

Small Business Hub at Longview Library

longviewlibrary.org

360.442.5300

Hub Purpose

Longview Public Library provides free access to resources, services, programs, and referrals that cater to small business owners, entrepreneurs, nonprofits, investors, and innovators. We also invite you to take advantage of our reservable meeting rooms, public computers, and Wi-Fi.

We can give you the tools to research and identify competitors, sources of supply, sales prospects, demographics, and industry trends.

Library Resources

- Monthly small business classes in partnership with SCORE Vancouver
- Monthly job application classes and resume labs with WorkSource
- Small Business book collection
- Education and Job information book collection
- Dedicated database computer for Small Business research and development
- Microsoft Imagine Academy access (online courses for digital literacy, Windows, Outlook, Word, Excel, PowerPoint, and more)
- Latest issues of business journals, magazines, and newspapers
- Scan documents
- Make Copies and Print documents (10¢ for black and white, 50¢ for color)
- Free Wi-Fi access
- Reserve a Meeting Room
- Check out Projectors and Screens
- Access to Public Computers with Microsoft Office Software

Business Owner Library Cards

Did you know business owners in Longview are eligible to get a library card for their business?

Just bring in:

- Your Longview Business License
- One piece of picture ID

Cards are issued in the name of the business and the person signing the application is the one that will be responsible for the card and will be the one contacted regarding any issues.

Web Resources

Small Business Resources can be found online at:

longviewlibrary.org/business.php

- Monthly SCORE class calendar
- List of business-related periodicals
- Examples of useful small business material for checkout in our collection
- Links and contact information for regional business services

If you have a personal or business library card, you can access our Research and Online Databases at:

longviewlibrary.org/databases-business.php

- ProQuest ABI/INFORM
- Gale Small Business Builder
- Reference USA



Start your business

- Have you prepared your business plan?
 - Refer to Checklist 1 in the Longview Library Small Business Hub
- Are you buying an existing business?
 - Are you absorbing liabilities?
 - Require a Tax Status Letter from owner
 - Understand Use Tax on tangible assets
 - Check workers' compensation for premium owed, outstanding or pending audit assessments, and claim responsibilities. Refer to the Buyer Beware information (<http://www.lni.wa.gov/IPUB/101-183-000.pdf>)
 - Make sure you are not buying past liabilities and are accountable for the former owner's debt
- Choose a business structure
 - Refer to the information from the IRS
<https://www.irs.gov/businesses/small-businesses-self-employed/business-structures>
 - Will your business be:
 - Sole Proprietorship
 - Partnership
 - LLC (Limited Liability Company)
 - S Corporation
 - Corporation
 - Get help from an advisor and decide based on:
 - How many owners are there now and how many there will be in the future
 - The types of owners – individuals, corporations, trusts, etc.
 - Liability concerns
 - Federal tax implications (IRS)
 - Registration and tax filing requirements and costs
- What's your business name?
 - Appeals to potential customers
 - Works well for marketing and graphics
 - No one else is using the name
 - What does the law say? <http://app.leg.wa.gov/RCW/default.aspx?cite=23.95>
 - U.S. Patent and Trademark Office search - <https://www.uspto.gov/>
 - Washington Business Licensing Service - <http://bls.dor.wa.gov/faqtradename.aspx>
 - Secretary of State - <https://ccfs.sos.wa.gov/#/>



- If selecting a corporation or LLC structure, get registered
 - <https://www.sos.wa.gov/corps/all-services.aspx>
- Determine your business location
 - To license your business you will need to identify a physical location
 - Consider appeal to customers, expense, and insurance
- Get your federal tax number and consider federal tax filing options
 - Sole proprietorship and one-owner LLC
 - Obtain a federal number or use your SSN (consider confidentiality before using this option) <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>
 - Federal tax forms
 - Sole Proprietorship – [1040 Schedule C](#)
 - Partnerships – [Form 1065](#)
 - Standard [corporations](#) – [Form 1120](#)
 - [S-Corporation](#) – Form 1120S for pass-through, and [Form 2553](#) within 75 days of forming your business
 - Some [LLCs](#) can file IRS [Form 8832](#) as an S-Corporation – see tax professional
- Obtain required licenses and permits. What licenses do you need?
 - Washington State Business Licensing Wizard - [https://secure.dor.wa.gov/gteunauth/ /](https://secure.dor.wa.gov/gteunauth/)
 - Washington State List of Licenses - <http://www.dol.wa.gov/listoflicenses.html>
 - Apply for a State business license - <http://bls.dor.wa.gov/file.aspx>
 - City of Longview Licenses, Permits, and Applications - <http://www.mylongview.com/index.aspx?page=476>
 - City of Longview licensing requirements - <http://bls.dor.wa.gov/cities/longview.aspx>
 - City of Kelso - <http://www.kelso.gov/>
 - Cowlitz County - <http://www.co.cowlitz.wa.us/>
- Set up your operations
 - Federal ID number
 - State UBI number
 - Governance documents (if LLC or corporation)
 - Business bank account
 - Understand federal and state tax requirements (refer to Checklist #4)
 - Know County and City requirements
 - Set up accounting system
 - Secure business insurance
 - Complete certification paperwork if business is [woman, minority, or economically disadvantaged owned](#), or [veteran-owned](#) (optional)

- Hire employees
 - WorkSource – <https://www.worksourcewa.com/home.aspx?>
 - Post jobs – <https://secure.esd.wa.gov/home/WorkSourceWA/Employer/Account/Login?status=0&language=en>
 - Training assistance – <https://esd.wa.gov/jobs-and-training/on-the-job-training>
 - Career Bridge – <http://www.careerbridge.wa.gov/>
 - [Federal handbook](#) and forms for employees - <https://www.irs.gov/pub/irs-pdf/fw4.pdf?portlet=3>
- Record keeping and tax responsibilities for employing others
 - [Wage and hour laws](#) (such as minimum wage, overtime, breaks, etc.)
 - [Workplace poster requirements](#)
 - [Employment of minors](#)
 - [Non-Discrimination Laws](#)
 - [Independent contractors](#) (Labor & Industries)
 - [Independent contractors](#) (Employment Security)
 - [Independent contractors](#) (IRS)
 - [Workplace safety](#) (including required written accident prevention plan)
 - [Federal payroll taxes](#)
 - [State unemployment taxes](#)
 - [Workers' compensation insurance](#)
 - [Child Support Withholding Laws](#)
 - [Leave from work \(paid sick leave, family leave, other excusable leave, etc.\)](#)
 - [Washington Health Plan Finder](#)
- Open your doors for business
- Need assistance?

Local Resources:

- SCORE of Vancouver – www.vancouver.score.org
- Kelso/Longview Chamber of Commerce – <http://www.kelsolongviewchamber.org/>
- Small Business Development Center – <http://wsbdc.org/longview/>
- Cowlitz Economic Development Council – <http://www.cowlitzedc.com/>
- City of Longview – <http://www.mylongview.com/>
- City of Kelso – <http://www.kelso.gov/>
- Cowlitz County – <http://www.co.cowlitz.wa.us/>
- LCC Career & Employment Center <https://lowercolumbia.edu/careerservices/index.php>
- WorkSource Washington - <https://www.worksourcewa.com/>

Business and Professional Associations https://www.sos.wa.gov/library/wa_orgsubjects.aspx
Business Impact NW <https://businessimpactnw.org/>
Career Bridge <http://www.careerbridge.wa.gov/>
Small Business Administration <https://www.sba.gov/business-guide/>
Small Business Development Center training <https://wsbdc.org/training/>
Veterans Business Outreach Center <http://vbo.org/>
Washington Business Hub <http://business.wa.gov/>
Washington Center for Women in Business <http://wcwb.org/>
Washington Small Business Development Center <http://www.wsbdc.org/> (after plan is drafted)

*Online databases can be accessed with a valid library card via the Online Databases page of the library's home page, www.longviewlibrary.org, outside the Longview Public Library.

Material in this checklist is based on the Washington State Small Business Guide developed by the Governor's Office for Regulatory Innovation and Assistance, Information Center, 800-917-0043 / 360-725-0628, <http://oria.wa.gov/sblt>

Small Business HUB

End Product:

A space in the library offering access to:

- A dedicated collection for Small Business and Entrepreneurship
- Information for community small business resources
- Forms, flyers, contact information for local organizations and official departments
- Computers with dedicated access to Small Business Builder and other business related databases.
- Printer access
- Work areas/tables
- Mentoring space for local experts
- (Shared) Class space/computer access for small business classes or self-study – includes white board/presentation screen
- Space for partners to present or display information

Needed:

- Updated books
- Current information for community resources – from partners
- Forms/flyers/contact information – from partners
- Laptops for database access – chained down, Wi-Fi access
- Tables for computers
- Tables for mentoring or solo work
- Class/computer space – to come later

Timeline:

December 2017

- Get books for collection
- Evaluate space for community information
- Move shelves and space around in current location
- Make posters/directionals
- Begin to gather current information from
 - Community Development (John/Joe)
 - Chamber of Commerce (Bill)

- Small Business Development (Jerry)
- LCC Business Dept (Stephen)
- CEDC (Lindsey/Ted)
- SCORE (Bill)
- Downtowners (Kevin)
- CAP (Liz)

January 2018

- Collection out
- Space sorted and information out
- Databases located and secured on table by main desk
- Staff trained on database use (Small Business Builder, Ref USA, and Proquest)
- Furniture sorted and out
- Coordinate programming with partners:
 - SCORE classes
 - Drop-in help
 - Money Smart
 - Red Canoe Financial Literacy

February 2018

- Posters out
- PSAs ready
- Small Business partners open house
- Feedback and suggestions requested and processed

March 2018

- Open to the Public!
- Have several events over the month
 - Feature each partner
 - Highlight SCORE class
 - Provide database intro classes

Ongoing:

- Continue to bring on new partners
- Increase outreach efforts in community
- Present activities and opportunities at local meetings
- Search for areas not covered and cover them

SPOKANE PUBLIC LIBRARY

LevelUp

A coworking space at the
Downtown Library

Features



**Free Coworking
Space**



**Hi-Tech Community
Meeting Rooms**



Bloomberg Terminal



**Creation Stations
and Access to
Business Databases**



**One-on-One
Consulting with a
Business Librarian**

www.spokanelibrary.org/levelup

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**Spokane Public Library
FOUNDATION**

Spokane Public Library BUSINESS RESOURCES

**Competitive analysis.
Technology training.
Market research.**

We offer the tools and support
for the Spokane business
community to succeed.



**SPOKANE
PUBLIC LIBRARY**

FIND YOUR LIBRARY HERE

DOWNTOWN
906 W. Main

HILLYARD
4005 N. Cook

SHADLE
2111 W. Wellesley

EAST SIDE
524 S. Stone

INDIAN TRAIL
4909 W. Barnes

SOUTH HILL
3324 S. Perry St.

spokanebusiness.org

With these free library resources you can maximize profit, learn new skills, save time, and be as efficient as you can so your business succeeds.

IBISWorld

Research reports that offer the latest content on every U.S. industry. Each report has 30–40 pages of key statistics and analysis on market characteristics, operating conditions, performance and more. *Only available at the Downtown Library.*

Statista

One of the world's largest statistics portals, bringing together statistics and market reports on more than 80,000 topics arranged by business sector. *Must be used within the library but can be accessed at any Spokane Public Library location.*

Demographics Now

“Who are my customers?” “Where do they live?” “What do they do?” And perhaps most importantly, “Who are my competitors?” Answer these questions through access to Demographics Now information including population, income, housing, age, education, businesses, retail sales and consumer expenditures.

ReferenceUSA

Offering a full-service platform, ReferenceUSA helps users create marketing plans, conduct competitive analysis, raise funds and locate people.

Business Source Complete

A scholarly business database providing a collection of bibliographic and full text content in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics.

ProQuest

Full-text access to nearly 10,000 publications including the Wall Street Journal dating to 1984 and the Spokesman Review dating to 1991.

Microsoft Imagine Academy

Courses cover a variety of Microsoft products and skill levels—ranging from beginner users to advanced technical courses that qualify for Microsoft Certification testing.

Gale Courses

A wide range of highly interactive online courses in business law, human resources, management, manufacturing, marketing and more. Courses run for six weeks and new sessions begin each month.

Buxton Scout

Spokane Public Library and Downtown Spokane Partnership provide local business owners and entrepreneurs with free access to Buxton Scout, a high-level data analytics tool that provides household-level purchasing data so you can make better decisions about the products and services you offer customers. Buxton also provides access to the Experian Segmentation Portal. *Only available at the Downtown Library.*

Lynda.com

With more than 6,000 online courses all taught by industry experts, lynda.com offers on-demand training to help you achieve your personal and professional goals.

Foundation Directory Online

A database comprising more than 140,000 grantmakers, updated weekly so you can count on the accuracy of results. Multiple filters and an assessment tool help you quickly identify your best potential funding sources. *Available only at the Downtown, East Side, and South Hill Libraries.*

Bloomberg Terminal

The Bloomberg Terminal analyzes 60 billion+ new pieces of information from the market each day. Spokane Public Library is the second library in the country to offer this service. *Only available at the Downtown Library.*

Don't know where to start?



Our business librarian, Mark Pond, provides one-on-one business consultations. You can even schedule a presentation at your workplace so your entire organization can benefit from these tools.

Contact: 509.444.5312 or mpond@spokanelibrary.org

Schedule a meeting: [Trumba.com/Calendars/Mark-Pond](https://trumba.com/Calendars/Mark-Pond)