

**ODT's Library Content**

<b>Title:</b>	<b>Author:</b>	<b>Topic:</b>	<b># of Pages:</b>	<b># of Copies</b>	<b>Value</b>
The Politics of The Budgetary Process: Fourth Edition	Aaron Wildavsky	Financial	323	1	
How to get Control of your Time and your Life	Alan Lakein	Time Management	157	2	\$6.99
The Power Within: The Five Disciplines of Personal Effectiveness (Hardcover)	Allen Johnson	Leadership and Management	238	1	
1001 Ways to Reward Employees	Bob Nelson	Management/Employee Recognition	225	2	\$10.95
Carved in Sand: When Attention Fails and Memory fades in Midlife	Cathryn Jakobson Ramin	Personal Growth	265	1	\$14.95
Knock Your Socks Off Service Series (Managing)	Chip R Bell, Ron Zemke	Customer Service	205		
Conquering Adversity: Six Strategies to move you and your Team through Tough Times	Christopher Novak	Leadership	92	1	
Common Sense Statistics	Colin Silverthorne and David Fox	Financial	216	1	
It's their Business, Too: A Manager's Guide to Employee Awareness	Daniel Dickinson	Business Management	76	1	
Quick Quizzes: 133 Ways to Measure Success	Dartnell		153	1	
Getting Things Done: The Art of Stress-Free Productivity	David Allen	Business Leadership	259	1	\$15.00
12 Choices: That Lead to your Success	David Cottrell	Business/Personal Growth	129	1	\$14.95
Monday Morning Leadership	David Cottrell	Leadership	92	3	\$12.95
Monday Morning Communication	David Cottrell, Tony Jeary and George Lowe	Leadership/Communication	102	1	\$14.95

Outstanding Customer Service: The Key to Customer Loyalty	David E. Deviney	Customer Service	104	1	
Accountability for Performance: Measurement and monitoring in Local Government	David N Ammons	Human Resources/Management	202	2	
Monday Morning Customer Service	David Reed and David Cottrell	Customer Service	117	1	\$14.95
Effective Communication: Getting the Message Across	David S Arnold, Christine S Becker, Elizabeth K Kellar	Communication	218	1	
Public Personnel Management: Reading in Contexts and Strategies	Donald E. Klingner	Management	408	1	
Walk awhile in my Shoes: gut level, real world messages from managers to employees	Eric Harvey and Steve Ventura	Business Management	50	1	
The Leadership Secrets of Santa Claus: How to get big things done in your workshops all year long	Eric Harvey, David Cottrell, Al Lucia, Mike Hourigan	Leadership	77	1	\$5.95
How Arbitration Works: Third Edition	Frank Elkouri and Edna Asper Elkouri	Labor Relations	819	1	\$24.95
Taking the step up to Supervisor	Geoff Nichols	Management	124	1	
When Generations Collide: How to solve Generational Puzzel at work	Harvey Mackay	Business Management	335	1	
Don't Say Yes When You want to Say No	Herbert Fensterheim, Ph.D	Conflict Mediation	265	1	
Human Resources Management in Local Government: An Essential Guide	ICMA	Human Resources/Management	232	1	
10 Steps To Successful Business Writing	Jack E. Appleman	Business Management	181	1	\$19.95
Good To Great	Jim Collins	Leadership/Management	300	1	\$29.99

Techniques for Communicators	John Cowan	Communication	108	1	
When It Happens at Work! (5 Action step for Leading Yourself through Change)	Julie M Smith Ph.D	Leadership/Change	71	1	
Just Do The Small Stuff: Simple, Effective Ways to be Safe	Kelly Rudolph	Psychology/Self Improvement	189	1	\$12.95
The One Minute Manager Meets the Monkey	Ken Blanchard, William Oncken, Jr, Hal Burrows	Business/Management	137	4	\$9.60 each
Indispensable You: 7 Simple Things You Must do to Keep Your Job Today and Tomorrow	Kim Anderson & Scott Pemberton	Self Help Book	197	1	
Knock your Socks Off Service (Answers)	Kristin Anderson, Ron Zemke	Customer Service	150	1	
Knock Your Socks Off Service (Coaching)	Kristin Anderson, Ron Zemke	Customer Service	150	1	
11 Lessons in Self-Leadership: Insights for Personal and Professional Success	Larry Holman	Leadership	250	1	\$21.00
Mangement by Task Force	Lawerence W Bass	Management	182	1	
7 Moments that Define Excellent Leaders	Lee J. Colan	Business Leadership	127	1	\$14.95
Passionate Performance: Engaging Mind and Hearts to Conquer the Competition	Lee J. Colan	Business/Performance	55	1	
Power Exchange: How to Boost Accountability and Performance in Today's Workforce	Lee J. Colan	Business/Performance	59	1	
The Whack A Mole Theory: Creating Breakthrough and Transformation in Organizations	Lindsey Collier	ODT	159	1	\$12.95
Lessons in Loyalty: How Southwest Airlines Does it- An Insider's View	Lorraine Grubbs-West	Leadership	119	1	\$14.95

Smart Talk For Achieving your Potential: 5 steps to get you from here to there	Lou Tice	Leadership/Motivation	284	2	
When I say No I feel Guilty	Manuel J Smith	Self Help Book	320	1	\$7.50
Global Work: Bridging Distance, Culture and Time	Mary O' Hara-Devereaux and Robert Johansen	Business	412	1	
The Twenty-First Century City: Resurrecting Urban America (Hardcover)	Mayor Stephen Goldsmith	Current Affairs/Politics	229	1	\$21.95
The Leader (Hardcover)	Michael Maccoby	Leadership	250	1	
Stopping Sexual Harassment Before It Starts: A business and legal perspective 2nd edition	Mike Deblieux	Sexual Harassment	109	1	
Return on Investment (ROI): A Complete, How-to Guide to Help You:	Patricia Pulliam Phillips, Jack J Phillips	Business Management	179	1	\$29.95
Death by Meeting: A Leadership Fable (Hardcover)	Patrick Lencioni	Leadership	252	1	
The Balancing Act: Mastering the Competing Demands of Leadership	Patterson, Grenny, McMillian, and Switzler	Leadership	464	1	\$27.95
Making Sence of Online Learning	Patti Shank, Amy Sitze	Online learning	150	1	
The Daily Drucker (Hardcover)	Peter F. Drucker	Leadership/Motivation	396	1	
The Fifth Discipline: The Art and Practice of The Learning Organization (Hardcover)	Peter S. Senge	ODT	409	3	\$30.00
Don't Walk by something Wrong	Phil Roseenberg	Political Science	394	1	\$26.95
Building Customers Partnerships: The Key to Winning in a Competitive Marketplace	Phillips F. Faris	Customer Service/Sales	229	1	
Consultant's Little Instruction Book: 101 Rules	Ray Payn	Business	114	1	
Compensation Management	Richard I. Henderson	Business/Management	508		\$24.95

Empowered Teams: Creating, Self-Directed, Work Groups that improve Quality, Productivity and Participation	Richard S. Wellins, Williams C. Byham, Jeanne M. Wilson	Business/Management (Teamwork)	222	1	
Your Perfect Right: A Guide to Assertive Behavior- Third Edition	Robert E. Albert, Ph.d, Michael L. Emmons	Self Help Book	156	1	\$3.95
Your Perfect Right: A Guide to Assertive Behavior-Seventh Edition	Robert E. Albert, Ph.d, Michael L. Emmons	Self Help Book	231	1	\$10.95
Essentials of Educational Measurement Fifth Edition	Robert L Ebel & David A Frisbie	Education	370		\$24.95
Essentials of Educational Measurement Fourth Edition	Robert L Ebel & David A Frisbie	Education	352		\$10.95
The Cognitive Computer: Artificial Intelligence	Roger C. Schank	Psychology	264	1	
The Service Edge: 101 Companies that profit from Customer Care	Ron Zemke and Dick Schaff	Customer Service	584	1	\$29.99
The Big Bing: Black hole of Time Management, Gaseous Executive Bodies, Exploding Careers, and other Theories on the Origins of the Business Universe	Standley Bing	Business/Economics	340	1	\$13.95
Sun Tzu Was a Sissy: Conquer Your Enemies, Promote your Friends, and Wage	Standley Bing	Humor/Management	200	1	\$14.95
The Speed of Trust: The one thing that Change Everything	Stephen M.R. Covey	Leadership/Management	354	1	
Organizational Behaviors: concepts, Controversies and Applications	Stephen P Robbins	ODT	536	1	
7 Keys to Success: Teams at Work	Suzanne Willis Zoglio	Business Management (Teamwork)	121	1	
I Quit, but Forgot to Tell You	Terri Kabachnick	Personal Growth	97	3	\$14.95

In Search of Excellence Lessons from America's Best Run Companies	Thomas J Peters and Robert H Waterman Jr	Business	325	1	
Knock Your Socks Off Service (Sustaining)	Thomas K Connellan, Ron Zemke	Customer Service	150	1	
I Want to Change But I Don't Know How!	Tom Rusk M.D. and Randy Read M.D	Self Help Book	333	1	
Silver Bullets	Vince Poscente	Business Leadership	115	1	\$14.95
Managing People is like Herding Cats (Hardcover)	Warren Bennis	Business Leadership	222	1	
Customer Service Operations: The Complete Guide	Warren Blanding	Customer Service Management/Human Resources	422	1	
The Personnel Management Process	Wendell L French	Management/Human Resources	589	1	\$29.95
Zapp! The lighting of empowerment	William C Byham, Ph.d	Motiviation	190	1	\$14.95
Communication and Interpersonal relations Text and Cases (Hardcover)	William V. Haney	Management	600	1	
Leadership Secrets		Leadership	271	1	\$19.99