Since it was first published almost fifteen years ago, David Allen’s *Getting Things Done* has become one of the most influential business books of its era, and the ultimate book on personal organization. “GTD” is now shorthand for an entire way of approaching professional and personal tasks, and has spawned an entire culture of websites, organizational tools, seminars, and offshoots.

*Figure 1: Getting Things Done by David Allen*

*First, Break All the Rules* presents vital performance and career lessons for managers at every level — and best of all, shows you how to apply them to your own situation.

*Figure 2: First, Break All the Rules: What the world’s greatest managers do differently by Marcus Buckingham and Curt Coffman*

The 5 Languages of Appreciation in the Workplace: Empowering Organizations by Encouraging People, by Gary Chapman and Paul White, applies the love language concept to the workplace. This book helps supervisors and managers effectively communicate appreciation and encouragement to their employees, resulting in higher levels of job satisfaction, healthier relationships between managers and employees, and decreased cases of burnout.

*Figure 3: The Five Languages of Appreciation in the Workplace by Gary Chapman and Paul White*

Using tough benchmarks, Collins and his research team identified a set of elite companies that made the leap to great results and sustained those results for at least fifteen years. How great? After the leap, the good-to-great companies generated cumulative stock returns that beat the general stock market by an average of seven times in fifteen years, better than twice the results delivered by a composite index of the world’s greatest companies.

*Figure 4: Good to Great by Jim Collins*
At its core, *The Power of Habit* contains an exhilarating argument: The key to exercising regularly, losing weight, being more productive, and achieving success is understanding how habits work. As Duhigg shows, by harnessing this new science, we can transform our businesses, our communities, and our lives.

*Figure 5: The Power of Habit by Charles Duhigg*

At the core of *Smarter Faster Better* are eight key productivity concepts—from motivation and goal setting to focus and decision making—that explain why some people and companies get so much done.

*Figure 6: Smarter, Faster, Better by Charles Duhigg*

*Peak* offers invaluable, often counterintuitive, advice on setting goals, getting feedback, identifying patterns, and motivating yourself. Whether you want to stand out at work, or help your kid achieve academic goals, Ericsson’s revolutionary methods will show you how to master nearly anything.

*Figure 7: Peak: Secrets from the New Science of Expertise by Anders Ericsson*

*Getting to Yes* offers a proven, step-by-step strategy for coming to mutually acceptable agreements in every sort of conflict. Thoroughly updated and revised, it offers readers a straightforward, universally applicable method for negotiating personal and professional disputes without getting angry-or getting taken.

*Figure 8: Getting to Yes: Negotiating Agreement without Giving In by Roger Fisher*
This one-stop guide to nurturing six core early literacy skills at your library also offers practical tips for sharing these skills with parents, teachers, and other caregivers so they can institute them in playgroups, in school, or at home.

*Figure 9: Six Skills by Age Six; Launching Early Literacy Skills by Anna Foote*

This book demonstrates that public librarians can promote learning by combining the elements of Information Literacy Instruction (I.L.I.) with traditional practices of public libraries. It not only provides background on I.L.I. and current developments in public library instruction, it also examines educational theories and practices derived from a variety of fields and translates the theories and practices into a well-coordinated plan for libraries to follow.

*Figure 10: Lifelong Learning in Public Libraries by Donna Gilton*

This book describes a groundbreaking concept that enables public libraries—and librarians—to become indispensable by following a "Three Pillars" educational approach, and by replacing traditional terms with powerful, intuitive, value-enhanced terminology that everyone understands.

*Figure 11: Transforming Our Image, Building Our Brand: the education advantage by Valerie Gross*

A vital resource for all who work to create change and move the nation forward, Hope Unraveled reveals a reality that transcends the purported red-blue divide and lays out an alternate path for politics and public life for all Americans.

*Figure 12: Hope Unraveled by Richard Harwood*
*The Practice of Adaptive Leadership* is a hands-on, practical guide containing stories, tools, diagrams, cases, and worksheets to help you develop your skills as an adaptive leader, able to take people outside their comfort zones and assess and address the toughest challenges.

*Figure 13: The Practice of Adaptive Leadership by Ronald Heifetz*

Inside, Outside, and Online provides practical advice and inspiration for building community with your library. Based on a scan of the community and technology environments that libraries operate within, related literature, and the practical experiences of hundreds of library staff actively building communities through their work, the book provides much-needed insights into the essential elements of community building through

*Figure 14: Inside, Outside and Online; Building Your Library Community by Chrystie Hill*

The authors show how successful leaders of innovation don’t create a vision and try to make innovation happen themselves. Rather, they create and sustain a culture where innovation is allowed to happen again and again—an environment where people are both willing and able to do the hard work that innovative problem solving requires.

*Figure 15: Collective Genius by Linda Hill*

In *The Purpose-Based Library*, Huber and seasoned public library administrator Potter build on insight gleaned from decades of experience to demonstrate how libraries can create real growth opportunities through concentrating on their true mission and purpose, and without spending a lot more money.

*Figure 16: The Purpose-Based Library by John Huber and Steven Potter*
All In Startup demonstrates why four counterintuitive principles separate successful entrepreneurs from the wanna-preneurs who bounce from idea to idea, unable to generate real revenue.

Figure 17: All In Startup by Diana Kander

In What to Ask the Person in the Mirror, HBS professor and business leader Robert Kaplan presents a process for asking the big questions that will enable you to diagnose problems, change course if necessary, and advance your career.

Figure 18: What to Ask the Person in the Mirror by Robert Kaplan

In entertaining anecdotes, Kelley illustrates some of his firm’s own successes (and joyful failures), as well as pioneering efforts at other leading companies. The book reveals how teams research and immerse themselves in every possible aspect of a new product or service, examining it from the perspective of clients, consumers, and other critical audiences.

Figure 19: The Art of Innovation by Tom Kelley

Accelerate (XLR8) vividly illustrates the five core principles underlying the new network system, the eight Accelerators that drive it, and how leaders must create urgency in others through role modeling. And perhaps most crucial, the book reveals how the best companies focus and align their people’s energy and urgency around what Kotter calls the big opportunity.

Figure 20: Accelerate by John Kotter
For more than 25 years, *The Leadership Challenge* has been the most trusted source on becoming a better leader, selling more than 2 million copies in over 20 languages since its first publication. Based on Kouzes and Posner’s extensive research, this all-new edition casts their enduring work in context for today’s world, proving how leadership is a relationship that must be nurtured, and most importantly, that it can be learned.

*Figure 21: The Leadership Challenge* by James Kouzes and Barry Posner

In *Expect More*, David Lankes, winner of the 2012 ABC-CLIO/Greenwood Award for the Best Book in Library Literature, walks you through what to expect out of your library. Lankes argues that communities need libraries that go beyond bricks and mortar and beyond books. We need to expect more out of our libraries. They should be places of learning and advocates for our communities in terms of learning, privacy, intellectual property, and economic development.

*Figure 22: Expect More: Demanding better libraries for today’s complex world* by David Lankes

In concise chapters, Lankes addresses the mission of libraries and explains what constitutes a library. He offers practical advice for librarian training; provides teaching notes for each chapter; and answers “Frequently Argued Questions” about the new librarianship.

*Figure 23: The New Librarianship Field Guide* by David Lankes

Lencioni’s first non-fiction book provides leaders with a groundbreaking, approachable model for achieving organizational health—complete with stories, tips and anecdotes from his experiences consulting to some of the nation’s leading organizations.

*Figure 24: The Advantage* by Patrick Lencioni
As in his other books, Lencioni provides a framework for his groundbreaking model, and makes it applicable to the real world. *Death by Meeting* is nothing short of a blueprint for leaders who want to eliminate waste and frustration among their teams, and create environments of engagement and passion.

*Figure 25: Death by Meeting* by Patrick Lencioni

In the story's telling, Lencioni helps his readers understand the disarming simplicity and power of creating organizational health, and reveals four key disciplines that they can follow to achieve it.

*Figure 26: The Four Obsessions of an Extraordinary Executive* by Patrick Lencioni

*Disney U* reveals the heart of the Disney culture and describes the company's values and operational philosophies that support the iconic brand. Doug Lipp lays out 13 timeless lessons Disney has used to drive profits and growth worldwide for more than half a century.

*Figure 27: Disney U: How Disney University develops the world’s most engaged, loyal, and customer-centric employees* by Doug Lipp

Toxic Charity provides proven new models for charitable groups who want to help—not sabotage—those whom they desire to serve.

*Figure 28: Toxic Charity* by Robert Lupton
The author of this text outlines the different forces affecting libraries and explains how and why librarians must manage external changes just as they manage internal resources. Among the factors are: the political context; innovation; economic issues; the impact of technology; and intellectual freedom. She then explains how librarians can work proactively to turn external forces into positive outcomes for the library, their patrons, and themselves.

Figure 29: Strategic Management for Today’s Libraries by Marilyn Gell Mason

The work of democracy is work. Here are some ideas about how it can be done in ways that put more control in the hands of citizens and help restore the legitimacy of our institutions.

Figure 30: The Ecology of Democracy by David Mathews

Practical and inspiring, Becoming a Resonant Leader is your hands-on guide to developing emotional intelligence, renewing and sustaining yourself and your relationships, and taking your leadership to a whole new level. This book is ideal for anyone seeking personal and professional development and for consultants, coaches, teachers, and faculty to use with their clients or students.

Figure 31: Becoming a Resonant Leader by Annie McKee

Author Tom Morris has emerged as one of America’s most popular motivational speakers, bringing his inspirational message of ancient wisdom in modern business to thousands of employees at major companies like AT&T and Merrill Lynch. In 1998 Morris will give more than 100 keynote speeches at corporate seminars to further establish If Aristotle Ran General Motors as a must-read for anyone doing business today.

Figure 32: If Aristotle Ran General Motors by Tom Morris
When you start a new job, you are in a “temporary state of incompetence,” faced with having to do the most when you know the least. Tom Neff and Jim Citrin, two of the world’s experts on leadership and career achievement, know what it takes to succeed in a new position. Through compelling, first-hand stories, from CEOs like Jeffrey Immelt of GE and Bob Eckert of Mattel, *You’re in Charge—Now What?* offers an eight-point plan to show you how to lay the groundwork for long-term momentum and great performance.

*Figure 33: You’re in Charge – Now What? by Thomas Neff and James Citrin*

From the author of the long-running #1 bestseller *StrengthsFinder 2.0* comes a landmark study of great leaders, teams and the reasons why people follow. Nearly a decade ago, Gallup unveiled the results of a landmark 30-year research project that ignited a global conversation on the topic of strengths. More than 3 million people have since taken Gallup’s StrengthsFinder assessment, which forms the core of several books on this topic, including the #1 international bestseller *StrengthsFinder 2.0.*

*Figure 34: Strengths Based Leadership: great leaders, teams, and why people follow by Tom Rath and Barry Conchie*

Senge's best-selling *The Fifth Discipline* led *Business Week* to dub him the "new guru" of the corporate world; here he offers executives a step-by-step guide to building "learning organizations" of their own.

*Figure 35: The Fifth Discipline Fieldbook by Peter Senge*

The Art of Relevance is your guide to mattering more to more people. Whether you work in museums or libraries, parks or theaters, churches or afterschool programs, relevance can work for you. Break through shallow connection. Unlock meaning for yourself and others. Find true relevance and shine.

*Figure 36: The Art of Relevance by Nina Simon*
Imagine a world where almost everyone wakes up inspired to go to work, feels trusted and valued during the day, then returns home feeling fulfilled. This is not a crazy, idealized notion. As Simon Sinek noticed in his travels around the world, great leaders create environments in which people naturally work together to do remarkable things. Some of these teams trust each other so deeply that they would literally put their lives on the line for each other.

*Figure 37: Leaders Eat Last by Simon Sinek*

START WITH WHY shows that the leaders who’ve had the greatest influence in the world all think, act, and communicate the same way -- and it’s the opposite of what everyone else does. Sinek calls this powerful idea The Golden Circle, and it provides a framework upon which organizations can be built, movements can be led, and people can be inspired. And it all starts with WHY.

*Figure 38: Start with Why: how great leaders inspire everyone to take action by Simon Sinek*

In this newly updated edition, Sjodin offers her time-tested strategies and advice, including simple outlines, worksheets, a sample elevator speech, evaluation forms, and much more.

Whatever your goal, you can learn to craft a fresh, brief, convincing message that generates tangible results.

*Figure 39: Small Message, Big Impact; the Elevator Speech Effect by Terri Sjodin*

*The No Asshole Rule* is a *New York Times, Wall Street Journal, USA Today* and *Business Week* bestseller.

*Figure 40: The No Asshole Rule: building a civilized workplace and surviving one that isn’t by Robert I. Sutton*
In *Part of Our Lives*, Wayne A. Wiegand delves into the heart of why Americans love their libraries. The book traces the history of the public library, featuring records and testimonies from as early as 1850. Rather than analyzing the words of library founders and managers, Wiegand listens to the voices of everyday patrons who cherished libraries. Drawing on newspaper articles, memoirs, and biographies, *Part of Our Lives* paints a clear and engaging picture of Americans who value libraries not only as civic institutions, but also as public places that promote and maintain community.

*Figure 41: Part of our Lives; A People’s History of the American Public Library by Wayne A. Wiegand*

*The Executive Guide to Facilitating Strategy* provides executives, leaders and facilitators with a step-by-step resource for guiding their team through all phases of the strategic planning process - from gaining the team's buy-in to do planning and identify strategic issues, all the way through organization alignment, implementation, monitoring and making adjustments.

*Figure 42: The Executive Guide to Facilitating Strategy by Michael Wilkinson*

In *The Secrets to Masterful Meetings*, Michael Wilkinson provides leaders with a step-by-step guide for igniting a meetings revolution. The result: a complete culture transformation in which bad meetings become unacceptable! This book supplies a step-by-step guide for igniting and sustaining a meetings revolution which, if successful, will permanently change the way meetings are run in an organization.

*Figure 43: The Secrets to Masterful Meetings by Michael Wilkinson*

Obtaining the funding to maintain and grow library services and resources has always been a challenge. *Successful Library Fundraising: Best Practices* brings together a wealth of information from public, academic, special, and school libraries who share their successful approaches to raising funds through a variety of traditional and “outside-the-box” methods.

*Figure 44: Successful Library Fundraising by M. Sandra Wood*