

## Research & Guidance Online

Kewanee Chamber of Commerce  
[www.kewanee-il.com/chamber.php](http://www.kewanee-il.com/chamber.php)

Illinois Department of Commerce and  
Economic Opportunities  
[www.commerce.state.il.us/dceo/  
Bureaus/Community\\_Development/  
CommProfiles](http://www.commerce.state.il.us/dceo/Bureaus/Community_Development/CommProfiles)

Census Bureau Statistics  
[http://factfinder.census.gov/home/saff/  
main.html?\\_lang=en](http://factfinder.census.gov/home/saff/main.html?_lang=en)

Bureau of Labor Statistics  
[www.bls.gov/bls/wages.htm](http://www.bls.gov/bls/wages.htm)

US Statistics by city, county, or zip code  
[www.city-data.com](http://www.city-data.com)

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Starting a Business in Illinois Handbook  
<http://business.illinois.gov/handbook.cfm>

Illinois Startup and Management Guides  
[http://business.illinois.gov/  
management\\_guides.cfm](http://business.illinois.gov/management_guides.cfm)

Small Business Administration  
[www.sba.gov](http://www.sba.gov)

Federal Gov. Business Advisor  
[www.business.gov](http://www.business.gov)

Internal Revenue Service  
~ much more than tax guidance ~  
[www.irs.gov](http://www.irs.gov)

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Illinois Institute of Rural Affairs  
[www.iira.org](http://www.iira.org)

USDA Rural Development  
<http://rurdev.usda.gov>

US Dept of Housing & Rural Development  
[www.hud.gov/offices/cpd/  
economicdevelopment/programs/rhed/  
gateway/index.cfm](http://www.hud.gov/offices/cpd/economicdevelopment/programs/rhed/gateway/index.cfm)

CREATING A COMMUNITY PROFILE

STARTING AND GROWING A BUSINESS

RURAL ECONOMIC DEVELOPMENT

Laptop with webcam  
available for use by  
members of the business  
community.  
Inquire at the Information  
Services desk.

The Taking Care of Business Grant was awarded to KPLD in September 2007. Many of the materials listed in this brochure are just a portion of those purchased by the grant. Sixteen rural libraries collaborated to increase their career/business collections and to provide business programming.

Funding for the grant was awarded by the Illinois State Library (ISL), a Division of the Office of Secretary of State, using funds provided by the Institute of Museum and Library Services, under the federal Library Services and Technology Act (LSTA).

*Rural  
Libraries  
Are...*

*Taking Care  
of Business*



Kewanee Public Library District  
102 S. Tremont  
Kewanee, Illinois 61443

Main 309-852-4505

Information Services 309-856-8475

FAX 309-852-4466

[www.kewaneelibrary.org/business.htm](http://www.kewaneelibrary.org/business.htm)

**Newspapers & Magazines @ KPLD**

Business Week, Entrepreneur, Forbes, Fortune, Kiplinger's Personal Finance, Money, Newsweek, Black Entrepreneur

Wall Street Journal, Barron's, USA Today, Chicago Tribune, New York Times

**Business DVD Collection Available From Black Hawk College East**

*Ask at the KPLD Information Services Desk*

- ◆ Basic Clerical Skills
- ◆ Crossing the Line: Sexual Harassment and How to Confront It
- ◆ Daily Cafe Operations
- ◆ Dealing with Difficult Customers
- ◆ E-commerce in Business
- ◆ Ethics and Social Responsibility in Business
- ◆ First Impressions: Etiquette and Work Habits for New Employees
- ◆ Focus Groups: Targeting the Market
- ◆ Introduction to Web Site Design
- ◆ Key Functions in Business: a Case Study
- ◆ Quick Tips to Learning: Customer Service Skills Video Series
- ◆ On the Money: The ABCs of Accounting
- ◆ Restaurant Economics: Understanding the Business of Restaurants

*Additional Titles Available  
Performance Rights Purchased – may be viewed by a group @ KPLD.*

**Business Reference Materials @ KPLD**

RMA Annual Studies [REF 658.83 Ann](#)

World Chamber of Commerce Directory [REF 381](#)

Thomas' Register of American Manufacturers [REF 670](#)

Hoover's Handbooks of Business/Companies/Complete Set [REF 650](#)

American Chamber of Commerce Resources: [REF 658](#)

- Illinois Human Resources Manual
- Model Policies and Forms for IL Employers
- Employee Benefits—An Employer's Guide
- Safety & Health Guide

National Trade and Professional Associations [REF 016.3](#)

Business Forms on File [REF 658.3](#)

Encyclopedia of Small Business [REF 658.022](#)

Dictionary of Business Terms [658](#)

American Wholesalers and Distributors [REF 381.2025](#)



**Business Services @ KPLD**

Internet Access, FAX Service, Computers with Microsoft Office, Printer, Photocopier, Microfilm Reader, Laptop, Webcam, Research Assistance

**Business Titles @ KPLD**

- Bankable Business Plans [658.4 Rog](#)
- Trademark: Legal Care for Your Business and Product Name [346.7304 Eli](#)
- Patent It [608 Pre](#)
- Entrepreneurs Toolkit [658.1 Ent](#)
- BBB's Starting an eBay Business [658.11 Sta](#)
- Duct Tape Marketing [658.8 Jan](#)
- Ultimate Book of Sales Letters [658.8 Kim](#)
- Ultimate Small Business Marketing Toolkit [658.8 Gol](#)
- Accounting Workbook for Dummies [657 Tra](#)
- The Manager's Legal Handbook [344.7301 Gue](#)
- Win Government Contracts for Your Small Business [353.071 Dig](#)
- The Platinum Rule for Trade Show Mastery [659.152 Ale](#)
- Ultimate Credit and Collections Handbook [658.88 Dun](#)
- Dealing with Problem Employees: A Legal Guide [658.3 Del](#)
- Multiple Streams of Internet Income: How Ordinary People Make Extraordinary Money Online [658.872 All](#)

**Additional Titles/Resources Available**