

# Microbusiness Center

Funded through a generous grant from the John S. and James L. Knight Foundation



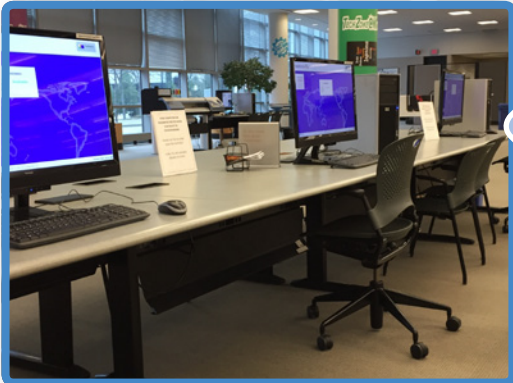
The Microbusiness Center at the Akron-Summit County Public Library provides accessible business training, educational resources, and individualized direction to business owners, entrepreneurs, and students.

## Free Co-Working Space

The co-working space is free to use and open during regular library hours. The space can be open as early as 8 am.

The open, modern work-space is 1000 square feet with free Wi-Fi, mobile furniture, standing workstations, white board, projector, copier/scanner, and enclosed meeting room.

**An application & orientation are required to use the co-working space. Call or text Tracy Williams at 330-802-0839, or email her at [twilliams@akronlibrary.org](mailto:twilliams@akronlibrary.org).**



## Maker Space

Design Computers with Adobe Creative Cloud • 3D Printer  
• Laser Cutter/Engraver, Vinyl Printer (banners, signage, window decals) • T-Shirt Press • Media-Transfer Station  
• Audio Recording Studios • Green Screen Video Recording Studio • Portable Photo-Studio • Photo Printer  
• Button/Magnet Maker • Sewing & Embroidery Machines  
• Silhouette • Passport Service • Notary

**Equipment is free to use. A materials/document fee may be required. Call the TechZone for info 330-643-9145.**



## Business Training

**Intellectual Property & Patent Workshops**-330-643-9075

**Computer Classes**-330-643-9145

**Business Research & Non-Profit Workshops** -330-643-9020

Business, Arts, and Community resource agencies often teach additional classes and workshops in the Microbusiness Center.

**Call or text Tracy Williams at 330-802-0839, or email her at [twilliams@akronlibrary.org](mailto:twilliams@akronlibrary.org).**

## Classes, Workshops and Meetings Schedule

**May-June 2019**

– Call or text Tracy Williams for details at 330-802-0839, or email her at [twilliams@akronlibrary.org](mailto:twilliams@akronlibrary.org).

### Non-Profit Series

**Thursdays, 10 am-Noon,**

Meeting Rooms 2AB —330-643-9020

#### Thursday, June 6

##### Introduction to Proposal Writing

Are you new to proposal writing or want a quick refresher? If so, you don't want to miss one of our most popular classes!

This class will provide you with an overview of how to write a standard project proposal to a foundation. It will include:

- The basic elements of a proposal
- The “do’s” and “don’ts” of writing and submitting a proposal
- How to follow up whether the answer is yes or no

##### Introduction to Project Budgets

Are you ready to start fundraising for your project or idea, but don't know what and how much to ask for? If preparing a budget for your foundation grant is holding you back, come learn the basic elements of how to draft a project budget with confidence.

This class will provide you with step-by-step instructions on how to generate a standard project budget for a foundation proposal. We will discuss:

- The basic components of a project budget including income and expenses
- How to estimate the realistic cost of a project
- What other financial documents you may also need to submit with your proposal

### Business Research Essentials

**Thursday, June 20, 6:30-7:30 pm**

Computer Lab, First Floor 330-643-9020

12 spaces available per session. Please register by calling.

### Introduction to Intellectual Property

**Tuesday, June 11, 6:30-7:30 pm**

Meeting Rooms—330-643-9075

### Introduction to Patents & Patent Searching

**Saturdays, May 18, June 15, 10:15 am-Noon**

Meeting Rooms—330-643-9075

### Akron Inventors' Club

**Second Thursday of each month, 6-7:30 pm**

Meeting Rooms—330-643-9075

Free and open to anyone with an interest in innovation.



### How to Conduct More Effective Meetings

**Monday, June 10, 5:30-6:30 pm**

Meeting Room 3

Please register by phone, in person, or online.

### Modernize Your Resume

**Wednesday, June 19, 5:30-6:30 pm**

The instructor will be available at the conclusion to give brief content review sessions to individuals.

Meeting Room 1

Please register by phone, in person, or online.



330-643-9020

**Akron-Summit County  
Public Library**

**Business & Government Division  
60 S. High Street, Akron, OH 44326  
[www.akronlibrary.org](http://www.akronlibrary.org)**