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All libraries, no matter their size or budget, can support aspiring and existing small business owners and entrepreneurs. Public libraries have a long history of fostering equitable economic development, small businesses, and entrepreneurship in their community.

They excel at addressing many of the unseen barriers to economic advancement, even though libraries often do not frame their work in terms of its economic benefit. For example, in addition to providing programs and resources on business-related topics, libraries build digital skills; offer literacy, ESL, and GED classes; provide internet and technology access; support Green Card and citizenship application processes; connect people with affordable health care; offer early education programs; and provide youth of all economic backgrounds the opportunity to engage with STEAM learning. If you’re reading this toolkit, you probably already understand how the library can play a role in supporting a thriving and equitable local economy. But does your community know it?

The library is an important stakeholder in business development, but not everyone knows what the library is already doing, or could be doing. This toolkit is here to help. It provides approaches to outreach you can use to connect with new partners, community leaders, funders, and program participants. As a result of using this toolkit, you should be better able to:

- **Educate** the business community and public about library business services
- **Change or expand** public perceptions of what the library has to offer businesses
- **Improve** the efficiency and effectiveness of library business services and programs, regardless of library size or budget
The St. Louis County Library in Missouri created the Small Business Value Calculator in 2018 in order to put a monetary value on the services they provide. To build the calculator, they listed all the small business services and resources they offer at the library and looked for what they would cost on the open market. Resources may include: marketing, demographic, industry, and consumer research; computers and technology; and classes and workshops. The staff totaled up the dollar value of using everything the library offers just once in a year and determined that the library was saving customers more than $13,000 each year. This piece of data catches the attention of business owners, community partners, and decision makers and helps to illustrate the great work the library is doing on small business development.

The toolkit can help you tailor how you talk about your goals, resources, and impact to appeal to a variety of stakeholders. You can leverage stories and resources from within your own programs, or borrow some from the Libraries Build Business Playbook or the Libraries Build Business Initiative Highlights Report to get started.

This toolkit is designed to help you confidently get the word out about the great work you are already doing in your community for four key audiences:

- Aspiring and existing small business owners/entrepreneurs (your target audience for your programs/services)
- Community leaders: elected officials, funders, and other stakeholders
- Potential partners: community organizations, non-profit organizations, and business support groups
- Library Administration: the library board, executive staff and leadership, friends groups, and other departments

The content in the toolkit is based on the knowledge gained through ALA’s Libraries Build Business initiative. As part of a multi-year, $2 million dollar investment, ALA worked with a cohort of 13 public libraries from a diverse set of communities across the country. They collaborated to answer questions, engage in research, pilot projects, develop resources, and share these learnings.
with the wider library community. LBB projects have impacted more than 15,000 small business owners and entrepreneurs across the United States, serving a range of entrepreneurs with a focus on BIPOC and marginalized groups, including individuals re-entering the workforce from jail or prison, primarily Spanish-speaking sidewalk vendors, rural entrepreneurs, tribal members, and minority-owned tech startups. Other deliverables from the project include:

- The Libraries Build Business Initiative Highlights Report highlights the key learnings and program elements of Libraries Build Business. It demonstrates how libraries can narrow economic divides and empower diverse entrepreneurs.
- The Libraries Build Business Playbook is a resource collaboratively developed by LBB cohort members to share practical resources and advice, promising strategies and models, and inspiration for programming and services for any library, no matter their size or budget, to adapt in their context. It will guide your library to a local program fit with resources including monitoring and evaluation tools that your library can use to track progress and drive impact; specific strategies to prioritize equity, diversity, and inclusion; and accessible suggestions for getting started, building partnerships, and more.
- Libraries that Build Business: Advancing Small Business and Entrepreneurship in Public Libraries, edited by Megan Janicki (ALA Editions, 2022). This book collects 26 essays on a variety of real-world library programs and services. It provides an in-depth look at what libraries of all sizes and types around the country are doing, as well as tips for how you might adapt some of these ideas to your own community.
- Libraries Build Business Evaluation Resource Guide and Case Study are easy tools to walk you through using the Public Library Association’s evaluation tool, Project Outcome, and the customized Libraries Build Business evaluation materials. Create a simple survey tailored to your library’s small business or economic development program and get feedback to continuously improve.

Libraries Build Business continues today with a peer coaching program and active Slack community for library workers. For the most up to date information on Libraries Build Business, visit the website at ala.org/advocacy/workforce/grant.

With all the great work underway at your library, it’s not always easy to find time to focus on promotion, but outreach is critical to your success, sustainability, and growth. This toolkit is here to help you engage with community stakeholders and let your small business and economic development community know what the library can do.
<table>
<thead>
<tr>
<th>I’m looking at this toolkit because...</th>
<th>Then you might want to start with...</th>
</tr>
</thead>
<tbody>
<tr>
<td>I want to broaden the community’s perception of the library.</td>
<td>The sections you might want to look at first are Elected Officials, Funders, and Community Leaders and Business Support Organizations. Then look at Library Staff.</td>
</tr>
<tr>
<td>I want to increase usage of my library’s small resources or services.</td>
<td>Start with the Small Business Owners and Business Support Organizations sections, then Library Staff.</td>
</tr>
<tr>
<td>I want to learn more about what small business owners in my community need.</td>
<td>Start with the Small Business Owners section, then look at Business Support Organizations.</td>
</tr>
<tr>
<td>I want to encourage social, political, or funding support.</td>
<td>Jump to Elected Officials, Funders, and Community Leaders and Business Support Organizations.</td>
</tr>
<tr>
<td>I want to find community partners for my programs or services.</td>
<td>Start with Business Support Organizations, then consider Small Business Owners.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>An event I’m trying to prepare for is...</th>
<th>Then you might want to start with...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A presentation to business owners, like a Chamber of Commerce lunch or meeting.</td>
<td>Small Business Owners</td>
</tr>
<tr>
<td>A presentation to other community stakeholders, like a community service group.</td>
<td>Business Support Organizations or Elected Officials, Funders, and Community Leaders (depending on the composition of the group)</td>
</tr>
<tr>
<td>A round table or coalition meeting, where I may share information informally.</td>
<td>Business Support Organizations or Elected Officials, Funders, and Community Leaders</td>
</tr>
</tbody>
</table>
An event I’m trying to prepare for is...  Then you might want to start with...

A meeting with a potential partner  →  Business Support Organizations

A meeting with a small business owner  →  Small Business Owners

No event—I’m just trying to generally increase awareness of the library’s economic value and business resources.  →  Library Staff

My level of comfort talking about the library’s business resources is...  Then you might want to use this toolkit because...

LOW
I don't have a lot of experience with this or I’m not sure how to put the library's value into words.  →  This toolkit is for you! By reading the section introductions, you can use it to learn about the different audiences you might encounter and how you might want to work with them. Then the materials in each section can give you an idea of where and how to start.

MEDIUM
I have some experience promoting the library’s business resource, but I’m open to learning new, effective ways to get the word out.  →  This toolkit is for you! The materials in this toolkit include compelling talking points and stories based on learning from a recent, large-scale national initiative. It’s a simple way to keep your communications up to date.

HIGH
I’m the face of small business services for my library. But I’m really busy, so could you make me a presentation or handout to save me time?  →  This toolkit is for you! With easy-to-adapt templates for presentations, handouts, emails, and more, this toolkit can save you time so you can focus on making connections.

All the pieces in this Toolkit are free downloads from the LIBRARIES BUILD BUSINESS website: ala.org/advocacy/workforce/grant
BUSINESS SUPPORT ORGANIZATIONS

“[Biz.ability] is a free resource for local business owners who may not have the knowledge of how to find this type of information. **It is also amazing how it brings the small business community together** in a way that builds an incredibly strong network.”

—Tina Ward, Co-Owner, Fades Barbershop

Round Rock Public Library

Round Rock, TX
Business support organizations (sometimes called entrepreneur support organizations, or ESOs) refer to formal groups or institutions that provide education or support to current or aspiring small business owners.

These types of organizations can vary widely in size and focus, ranging from large, established government agencies to for-profit businesses to small local nonprofits. Which types of support organizations exist in a community will also differ. However, nearly all communities have access to some of these.

Examples of Business Support Organizations are:

- **Governmental**: Small Business Administration (SBA), Office of Indian Economic Development (OIED), city or county economic development departments
- **Organizational or Commercial**: Chambers of Commerce, Downtown or Main Street Associations, banks or credit unions with small business lending programs, coworking spaces, nonprofits such as SCORE
- **Educational**: Small Business Development Centers (SBDCs), local universities or community colleges with a business program, instructors in digital or job skills training programs such as Goodwill
- **Cultural**: Grassroots organizations or nonprofits that provide comprehensive services to a particular demographic, such as immigrants or refugees, women, youth, veterans, BIPOC populations, etc, and that have a small business education or support component.
- **Social**: Conveners of social gatherings for current or aspiring small business owners, such as Green Drinks, One Million Cups, or local business meet-up or networking groups.
Despite their differences, business support organizations share some common goals and characteristics. They all offer services to small business owners and entrepreneurs. As such, they have subject matter expertise in technical business topics, awareness of some of the goals and needs of the small business community, and relationships with small business owners who may not be current library users. Support organizations are often looking to bring in new users by increasing awareness of their programs or services, especially among populations they are not effectively reaching.

As a result of these attributes and goals, libraries may want to pursue one or more of the following goals in their communications with business support organizations.

- **Education.** Libraries should make business support organizations aware of their services, programs, and resources for entrepreneurs. These organizations offer a very effective pathway for getting the word out about business-specific resources and services at the library, because both they and their clients are the target users. For their part, business support organizations appreciate learning about free resources they can use with their clients.

- **Referrals.** Business support organizations are potentially good referral partners. Like libraries, support organizations have limited resources; unlike the library, they tend to have a limited scope. As a result, they are generally happy to send people to the library for resources or support they do not provide in-house, that are outside their area of expertise, or for ongoing support after a class or program ends. In the other direction, the library may benefit from referring patrons to a business support organization. For example, the library might refer a patron who is looking for business advice, or is seeking access to a program like a business incubator. Business support organizations often appreciate, measure, and even rely on referrals, so cross-referrals to and from the library build strong relationships over time.

- **Potential partnerships.** Business support organizations may make good partners for programs or services. For example, staff from an SBDC may be able to present a program on starting a business that goes beyond library staff’s subject matter expertise. Libraries may offer access to individual mentors by partnering with SCORE, business-related legal information by partnering with the Bar Association, or financial or tax assistance from a credit union. While not every business support organization will be the right fit for a full partnership at all times, partnerships can be fruitful when their subject matter expertise and existing audience may allow the library to expand its range of services and programs, and the library’s platform helps them reach new audiences.

The key message for libraries to communicate to this audience is that the library can help them expand their client base and serve their clients better.
15 Minute Presentation Template: “[Your Library] Builds Business”

FOR BUSINESS SUPPORT ORGANIZATIONS

Customizable PowerPoint template  

This 9-slide PowerPoint file contains sample slides with key messages, a sample case study, talking points, graphics, and slide masters containing design elements and tips for placing your logo and using a font palette.
**PowerPoint fonts and theme installation**

*instructional PDF with links [download PDF]*

This instructional PDF lists and links to the free fonts used in the LBB visual suite, and explains how to download and install the LBB Microsoft theme (.thmx file) that will pull the LBB colors and font settings into your PowerPoint slides.

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**PPT FONTS AND THEME**

For the LBB PowerPoints to display properly, you will need to install fonts and a PPT Theme.

The LBB Theme.thmx file is available from the LBB Toolkit. Save it to your computer, and from within PowerPoint, go to View > Slide Master > Themes > Browse for Themes, and select the file from your computer. This will install the theme.

Display (headings) font:

**Figtree**

The Figtree font family (multiple light to bold options) is provided as a zip file in the LBB Toolkit. Once unzipped, select all the fonts and right-click to select “Install.” If this option is not available, you may need to ask your tech support to install fonts for you. The Figtree family is also available from Google Fonts at [fonts.google.com/download?family=Figtree](https://fonts.google.com/download?family=Figtree)

Body text font:

**Cambria**

Cambria is a Microsoft system font that may already be on your computer if you have installed Microsoft programs. It is also provided as a zip file in the LBB Toolkit.
These talking points correspond to the PowerPoint slides in the previous pages. This presentation is intended for potential partner organizations that support small business (but where the audience is not primarily business owners—see Section 2: Small Business Owners for an owner-specific presentation).

Slide 1: Thank you for inviting me to speak with you today. I’m [Name] from [Library]. By the end of this presentation, I hope to have completely revolutionized how you think about your public library. You all know and love us for our wonderful books and lovely space, and I hope you have warm memories of attending story times as a child or with your own children or grandchildren. But my goal is to knock your socks off with how much the library does to support small businesses and the local economy.

Slide 2: You can already start to see how much the library does to support small businesses and the local economy. I want to talk about how through the kinds of services we offered to Freddie, your library is making the whole local economy thrive. For example, Freddie Lee’s American Gourmet Sauce is now made in the shared commercial kitchen of a business incubator and is available in 1500+ grocery stores across the United States.

Slide 3: But this slide, you might think is a story about how one entrepreneur used library resources to help their business succeed. This story is an example from the Ferguson Municipal Public Library in AMerican LIsBranes, an ALA’s Libraries Building Business Cohort. If you have a local example you can use, replace this slide with their story.

Section 1: Business Support Organizations
Email Introduction Template for a Business Support Organization

Subject Line: Request for a Meeting
Dear [Name]:

Hello! I’m [name] from [library]. I’m reaching out to you because of the important role [organization] plays in our small business community. (If possible, add a sentence here about your connection to them or a specific reason their organization is important.) I’d like to learn more about your work and your goals. The library is increasing its focus on an equitable local economy, and I would love to understand how we can best support you. You may be surprised to find out how much the library has to offer small businesses— all for free.

Would you have some time to [chat with me / meet me for coffee / have a Zoom call] for half an hour in the next couple of weeks? I’m happy to meet in person or virtually.

I’m looking forward to learning more about how we might support our small businesses together.

Thank you for your time,

[Name]
[Library]

Contact Information

EXAMPLE  An introductory email to Susan Smith, Executive Director of the local Chamber of Commerce

Subject Line: Request for a Meeting
Dear Susan,

Hello! I’m Audrey from Town Public Library. I’m reaching out to you because of the important role the Chamber of Commerce plays in our local business community. We met at last month’s Chamber mixer event, and I was so impressed by all you’re doing to revitalize Main Street. I’d like to learn more about your work and your goals. The library is focusing more on an equitable local economy, and I would love to understand how we can best support you. You may be surprised to find out how much the library has to offer Main Street small businesses— all for free.

Would you have half an hour in the next couple of weeks for me to take you out for a coffee? (Or I’m happy to meet virtually, if that’s more convenient for you.)

I’m looking forward to learning more about how we might support our small businesses together.

Thank you for your time,

Audrey Barbakoff
Town Public Library
555-555-5555 ext. 555

Section 1: Business Support Organizations
LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
Bookmark: Library Business Resources

PDF template for 6x2 bookmarks

This bookmark template comes set up with 4-per-page and ready to print and trim yourself, with customizable areas to enter your own list of resources or programs your library has available to help business support organizations. Instructions are also included for creating your bookmark and using the 2-sided template.

Check Out Our Upcoming Programs

Month Date
Your Library’s Program Title Goes Here

Month Date
Your Library’s Program Title Goes Here

Month Date
Your Library’s Program Title Goes Here

Your Library Name and/or Logo Here

Section 1: Business Support Organizations

LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
Flyer Template: Partner with the Library

PDF template for 8.5x11 flyer 🔄 DOWNLOAD .PDF

This flyer PDF has customizable areas for entering your own content. Installing the Google font Figtree will preserve all text attributes while you edit.

SUPPORT LOCAL SMALL BUSINESS!

PARTNER WITH

Your Library Name Can Go Here

Partnering with the library opens a universe of free resources and support for you and your clients. Expand your reach, enrich your services, and get connected with the community today.

**BENEFITS TO YOU:**
- Reach a wider, more diverse community of small business owners and entrepreneurs.
- Book meeting and event space in a convenient, easily accessible location.
- Increase referrals to your services.
- Stay up to date with resources that can help you and your clients succeed.
- Discover and connect with other local organizations supporting small businesses.

**BENEFITS TO YOUR CLIENTS:**
- Premium business intelligence, market research, financial benchmarks, and the latest business news and publications. [Note: adjust list to reflect your library's databases and subscriptions]
- Custom research and research training from a library expert.
- On-demand training on hot topics like technology, business management, and language learning. [Note: adjust list to reflect your library's databases and subscriptions]
- Holistic, sustained support for a variety of needs small business owners face but your organization may not cover, like personal finance, digital literacy, and work-life balance.

"The CASH Campaign of Maryland has worked in partnership with the Baltimore County Public Library throughout the years on several programs. Together, the free programs and services provided in collaboration are highly effective at reaching our shared goal of supporting the economic advancement and financial capability of Marylanders."

—Francesca Jean-Baptiste, Director of Tax Partnerships, CASH Campaign of Maryland

""

Ready to explore the possibilities?

Contact:
Your Name Here
Your Library Name Goes Here
Email address
Phone number

Section 1: Business Support Organizations
LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
Find out who/what’s in your area.

Cursory internet searches can provide you with a lot of information on where to find a SCORE mentor, the meeting location of the area Chamber of Commerce, or the contact information for a Small Business Development Center. However, business support organizations might be smaller or more informal, such as a local Rotary Club Chapter, a community college academic department, or a locally based economic development corporation. It’s not immediately apparent that an organization or association is oriented to small businesses, find a way to contact a representative of the organization to confirm or sit in on a meeting.

What have they done before meeting you?

Before meeting with anyone, try to find out if they have specific goals, offer a specific service, or have conditions as part of associating with them—a downtown business association might require constituent members to have premises on the “main street” of your community. Find out which small businesses in your community have worked with these small business support organizations and use that to gauge their effectiveness and reach. Be prepared to network and attend open meetings!

What do you bring to the table?

As your end goal is to establish a lasting working relationship with this SBSO, start by conducting an internal review of your library. Leverage this toolkit’s Asset Mapping Worksheet for this. What is your workspace like? What tools do you offer to both your general patrons and your aspiring entrepreneurs? What are the existing strengths of your small business support services? Before setting a meeting, be able to explain what your library currently offers current and future small business owners—if possible, consider putting an approximate dollar value on your library offerings, or share a story about a library user in the process of starting their own business. This is the first part of your pitch (See Talking Points for Small Business Organizations.)

Section 1: Business Support Organizations

LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
There is so much information you need to organize to start a business and be successful. We learned how to organize our plans and dreams and to make them functional [at the Macedon Public Library Entrepreneur Workshop series]. We developed a plan and broke down the steps to achieve what we wanted to do. . . . A workshop series like this, with your peers to bounce ideas off of, mentors to guide you, and speakers to inspire you, is a great way to begin. Libraries are the perfect place to have a program like this.”

—Melinda Kelsey, Proprietor, Kitten Around Cat Boarding
Macedon Public Library
Macedon, NY
**Communicating with...**

**SMALL BUSINESS OWNERS**

Small business owners and entrepreneurs are those who own, run, or are considering starting a small business in your community.

They may be long-time owners, new founders, or people considering whether or not their idea could become a business. You may be able to see their brick-and-mortar businesses in the community, or they may be less visible in home-based businesses or working remotely on technology-based companies. They span demographic groups and industries.

The library can communicate its value to those with any level of experience, industry, or type of business. Because of the important role the library can play in equitable opportunity for BIPOC, women, and entrepreneurs from other marginalized groups, you may also choose to focus on services tailored to particular groups in your community.

Because business owners and entrepreneurs are diverse, the library may want to use multiple avenues to reach them. Established business owners may be members of formal organizations, like Chambers of Commerce or Downtown Associations, which may be interested in a presentation from the library. Grassroots networking or social groups, which may be specific to a demographic (e.g., a quarterly women’s business mixer) or an industry (e.g., artists or tech companies) may attract people with a range of experience. Business support organizations may refer their clients to library resources.

As many business owners or potential entrepreneurs are not connected to groups, libraries may also reach out to individuals. Simply taking a walk along a main street or commercial district and visiting shop owners can start developing relationships and raising awareness. As many small business owners may be using social media to market their own businesses, social posts and events may help reach them. Libraries can even use their own market research databases and skills to look up and reach out to new, home-based, or minority-owned businesses in their community that
they might otherwise miss. Libraries may also find business owners in other areas of the library. Entrepreneurs or business owners may already come to the library for other reasons, like bringing children to story time or checking out books for pleasure reading, but be entirely unaware that the library could also help their business.

The library may have several possible goals in reaching out to business owners.

- **Program attendance or resource use.** Individual small business owners or entrepreneurs are often the intended audience for library programs and resources. Libraries may want to connect with owners in order to let them know about these opportunities and encourage library use. This can be especially important because many potential patrons may not associate the library with small business support, and so would not have thought to look to the library for assistance. Shifting their perspective to see the library as a business resource is as important as letting them know about specific offerings.

- **Input or feedback.** The library may want to get input from small business owners about their goals and needs, or about the kinds of programs and resources they want the library to offer. Input from BIPOC and underserved entrepreneurs may be particularly valuable in creating inclusive, equitable, and culturally responsive services.

- **Partnership.** In some cases, libraries may partner with established businesses to offer programs or services. Examples might be a craft store owner teaching a knitting class, a panel of local Latinx entrepreneurs sharing their success stories and tips in Spanish, or a group of new entrepreneurs rotating leadership of a networking group. Local business owners have much to offer as partners—subject matter expertise in the area of their business as well as in business itself, deep knowledge of local resources and opportunities, a model of attainable success, willingness to mentor, and an existing audience to attend their programs. Libraries may sometimes shy away from working with for-profit businesses. However, it is usually possible to partner with no ethical, legal, or policy issues, as long as certain basic guidelines are followed. For example, the library should have clear, consistent boundaries established for what is and is not permissible around selling, promoting their businesses, or collecting patron information.

Overall, to communicate with busy business owners, libraries should try to meet them at their point of need—where they are, and with resources they need at that moment. They may not remember long lists of possible services and resources that are not immediately relevant. Therefore, the library should focus its communications on letting them know about specific, immediate opportunities, or on shifting their perspective so they think of the library as a place to turn when future needs arise.

**The key message for libraries to communicate to this audience** is that the library can save their business time and money.
15 Minute Presentation Template: “This Presentation Could Save You $6000”

Customizable PowerPoint template

This 9-slide PowerPoint file contains sample slides with key messages, a sample case study, talking points, graphics, and slide masters containing design elements and tips for placing your logo and using a Google font palette.

Section 2: Small Business Owners
LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
PowerPoint fonts and theme installation
instructional PDF with links  

This instructional PDF lists and links to the free fonts used in the LBB visual suite, and explains how
to download and install the LBB Microsoft theme (.thmx file) that will pull the LBB colors and font
settings into your PowerPoint slides.

PPT FONTS AND THEME

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The LBB Theme.thmx file is available from the LBB Toolkit. Save it to your
computer, and from within PowerPoint, go to View > Slide Master > Themes >
Browse for Themes, and select the file from your computer. This will install the theme.

Display (headings) font:

Figtree

The Figtree font family (multiple light to bold options) is provided as a
zip file in the LBB Toolkit. Once unzipped, select all the fonts and right-click
to select “Install.” If this option is not available, you may need to ask your
tech support to install fonts for you. The Figtree family is also available from
Google Fonts at fonts.google.com/download?family=Figtree

Body text font:

Cambria

Cambria is a Microsoft system font that may already be on your computer if
you have installed Microsoft programs. It is also provided as a zip file in the
LBB Toolkit.

Section 2: Small Business Owners
LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
These talking points correspond to the PowerPoint slides in the previous pages. You might use this presentation if asked to speak to a group of small business owners, such as at a Chamber of Commerce luncheon or after-hours, Downtown Association mixer, municipal awards presentation, etc.
Email Template for “Cold Calling”

Editable suggested text and example  
DOWNLOAD 2-PAGE .DOCX

Email Introduction Template for a Small Business Owner

Subject Line: How can the library support you?
Dear [Name]:

Hello! I'm [name] from [library]. I'm reaching out to you because you’re an important leader in our local small business community. [If possible, add a sentence here about your connection to them or a specific reason their organization is important.] I’d like to learn more about your business and your goals. The library is increasing its focus on serving small businesses, and would love to understand how we can best support you and businesses like yours. You might be surprised to find out how much the library has to offer small businesses to save you time and money – all for free.

Would you have some time to [chat with me / meet me for coffee / have a Zoom call] for an hour in the next couple of weeks? I’m happy to come to you, in person or virtually. I know you’re busy, and I appreciate any time you can share.

I’m looking forward to learning more about how the library can best support your business.

Thank you for your time,

[Name]
[Library]

Contact Information

---

EXAMPLE  An introductory email to Susan Smith, Bakery Owner

Subject Line: How can the library support you?

Dear Susan,

Hello! I’m Audrey from Town Public Library. I’m reaching out to you because you’re an important leader in our local small business community. I heard you speak at the last Town Council meeting about the parking issues on Main Street, and you were inspiring. Plus, I love your croissants!

I’d like to learn more about your business and your goals. The library is increasing its focus on serving small businesses, and would love to understand how we can best support you and businesses like yours. You may be surprised to find out how much the library has to offer small businesses to save you time and money – all for free.

Would you have some time for me to drop by your bakery for half an hour in the next couple of weeks? I know you’re busy, and I appreciate any time you can spare.

I’m looking forward to learning more about how the library can best support your business.

Thank you for your time,

Audrey Barbakoff
Town Public Library
555-555-5555 ext. 555
Sample Social Media Posts

Suggested text/images and examples 📐 Download 2-PAGE .pdf

Section 2: Small Business Owners

LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION

26
Newsletter Blurb or Blog Post Template
Promoting a New Business Program or Service at Your Library

We are excited to announce our new Name of your library’s new business program/service at Library Name!

[Describe the program/service in 1-2 paragraphs: What is it? Who is it meant for? Why is it happening? Where/when can the program/service be utilized, attended, or found? Include a link to the program/service’s webpage.]

[Insert quote(s) from your business librarian/relevant staff member/community member, highlighting why they’re excited about the new program/service and the benefits it will bring to your community.]

[End with the quote(s), or close with a brief reminder of a related library business program/service. Include relevant links and emphasize that the library is there to help the community.]

Sample reminder messages

- After fine-tuning your resume during the workshop, why not bring it to our upcoming job fair? Be sure to check out our additional business services, too. Whether you are a jobseeker, entrepreneur, or established business owner, Library Name is always here to help you meet your business information needs.
- You’ll be sure to leave “Entrepreneurship 101” with great takeaways. Book a study room after the session for a quiet workspace to start putting your business plan in place.
FOR IMMEDIATE RELEASE: (February 22, 2023)

Name
Your Town Library
name@yourtownlibrary.com

Your Town Library Launches Small Business Hub Program for the Business Community

Your Town, WA – February 22, 2023: Your Town Library announced today that they have launched a new initiative, Small Business Hub, to support small businesses and entrepreneurs in the area. Small Business Hub provides technology, information resources, and business mentors at the library.

Library Executive Director, [NAME], said, “Small business support is essential to strong, thriving communities. We are proud to offer resources and services that help support local makers, entrepreneurs, and small business owners be successful.”

Small Business Hub includes dedicated equipment for aspiring and existing entrepreneurs including computers, a laser engraver, sewing machines, and more. Small business coaches are also available for one-to-one appointments on Wednesdays and Saturdays at the Main Branch and the East Branch. You can make an appointment to meet with a coach at the branch or the library’s website. Small Business Hub provides equity in access to entrepreneurs in Your Town and helps to create an inclusive and diverse small business ecosystem.

Your Town Library provides convenient access to a full range of innovative and cost-effective services that satisfy the changing needs of the people of Your Town for information, education and recreation. Your Town Library has seven branches across Your Town and the surrounding county, open six days per week. More information is available at our website: www.yourtownlibraryxyz.com.

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Section 2: Small Business Owners

LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
In their first year of operation, over 450 graduates completed Cuyahoga County Public Library’s Encore Entrepreneur Academy. **Over 94% agreed that they were better prepared to create a business, and 83% learned skills to grow their existing business.** Over 90% of their attendees were women—the majority of whom were minority women.

—Cuyahoga County Public Library
Cuyahoga, OH
Leaders in your community influence the library’s support and success. Sometimes their influence is direct, such as elected officials who govern a city budget that includes the library, or funders or donors who decide whether or not to give to the library.

However, even if they do not directly control library resources, the support of community leaders can still make a significant impact on how the library is perceived and supported in the community. If leaders understand the role the library has to play in supporting small business, and see the library as an ally in achieving their goals for the community, they can raise awareness and rally support for the library on a large scale or with new audiences.

Examples of community leaders may include:

- Local, state, and national elected officials
- Leadership staff for cities or municipalities, such as city managers or department heads
- Local grant-making organizations, such as Rotary or Kiwanis
- Individual donors
- Leaders of influential or trusted community organizations
- Individuals with strong relationships and networks in BIPOC and marginalized communities

The goals of communicating with this audience focus on broadening their overall perception of the library to include small business and economic support. Many of these leaders may not attend the
library’s business programs or use its resources themselves, and may not be in a position to refer individual patrons. Instead, libraries want to ensure that community leaders think of the library as an engine for a thriving local economy. Specific goals may include:

- **Education.** Let this group know about the library’s strong support for small business, entrepreneurship, and economic development. Instead of listing resources or programs, focus on telling stories that demonstrate library use and impact. Give examples of how entrepreneurs used library resources to help them succeed from Libraries Build Business, or better yet, from your own community.

- **Fiscal support.** Some in this group control the library’s access to funding, either through oversight of its operating budget or through potential grants. When these leaders believe in the library’s economic value, they may be more likely to see continued or expanded funding as a good return on investment.

- **Political or social support.** In a complex and fraught political environment, libraries may need community leaders to stand up for their importance and value to the community. This may mean speaking at Board or community meetings, authoring op-eds for the local paper, or even just speaking up as an ally of the library with their friends and family. The people in this group are thought leaders whose opinions influence the community. If they believe in the value of the library for all people at all stages of life—as a need-to-have rather than a nice-to-have - they can move public opinion.

“The CASH Campaign of Maryland has worked in partnership with the Baltimore County Public Library throughout the years on several programs. Together, the free programs and services provided in collaboration are highly effective at reaching our shared goal of supporting the economic advancement and financial capability of Marylanders. Thanks to our partnership with BCPL on the Entrepreneur Academy program, CASH has been able to reach hundreds of small business owners and entrepreneurs each year and advise them on a range of small business financial topics, including record keeping and tax compliance. CASH is grateful to the dedicated BCPL staff for doing their part to ensure that traditionally under-resourced communities are prioritized.”

—Francesca Jean-Baptiste, Director of Tax Partnerships
CASH Campaign of Maryland

**The key message for libraries to communicate to this audience** is that the library can help them accomplish their goal of a thriving and resilient local economy for all.
15 Minute Presentation Template: “[Your Library] Builds Business”

FOR ELECTED OFFICIALS AND DECISION MAKERS

Customizable PowerPoint template ➤ DOWNLOAD .PPTX

This 7-slide PowerPoint file contains sample slides with key messages, a sample case study, talking points, graphics, and slide masters containing design elements and tips for placing your logo and using a font palette.

Note: This presentation will look best if you install the Figtree font from Google Fonts. See the font instructions in the LBB Toolkit materials. All the icons and backgrounds in this template are removable.

[Your Name Here] Library
BUILDS BUSINESS

Place your library’s logo in the bottom left corner here. A transparent logo will work best, or you can place it in a box. You can also add your name to the first Slide Master footer (View>Slide Master).

Libraries are a valuable economic resource
• Libraries break down economic barriers
  • Technology skills and access
  • Literacy and GED support
  • ESL and citizenship help
  • Youth education and early learning
• Every point to the entrepreneurial ecosystem
  • Half of all US libraries provide free services to entrepreneurs to start and grow their
    businesses
  • Classes and training
  • Every dollar invested in libraries generates an average of $6 in value for the community

Libraries help build vibrant community economies

Section 3: Elected Officials, Funders, and Community Decision Makers
LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
PowerPoint fonts and theme installation

instructional PDF with links  

DOWNLOAD .PDF

This instructional PDF lists and links to the free fonts used in the LBB visual suite, and explains how to download and install the LBB Microsoft theme (.thmx file) that will pull the LBB colors and font settings into your PowerPoint slides.

**PPT FONTS AND THEME**

For the LBB PowerPoints to display properly, you will need to install fonts and a PPT Theme. The LBB Theme.thmx file is available from the LBB Toolkit. Save it to your computer, and from within PowerPoint, go to View > Slide Master > Themes > Browse for Themes, and select the file from your computer. This will install the theme.

Display (headings) font:

**Figtree**

The Figtree font family (multiple light to bold options) is provided as a zip file in the LBB Toolkit. Once unzipped, select all the fonts and right-click to select “Install.” If this option is not available, you may need to ask your tech support to install fonts for you. The Figtree family is also available from Google Fonts at fonts.google.com/download?family=Figtree

Body text font:

**Cambria**

Cambria is a Microsoft system font that may already be on your computer if you have installed Microsoft programs. It is also provided as a zip file in the LBB Toolkit.
Talking Points PDF 🔄 DOWNLOAD 5-PAGE .PDF

These talking points correspond to the PowerPoint slides in the previous pages. This presentation is intended for elected officials, community service groups, and organizations that support small business (but where the audience is not primarily business owners—see Section 2: Small Business Owners for an owner-specific presentation).

Slide 1: Thank you for inviting me to speak with you today. I'm [name] from [library]. By the end of this presentation, I hope to have completely revolutionized how you think about your public library. You all know and love us for our wonderful books and lovely space, and I hope you have warm memories of attending story times as a child or with your own children or grandchildren. But my goal is to knock your socks off with how much the library does to support small businesses and the local economy.
Email Template to Raise Awareness

Editable suggested text and example

Email Introduction Template for an Elected Official

Subject line: [Your Library Name] Builds Business

Dear [Name]:

I am [name] from [library] in [city, state]. I’m reaching out to you because of your important work in the small business community. (Add a sentence here from their platform – if business is a focus, there will likely be some goals or language on their website.) Our library would like to help support your goal of a thriving local economy.

You may be surprised to find out how much the library has to offer small businesses in your community - all for free. A recent study from the American Library Association found that 82% of entrepreneurs who utilized library resources increased their confidence in running their small business. (If possible, give a 1-2 sentence story or example from your own library.)

As the library increases its focus on serving small businesses, I would like to know how we can best align with your goal of supporting small business. Would your office be able to meet with me in the next 2-3 weeks?

Thank you for your time,

Name
Library
Contact Information

EXAMPLE

An introductory email to Susan Smith, State Representative

Subject line: Town Public Library Builds Business

Dear Ms. Smith:

I am Audrey Barbakoff from Town Public Library in Anytown, Washington. I’m reaching out to you because of your important work in small business communities - specifically in revitalizing main street businesses in our area, such as your sponsorship of a bill to provide relief to businesses impacted by COVID-19. Our library would like to support your goal of a thriving local economy.

You may be surprised to find out how much the library has to offer small businesses in your community - all for free. A recent study from the American Library Association found that 82% of entrepreneurs who utilized library resources increased their confidence in running their small business. Recently, our library held a class on using social media for business marketing. One of the attendees from Anytown used this information to successfully place his BBQ sauce in 1500+ grocery stores across the country.

As the library increases its focus on serving small businesses, I would like to know how we can best align with your goal of supporting small business. Would your office be able to meet with me in the next 2-3 weeks?

Thank you for your time,

Audrey Barbakoff
Town Public Library
555-555-5555 ext. 555

Section 3: Elected Officials, Funders, and Community Decision Makers
LIBRARIES BUILD BUSINESS COMMUNICATIONS TOOLKIT / AMERICAN LIBRARY ASSOCIATION
Flyer or Leave-Behind Template for Elected Officials

PDF template for 8.5x11 flyer ➕ DOWNLOAD .PDF

This flyer PDF has customizable areas for entering your own content. Installing the Google font Figtree will preserve all text attributes while you edit.

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In a national study,* current small business owners and aspiring entrepreneurs who attended business training or networking events at the library:

- 82% said that the library’s support has increased their confidence as a business owner.
- Two-thirds were very likely to recommend the library to other small business owners.
- A majority were from populations underrepresented in business ownership, such as Black, Indigenous, and people of color (64%) and women (77%).

Studies consistently show that every $1 invested in libraries generates an average of $5 in value for the local economy.


Ready to learn more? Contact:

Your Name Here
Your Library Name Goes Here
Email address
Phone number

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Section 3: Elected Officials, Funders, and Community Decision Makers

Section 3: Elected Officials, Funders, and Community Decision Makers

Libraries Build Business Communications Toolkit / American Library Association
“One Small Business at a Time” Policy Brief

This policy brief is a great way to highlight examples and innovations from the library field. Use it as a leave behind at in-person meetings or send the pdf as a follow up to an email inquiry or with a post-meeting thank you note.

One Small Business at a Time
Building Economic Opportunity in America’s Communities

Libraries propel entrepreneurship and economic opportunity across the United States. To research or brainstorm new ideas or markets, develop business plans, gain access to emerging technologies, leverage local business resources, and sustain an enterprise, the 12,700 libraries across the country are ideal partners. Libraries offer a cost-effective national network that can be leveraged to support both aspiring and existing business owners—including those not traditionally served by business support networks. To advance economic opportunity for all, we urge decision makers in the U.S. Small Business Administration, U.S. Department of Commerce, and other federal agencies; the White House; U.S. Congress; business-related associations; foundations and corporate philanthropy; think tanks; and other organizations to include libraries in their plans to promote and advance entrepreneurship and small business development.

Library support for small businesses

Nearly all public libraries offer baseline support for entrepreneurs by providing meeting spaces, public computers, and internet access, as well as access to e-books, magazines, and newspapers. Many libraries of all types offer introductory to advanced support such as small business start-up classes, market research help and database access, and guidance in leveraging social media and other online tools. The LA Law Library (CA), for example, offers a class series to take building entrepreneurs from business idea to business plan, and provides legal perspective on starting and operating a business. In Pennsylvania, small business owners can access the Pennsylvania Small Business Plan Kits produced in conjunction with the Small Business Development Center. The Library of Alexandria (VA) libraries offer a “Business in a Box” program that is available at all branches.

Takeaways for decision makers

• Building economic opportunity for all means heightened entrepreneurialism and small business activity across the nation. How can such activity be prioritized and supported cost effectively? One solution is to leverage the 12,700 libraries already present across the United States.

• Libraries host the information resources, technology, physical presence, and expert staff to research and brainstorm new ideas or markets, develop business plans, gain access to or learn about emerging technologies, and offer information about intellectual property, and implement business plans and sustain an enterprise. Libraries help small business owners minimize risk and launch their ventures by offering online and community-based professional development classes, prototyping tools, connection to community resources, and marketing assistance.

• Leverage libraries in new policy initiatives to grow entrepreneurship and small business.

Serving underserved entrepreneurs

While entrepreneurship is a growing path to economic mobility, many individuals and communities face barriers that hinder the growth of small businesses. Libraries can be an economical and effective way to serve underserved entrepreneurs. The New Start Entrepreneurship Incubator (NSEI) aims to serve community members who are traditionally underserved and who face barriers to connecting with community resources, and to create an innovative support system for entrepreneurs. The Library of Alexandria (VA) Small Business Plan Kit is available at all branch libraries. The library also partners with the Capital Area Technology Business Center to offer innovative and supportive business planning workshops and courses. The Library of Alexandria (VA) also partners with the Orange County (FL) Small Business Enterprise Program to offer business training and support. The library also partners with the Orange County (FL) Small Business Enterprise Program to offer business training and support. The library also partners with the Orange County (FL) Small Business Enterprise Program to offer business training and support.

Through the NSEI, libraries can offer a range of services to entrepreneurs, including mentorship, networking opportunities, and business planning tools. Libraries can also partner with local organizations to provide additional resources and support to entrepreneurs. For example, the library may partner with local chambers of commerce or economic development agencies to provide resources and support to entrepreneurs. Libraries can also partner with local businesses to provide resources and support to entrepreneurs. This collaborative approach can help entrepreneurs connect with a range of resources and support to help them succeed.

Connect with libraries to grow entrepreneurship and small business.
Sample Social Media Posts

Suggested text/images and examples

TIP

REMEMBER TO TAG YOUR ELECTED OFFICIAL

For example, use a partner’s Twitter handle if posting via Twitter or use the “Tag People” function to connect them with your Instagram post.

TIP

USE HASHTAGS

Use the hashtag #librariesbuildbusiness—or make your own based on your library’s program if you like.

Libraries Build Business

Social Media Post Examples

FOR ELECTED OFFICIAL/COMMUNITY STAKEHOLDER AUDIENCES

Thank you for visiting YourLibrary.

We had a great time showing [ExampleOfficial] our [Small business incubator] and co-working spaces. Thank you for visiting our library!

YourLibrary @your_library • 1 hr

“[name of library] has helped nearly 275 local business owners with our free [SCORE] monthly program!”

YourLibrary @your_library • 1 hr

As of today, our free business mentoring consultations in partnership with [SCORENWNJ] have served [280] current business owners and aspiring entrepreneurs since starting up in [August]!

YourLibrary @your_library • 1 hr

Our industry research service helped [SmallBizCandles] to develop a marketing plan to reach new customers! [They] were also able to sign up for our monthly networking event, joining a working group of [45] professionals!

YourLibrary @your_library • 1 hr

Section 3: Elected Officials, Funders, and Community Decision Makers

Libraries Build Business Communications Toolkit / American Library Association

38
Identifying Local Leaders Worksheet

2-page fillable PDF  DOWNLOAD .PDF

This worksheet helps you identify various stakeholders and decision makers in your community. Keep the information stored in one place so that the whole team can easily identify key contacts.
Library Tip Sheet

Tips for Building Relationships with Elected Officials

Do your homework.
Look up the elected official using an internet search—chances are, they have a social media presence, an up-to-date LinkedIn account, and a biography on the website of the government body they were elected to. Find out what issues they ran on (if they have a campaign website or social media account, this is helpful), what committees or subcommittees they may belong to, and what their personal passions or interests are. Remember your goal is to establish a rapport and be remembered by this individual, so don’t be shy about using information that they’re made publicly available.

Go where they are.
Especially at the local level, most elected officials will make public appearances, hold office hours, and make the effort to be present in their community. For example, if they’re on a city or town council, then open meetings are usually scheduled in advance for the public to attend and comment. Start attending! Finally, if you see them at the grocery store, it’s certainly okay to introduce yourself, but use your judgment before pressing your issue. It might be more appropriate to simply ask to set up a meeting and let them get on with their shopping than to push them when they aren’t prepared. A bad first impression is hard to shake.

Bring a 1-2-page summary of your issue.
Elected officials and their staff have very busy schedules and will be hard pressed to remember meeting you (unless they support you). Engaging with hostile public officials should be undertaken carefully. Be mindful of your time and energy investments. Support your cause by highlighting your successes and any positive impact you’ve had on constituents. If you aren’t sure what to include in the summary, you can always include a copy of any other materials you’d like them to know about—just be sure to make the main points stand out. Put your Bottom Line Up Front (BLUF). Be prepared to answer these questions from the elected official the best you can.

- What are your concerns?
- What do you want me to do?
- Do you have any evidence? (e.g. how many people use your service)
- What do you want me to promise to do?
- What’s the problem?

Use your judgment.
You might read online about the importance of “front loading,” or “tipping off” elected officials that you are coming to talk about an issue before meeting with them. This can be a great way to manage your time and make sure the elected official is prepared for your visit. You’ll also have an opportunity to build rapport in a way that isn’t as direct as simply asking to have a meeting.

Lead with a story, follow with data.
When you’re talking to an elected official, it’s important to demonstrate the depth and breadth of an issue. What do you think about this? Why would you support this? What are the current and/or potential LOCAL impacts? What actions do you want me to take? What is your story in relation to this policy? What are your concerns? Your goal is to establish a rapport and be remembered by this individual, so don’t be shy about using information that they’re made publicly available.

Engage with library supporters.
It’s important to be engaged with the community, whether you’re a supporter of the library or not. Look for supporters within your community that can speak to the value of your library and the services it provides (including small business support). Engaging with them can help you establish a rapport with elected officials or build an additional relationship within an official’s office.

Visit them to tour the library.
As librarians seeking to build rapport, it’s important to emphasize the strengths of your program and the impact it has on your community. If you haven’t been to a library before or in a while, set up a tour or ask your local librarian to show you around. If you have one, it’s a great opportunity to engage with officials. In your conversations with officials, you can also highlight areas or services where you would like to improve, and talk about how you’re making your library the “go-to” resource in your community.

With library supporters.
Engaging with library supporters can help build rapport with public officials. It’s important to understand the priorities of the political officials and ask their support. It may not be productive to reach out to them. Look for supporters within your community that can speak to the value of your library and the services it provides (including small business support).

A NOTE ON THESE TIPS: Some of the advice compiled here was inspired by resources from the Congressional Management Foundation and adapted to best fit library advocates.
“I think Entrepreneur Academy took me to a whole other level because I didn’t even know that the library had so many resources available to me . . . I appreciate that [they] bring the resources to the table with the expectation to help the individual.”

—Participant, Entrepreneur Academy
Baltimore County and Enoch Pratt Free Libraries
Baltimore, MD
Communicating with...

LIBRARY STAFF

The tools in this section are designed to be shared with library staff who may not be directly involved with small business services. Cultivating library-wide understanding of what you have to offer can be helpful in many ways.

- Staff who interact with patrons may receive questions from or observe people who could benefit from the library's small business resources. Even if those staff cannot answer in-depth questions about small business themselves, if they are generally aware of the types of resources the library can offer, they can make an appropriate referral to a colleague.
- Staff who attend community meetings and develop partnerships may learn about community needs and goals related to small business support. With a general idea of what kinds of support the library can provide, they can speak succinctly about the library’s value and potentially connect the community partner with an expert at the library.
- Staff in back-of-house positions may be able to alert patron-facing staff to relevant new resources, or have ideas for creating support structures that build on small business services.
- Staff in any role may be asked about the library by their friends, family, or community.

Ferguson (MO) Municipal Public Library helped an aspiring entrepreneur set up a Facebook page to sell his BBQ sauce, assisted him with computer skills, and connected him with other resources, including SCORE. The BBQ sauce—Freddie Lee’s American Gourmet—is now available in 1500+ grocery stores.

The primary goal of talking with library staff is general education. Most staff do not need to be experts in the library's small business resources. However, these services will be best supported if most staff have a broad concept of the library's value to the local economy, how the library can help small business owners and entrepreneurs, and where to look for more in-depth help.

The key message for this audience is that they do not need to be business experts to support small business owners and entrepreneurs. All they need to know is where to turn for more support.
Be sure to share information across the library staff about ongoing business-related programming, services, and resources. Recognize that existing library resources, such as printers, meeting space, and audio/visual equipment may be exactly what an entrepreneur needs to work on their business. Making sure that all library staff are sharing a consistent message about the resources available for entrepreneurs and small business owners is key to making them feel welcome and equipped to work in the library.

**Business Reference Talking Points**

- Whether the patron is a jobseeker, entrepreneur, or established business owner, the library offers a variety of business resources and services to help you meet a patron’s business information needs.
- We host many business programs and events at the library, such as [Recurring program/event name(s)]. Check out our [events page/program guide] for upcoming events. [insert links/share flyers]
- We also offer online business research tools, such as [resource name(s)], which [description of highlighted resources].
- Need a place to work? Book a [study/meeting room] by [method of booking].
- In addition to workspaces, we have Wi-Fi access, computers, and technology such as [printers/copiers/laptops/hotspots/makerspace, etc.] at the library.
  - If you have a Makerspace in your library, include a separate talking point that describes what you offer at your Makerspace.
- For additional business offerings, please visit our website at [URL].
- If you’d like in-depth, one-on-one assistance, please schedule an appointment with our [business librarian/library staff title], who can help you with [using our online resources, other services the staff member can provide, etc.], and more. You can book an appointment by [method of scheduling/contact info].
Asset mapping is a way to determine what resources a project needs and where they’re located. Use this worksheet to appraise the current strengths and resources of your library and the community around you, and list people, places, organizations, and institutions that have the potential to elevate your library’s entrepreneurship initiatives! This worksheet can be filled-in electronically or printed at a larger size for a group discussion/whiteboard and filled-in by hand.
If you are looking for local businesspeople to serve as mentors, coaches, or program facilitators in your library program, you will need to post a job description. This is an example from Richland Library in South Carolina that they use to recruit their Entrepreneur-in-Residence. Use this as a template to think about the role you are seeking and what kinds of information you need about potential candidates.

**Business Mentors and Coaches**

- 40 Office Hours per month, 10 hours per week, to include 5 hours per week of administrative time for program planning, creating a blog post, TV or radio interview, or writing for a local business publication.
- Office Hours/Coaching Appointments (minimum of 5 one-on-one appointments per week).
- Public Programs (minimum of 1 per month, may be co-presented with a Richland Library Community Partner or Partners (Panel or Fireside Chat).
- $2800/Monthly Stipend, payable at the end of each month of the Residency.

**Required Knowledge, Skills, and Abilities**

- Commitment to develop Columbia’s small business community by mentoring and inspiring new entrepreneurs.
- A proven record of starting and developing a successful small to medium-sized business in Columbia.
- 3 or more years of successful business experience.
- Excellent communication skills.
- Expert knowledge to evaluate business ideas and plans against essential criteria for success.

**Closing date for applications:** February 15, 2023

**Timeline:**

**Entrepreneur-in-Residence (EIR) Website Application**

- First Name
- Last Name
- Email Address
- Phone Number
- Address

**Cover Letter:**

- Currently, what do you think are the top 3 challenges for Small Business owners? Experienced business owners?

**Business References (x2):**

- Please provide contact information for each reference
- Please list any websites and social media handles.

**What is your experience with teaching/leading programs for adults?**

- Please provide examples.

*If selected for an interview, the applicant will create and present on a timely small business topic.*
Sample Impact Stories Sheet

Quotes, stories, and data ⬇️ DOWNLOAD 3-PAGE .DOCX

As you build out your library’s small business and entrepreneurship offerings, successfully communicating the impacts of your work is important to attracting the attention of stakeholders and reminding your community partners of the importance of their support. Stories, examples, and data are all important to illustrating the impact of your work on individuals and the community at large. Use these stories, quotes, and data in your own marketing and outreach materials, or start building a repository of your library’s own business stories.

LBB Impact Stories

As you build out your library’s small business and entrepreneurship offerings, successfully communicating the impacts of your work is important to attracting the attention of stakeholders and reminding your community partners of the importance of their support. Stories, examples, and data are all important to illustrating the impact of your work on individuals and the community at large.

Below are some examples of libraries helping patrons achieve their business goals, as well as partnering with other business support organizations. The Libraries Build Business Initiative Highlights report can be leveraged to demonstrate library impact on small business and entrepreneurship. It is designed to showcase impact at the individual, community, and library levels for external audiences.

Feel free to use these stories, quotes, and data in your own marketing and outreach materials, or start building a repository of your library’s own business stories.

Impact Data

St. Louis County Library

The St. Louis County Library in Missouri created the Small Business Value Calculator in 2018 in order to put a monetary value on the services they provide. To build the calculator, they listed all the small business services and resources they offer at the library and looked for what they would cost on the open market. Resources may include: marketing, demographic, industry, and consumer research; computers and technology; and classes and workshops. The staff totaled up the dollar value of using everything the library offers just once in a year and determined that the library was saving customers more than $13,000 each year. This piece of data catches the attention of business owners, community partners, and decision makers and helps to illustrate the great work the library is doing on small business development.

Cuyahoga County Public Library

In their first year of operation, over 450 graduates completed Cuyahoga County Public Library’s Encore Entrepreneur Academy. Over 90% agreed that they were better prepared to create a business, and 83% learned skills to grow their existing business. Over 90% of their attendees were women—the majority of whom were minority women.

Ferguson Municipal Public Library

Ferguson Municipal Public Library in Missouri helped an aspiring entrepreneur set up a Facebook page to sell his BBQ sauce. The library assisted him with this, as well as computer skills, and connected him with other resources, including SCORE. The BBQ sauce—Freddie Lee’s American Gourmet—is now available in 1500+ grocery stores.

Impact Stories

As you build out your library’s small business and entrepreneurship offerings, successfully communicating the impacts of your work is important to attracting the attention of stakeholders and reminding your community partners of the importance of their support. Stories, examples, and data are all important to illustrating the impact of your work on individuals and the community at large.

Below are some examples of libraries helping patrons achieve their business goals, as well as partnering with other business support organizations. The Libraries Build Business Initiative Highlights report can be leveraged to demonstrate library impact on small business and entrepreneurship. It is designed to showcase impact at the individual, community, and library levels for external audiences.

Feel free to use these stories, quotes, and data in your own marketing and outreach materials, or start building a repository of your library’s own business stories.

Anita Hendricks, Economic Development Librarian, Marion County Public Library, Lebanon, OH

As a library, we are a resource for local businesses owners who may not have the knowledge of how to

Baltimore County Public Library

In 2018, 32 of whom completed the needs survey, participated in the Entrepreneur Academy offered at the Baltimore County Public Library in Towson, MD. As of 2022, more than 350 people have successfully completed the series through the Baltimore County Public Library. As of 2022, more than 350 people have successfully completed the series through the Baltimore County Public Library.

Local Artist and Small Business Boot Camp Participant

Spokane County Library District

In 2018, 60 participants, 52 of whom completed the program, participated in the Local Artist and Small Business Boot Camp. This program was made possible through a grant provided by King County Library System. In 2019, the program was expanded to include 12 additional libraries, bringing the total number of participants served to over 300.

Lauren Hampton, Librarian, King County Library System, Seattle, WA

As part of the King County Library System’s initiative to support local artists and small businesses, the library system has partnered with several organizations to offer workshops and resources. Participants have included artists, entrepreneurs, and small business owners from a variety of backgrounds.

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Charlotte Motor Speedway

In 2018, 92 participants, 83 of whom completed the program, participated in the Small Business Boot Camp. This program was made possible through a grant provided by King County Library System. In 2019, the program was expanded to include 12 additional libraries, bringing the total number of participants served to over 300.

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Eagan, MN
Program Evaluation Resources

PDF linking to evaluation tools and tips 📄 DOWNLOAD .PDF

This resource provides links to easy evaluation tools and resources designed for library business and entrepreneur support programs. Identify the best way to evaluate your programs.

Evaluating Your Business Programs

Tell a story with impact data and feedback from participants

Monitoring and evaluation of your library programs is critical to success and sustaining your initiative. Not only does data and feedback about your programs help you to continuously improve programs and adapt to the needs of your community, it also enables you to showcase your impact.

Use our Libraries Build Business Monitoring and Evaluation Resource Guide (above) to consider strategies for effectively evaluating your programs and receiving essential feedback from the community. The resource guide shares information about using PLA’s Project Outcome (left) to create customized surveys for your small business programs as well as the Libraries Build Business initiative’s survey, interview and focus group instruments and protocols. Read the Topsham Public Library Case Study (right) to learn more about the role of monitoring and evaluation in your library’s business programs.

Evaluation from a variety of perspectives is critical, and you can use interviews, surveys, and focus groups to gather community input—including from local small businesses, community partners and small business support organizations, and elected officials. Providing stakeholders the opportunity for feedback is a vital component of effective communication and outreach and opens the door for building long-term relationships and investment. Use the LBB Interview and Protocols documents for Elected Officials, Small Businesses, and Library Focus Groups (left) as a template for these conversations.
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MORE INFORMATION

For more information about this toolkit or the Libraries Build Business initiative, please contact Megan Janicki at mjanicki@alawash.org or visit our website: ala.org/advocacy/workforce/grant.