



**Poplar
Bluff
Library**

SMALL BUSINESSES



**Small Business &
Entrepreneur Services**

poplarbluff.org/smallbusiness

ONLINE
LEARNING

LinkedIn Learning

poplarbluff.org/learn

SCAN
ME



**ON DEMAND
TRAINING**
with your library card

Take online courses and find on-demand training free with your library card.

Learn on your own time. Choose from over 16,000 courses to learn in-demand skills taught by real-world industry experts.

Earn certifications in the IT field from Amazon, Microsoft, Adobe, COMPTia and more.

Bridge the gap between the career you want and the skills you need!

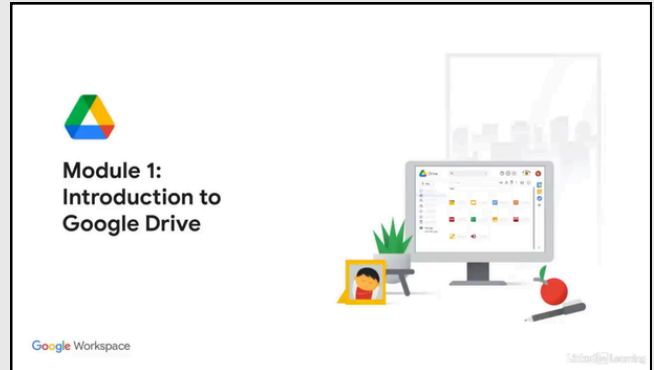
LinkedIn Learning

COURSES OF INTEREST

GOOGLE WORKSPACE

Twenty two courses and over 23 hours of training on Google Workspace including Google Workspace Administration.

- Google Drive
- Google Docs
- Google Sheets
- Gmail
- Google Chat
- Google Meet



CANVA

Fourteen courses and over 14 hours of training on the free Canva design tool.

- Canva Essential
- Canva Presentations
- Canva for Web and Digital Designs
- Canva Magic



QUICKBOOKS

Seven full courses and nearly 20 hours of training on the QuickBooks platform.

- QuickBooks Online
- QuickBooks Payroll
- QuickBooks Pro



MICROSOFT 365

Six full courses nearly 9 hours of training on the Microsoft 365 Office Suite.

- Excel
- Outlook
- Word
- Powerpoint
- Teams
- OneDrive



LEGAL FORMS



Gale Legal Forms

poplarbluff.org/forms

SCAN
TO
START



Get easy fill-in-the-blank legal documents from Gale Legal Forms FREE with your library card. All forms are attorney-reviewed and compliant with the Missouri Courts. Forms continually update to reflect the latest laws. Forms are accessible online, mobile responsive, and downloadable in Microsoft Word, Adobe Acrobat, and other formats.

**Watch this tutorial for detailed
instructions on using Gale Legal Forms.**



**Rental/Lease Agreements * Bill of Sale * Liens * Last Will and Testament
Contracts * Power of Attorney * Partnerships * Real Estate Forms
Releases and Waivers * Incorporation * Living Wills * Employment Forms**

CONSUMER & MARKET DATA



data axle
reference
solutions

FOR YOUR BUSINESS

Unlock the full potential of your business with Reference Solutions!

This powerful, all-in-one database is a game-changer for small business owners, entrepreneurs, and marketing professionals, and for identifying and discovering new business opportunities and locating a new customer base to improve sales and fundraising efforts. Best of all, it's completely **FREE** with your library card!

With access to **44 million** current business and customer listings, Reference Solutions helps you:

- *Find* leads and connect with decision-makers.
- *Build* smarter marketing strategies.
- *Analyze* competitors and industry trends.
- *Create* targeted fundraising and sales campaigns.

Take the guesswork out of growth—let Reference Solutions help you make informed decisions and take your business to the next level!

SCAN HERE



Visit www.poplarbluff.org/business
to get started or scan the QR code

VISITOR WEBPAGE

let the library help you launch and grow your

SMALL BUSINESS

poplarbluff.org/smallbusiness



Market Research & Customer Demographics

Reference Solutions

U.S. and Canadian business and residential information, including phone numbers, addresses, sales volume, and historical company information. Helpful for learning industry trends, and conducting in-depth market research.

Video Tutorials:

[Crash Course](#) | [Tutorial](#)

[Webinars](#) | [How to Guides](#)

All Things Missouri

University of Missouri
Interactive mapping, reports, and insights into issues facing Missourians. Get started with map layers related to the business environment, including the labor market engagement index, locations of airports, and public libraries.

Video Tutorials:

[Map Tutorial](#) | [Report Tutorial](#)

How To Guides

US Census Bureau

In this recorded Small Business webinar from the Census Bureau, subject matter experts present data available from economic data sources. Learn about the different types of business data available from the County Business Patterns, Nonemployer Statistics, Business Dynamics Statistics, Statistics of U.S. Businesses, and the Economic Census. The session includes a live demonstration on how to find the data along with illustrations of real world applications.

Presentation Slides

[City](#), [County](#), [State QuickFacts](#)

Butler County Retail Trade Area Analysis

Detailed consumer analysis of Butler County and area residents. Provides key findings on consumers and residents of Butler County to be used in identifying markets and customer bases.

Butler County Health Department

The Butler County Health Department conducts a Community Health Assessment, drawing upon public health, crime, education, census, and economic data, opinions of community members, and other community level information such as the built environment, economic factors, and relevant events in the

Legal Forms

Gale Legal Forms

Gale Legal Forms
Easy fill-in-the-blank legal forms. Includes rental agreements, bill of sale, real estate form, contracts, employment agreements, LLC formation, and business plan templates. Attorney reviewed and approved.

On-Demand Training

LinkedIn Learning

Take online courses and find on-demand training free with your library card. Learn on your own time. Choose from over **10,000 courses** to learn in-demand skills taught by real-world industry experts. Earn certifications in the IT field from Amazon, Microsoft, Adobe, & COMPTIA.

Business Plans

Small Business Administration

SBA provides guidance on the elements of a business plan, sample business plans and how to get the most out of your business plan.

Bplans

Bplans is a gallery of more than 500 business plans for specific areas

Business Plan ebooks

Hoopla offers ebooks and audiobooks on both crafting a business plan and [starting a new business](#).

Ask a Librarian

Questions about your research?

Email your questions to our staff and a librarian will respond with 1 to 3 business days. Librarians can also offer virtual or in-person, one-on-one assistance on any of the resources highlighted on this page

Books on Small Business

Small Business Administration

SBA provides guidance on the elements of a business plan, sample business plans and how to get the

Historical Data

Newspapers.com

Search Poplar Bluff newspapers. Years available 1878-2011. Search by name, location, event, organization, or keyword.

National Register of Historic Places

This collection houses the NRHP applications for Poplar Bluff historic buildings and districts. Applications include full background on building design, architecture, previous businesses, and prior owners.

Technology & Meeting Spaces

Make the Library Your Office Away From Home

Free wifi, computers, printers, and meeting rooms can help you get the job done when away from the office.

Meeting Rooms

Looking for a venue that inspires creativity and productivity? Explore our diverse range of meeting spaces designed to meet your unique needs. Whether you're hosting a formal presentation, a brainstorming session, or a small team meeting, we have the ideal setting for you. All meeting spaces are available at no charge to individuals, clubs, and nonprofits.

Book online at poplarbluff.org/meet

Computers and WiFi

Campus wide 250Mbps broadband internet serves both library campuses. U.S. Library computer or access free and unlimited wifi. Wifi is available every day from 6 am to 10 pm.

Network: Library Wifi

Password: [readbooks](#)

Copy-Scan-Fax

Copy, scanning, and faxing services available at both library locations. 10 cents per page in black and white. 25 cents per page in color.

Mobile Printing

Print from your phone or laptop by sending your documents to printing@poplarbluff.org

Print from your device with the Spot Global Print App

Get the SPOT Global Print app on your phone or laptop and print from anywhere, anytime. Use the code provided in the app at the library printer. SPOT printing available at both library branches.

SCAN HERE



Visit www.poplarbluff.org/smallbusiness to find all the tools listed in this booklet and to access data and research helpful in creating a business plan or launching and growing your business.

E-CARDS

poplarbluff.org/ecards

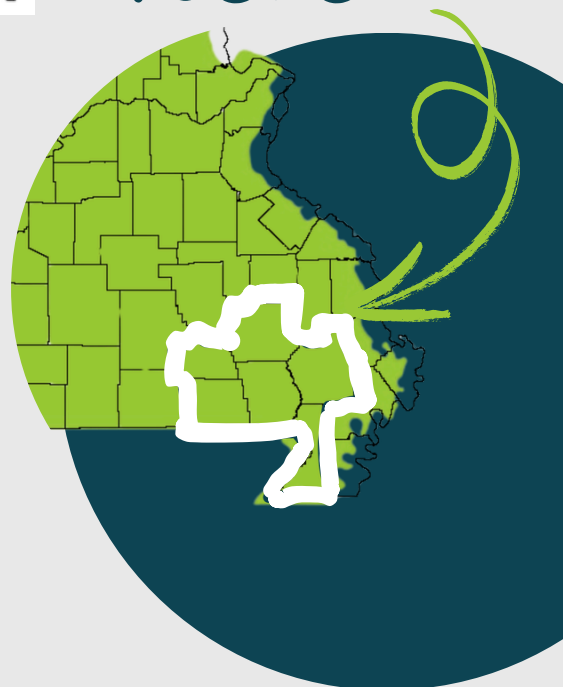
FREE e-cards



if you
live
here



2 million
downloadable
materials



Missouri Evergreen



Manage your
checkouts & renewals

Mango



Learn a new
language

Kanopy



Stream films &
documentaries

Libby



Download audiobooks,
ebooks & magazines

Hoopla



Download audiobooks,
ebooks, music & movies

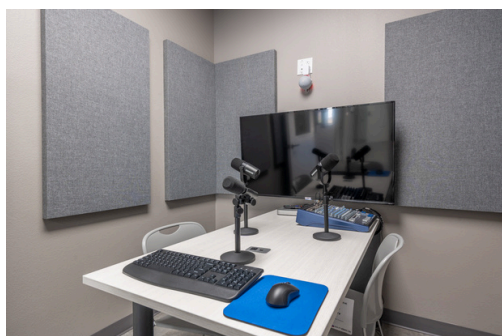
MEETING ROOMS



poplarbluff.org/meet

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Ridgel Podcast Studio



Perfect for all your podcasting, voice acting, and audio needs. The podcasting studio at our Ridgel Branch comes equipped with soundproofed walls, podcasting equipment, and audio software.

RIDGEL BRANCH Small Group Meeting Space



Total Capacity: 6

The Ridgel Small Group Meeting space seats up to 6 and includes a public computer with 55" monitor, wifi, white board, device charging, and is equipped with camera and sound to accommodate online meetings.

Ridgel Training Lab



Total Capacity: 25

The Ridgel Training Lab seats up to 25 and offers an 11-unit laptop lab, Smartboard, wifi, white board, device charging, camera and sound for online meetings, and access to a kitchenette.

MAIN BRANCH

Wolpers Family Board Room



Total Capacity: 15

The Wolpers Family Board Room seats up to 14 and offers a Smartboard, wifi, white board, device charging, camera and sound for online meetings, and sink and counter space.

Small Group Meeting Space



Total Capacity: 6

The Small Group Meeting space at the Main Branch seats up to 6 and includes a public computer with 55" monitor, wifi, whiteboard, device charging, and is equipped with camera and sound to accommodate online meetings.

Library Theater



Total Capacity: 150

The Library Theater offers a ceiling-mounted projector and screen, presenter laptop, wifi, device charging, camera and sound for online meetings, and access to a kitchenette. Tables and chairs are available for a variety of setups including classroom, banquet, board room, and theater.

Sensory Garden



Total Capacity: 150

This outdoor space provides a beautiful setting to host your event. The library garden has been used to host outdoor plays, concerts, yoga classes and acts as an excellent outdoor classroom. Reservations are free for nonprofits and individuals and 25 for a half day or 50 for a full day for profit groups.

The Ridgel Branch also offers two Study Rooms available on a first come, first served basis.

poplarbluff.org/meet



COMPUTERS & WIFI COPY-SCAN-FAX-PRINT

COMPUTERS AND WIFI

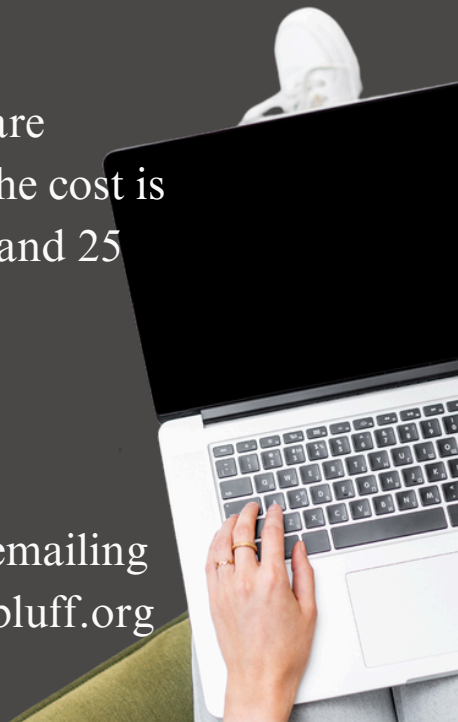
Campus-wide 250mbps broadband internet serves both library campuses. Use a library computer or access free and unlimited wifi. Wifi is available every day from 6 am to 10 pm.
Network: Library Wifi Password: readbooks

COPY-SCAN-FAX

Copy, scanning, and faxing services are available at both library locations. The cost is 10 cents per page in black and white and 25 cents per page in color.

MOBILE PRINTING

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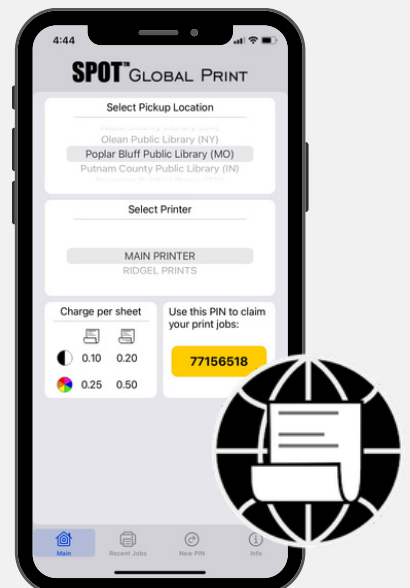


PRINT From your phone or personal device

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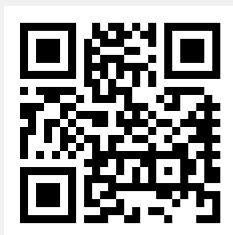
Available for Android, Apple, Mac, Windows and Chrome



BOOKS ON SMALL BUSINESSES



É more
access instantly



**LinkedIn
Learning**



**Legal
Forms**



**Reference
Solutions**



**Meeting
Rooms**



**Mobile
Printing**



**Books on
Small
Buisness**



e-cards



Hoopla



Libby



**Small
Business
Webpage**



Main Branch
Mon-Thu: 9 am - 7 pm
Fri: 10 am - 5 pm
Sat: 11 am - 3 pm
Sun*: 1 pm - 5 pm

Ridgel Branch
Mon-Thu: 9 am - 7 pm
Sun*: 1 pm - 5 pm
Ridgel Lockers
Daily 6 am - 10 pm

*Closed Sundays in Summer.