5250
Brooklyn Branch.....	216.398.4600
Chagrin Falls Branch.....	440.247.3556
Fairview Park Branch.....	440.333.4700
Garfield Heights Branch.....	216.475.8178
Gates Mills Branch.....	440.423.4808
Independence Branch.....	216.447.0160
Maple Heights Branch.....	216.475.5000
Mayfield Branch.....	440.473.0350
Middleburg Heights Branch.....	440.234.3600
North Olmsted Branch.....	440.777.6211
North Royalton Branch.....	440.237.3800
Olmsted Falls Branch.....	440.235.1150
Orange Branch.....	216.831.4282
Parma Heights Branch.....	440.884.2313
Parma-Ridge Branch.....	440.888.4300
Parma-Snow Branch.....	216.661.4240
Parma-South Branch.....	440.885.5362
Richmond Heights Branch.....	440.449.2666
Solon Branch.....	440.248.8777
South Euclid-Lyndhurst Branch.....	216.382.4880
Southeast Branch.....	440.439.4997
Strongsville Branch.....	440.238.5530
Warrensville Branch.....	216.464.5280