

Huntley Area Public Library

Business Materials Guide

Library Materials Come In Different Formats

- Print Books
- Audiobooks on CD
- Audiobooks on Playaway (A preloaded MP3 player that you can check out from the library)
- eBook (a downloadable PDF or EPUB format book you can read)
- eAudiobooks (Downloadable to your MP3 player or iPod)

Business Growth

- *The Leap: How 3 Simple Changes Can Propel Your Career From Good to Great*
By Rick Smith
650.1 SMI
eBook - MyMediaMall
- *Zilch: The Power of Zero in Business*
By Nancy Lublin
658 LUB
- *Conquer the Chaos : How to Grow a Successful Small Business Without Going Crazy*
By Clate Mask
658.022 MAS
- *The Wisdom of Bees: What the Hive Can Teach Business About Leadership, Efficiency, and Growth*
By Michael O'Malley
658.4 OMA
- *The Language of Trust: Selling Ideas in a World of Skeptics*
By Michael Maslansky
658.45 LAN
- *Selling in Tough Times: Secrets to Selling When No One is Buying*
By Tom Hopkins
658.85 HOP
CD 658.85 HOP

Communication/Marketing

- *Just Listen: Discover the Secret to Getting Through to Absolutely Anyone*
By Mark Goulston
650.13 GOU
eBook - MyMediaMall
- *Marketing Plan Handbook: Develop Big Picture Marketing Plans for Pennies on the Dollar*
By Robert W. Bly
658.8 BLY
- *Marketing without Advertising*
658.8 MAR 2008



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- *Rubies in the Orchard: How to Uncover the Hidden Gems in Your Business*
By Lynda Resnick with Franis Wilkinson
658.8 RES
CD 658.8 RES
eAudiobook – MyMediaMall
- *Twitter Power 2.0: How to Dominate Your Market One Tweet at a Time*
By Joel Comm
658.872 COM
- *Referral Engine: Teaching Your Business to Market Itself*
By John Jantsch
658.872 JAN
- *The Zen of Social Media Marketing: an Easier Way to Build Credibility, Generate Buzz, and Increase Revenue*
By Shama Hyder Kabani
658.872 KAB
eBook - MyMediaMall
- *The New Rules of Marketing & PR*
By David Meerman Scott
658.872 SCO
CD 658.872 SCO

Customer Service

- *Satisfied Customers Tell Three Friends, Angry Customers Tell 3,000: Running a Business in Today's Consumer-Driven World*
By Pete Blackshaw
658.812 BLA
CD 658.812 BLA
- *The 24-hour Customer: New Rules for Winning in a Time-Starved, Always-Connected Economy*
By Adrian C. Ott
658.812 OTT
- *Who's Your Gladys?: How to Turn Even the Most Difficult Customer into Your Biggest Fan*
By Marilyn Suttle
658.812 SUT
- *The Truth About What Customers Want*
By Michael R. Solomon
658.834 SOL
- *What the Customer Wants You to Know: How Everybody Needs to Think Differently About Sales*
By Ram Charan
PLAYAWAY 658.85 CHA



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Employee Retention and Motivation

- *Hug Your People: The Proven Way to Hire, Inspire, and Recognize Your Employees and Achieve Remarkable Results*
By Jack Mitchell
658.314 MIT
CD 658.314 MIT
- *Monday Morning Motivation: Five Steps to Energize Your Team, Customers, and Profits : The Only Formula You Need to Generate Positive Energy at Work*
By David Cottrell
658.314 COT
- *Closing the Engagement Gap: How Great Companies Unlock Employee Potential for Superior Results*
By Julie Gebauer
658.314 GEB
- *365 Ways to Motivate and Reward Your Employees Every Day – with Little or No Money*
By Dianna Podmoroff
658.314 POD

Managing Employees

- *The Wall Street Journal Essential Guide to Management: Lasting Lessons from the Best Leadership Minds of our Time*
By Alan S. Murray
658 MUR
- *High-Maintenance Employees: Why Your Best People Will Also be your Most Difficult-- and What You Can Do About It*
By Katherine Graham Levis
658.304 GRA
- *The 7 Habits for Managers: Managing Yourself, Leading Others, Unleashing Potential*
By Stephen R. Covey
CD 658.4 COV
PLAYAWAY 658.4 COV
- *Fierce Leadership: A Bold Alternative to the Worst "Best" Practices of Business Today*
By Susan Scott
658.409 SCO
- *101 Tough Conversations to Have with Employees: A Manager's Guide to Addressing Performance, Conduct, and Discipline Challenges*
By Paul Falcone
eBook - MyMediaMall



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Legal and Business Reference

- *Small Business Legal Forms Simplified*
By Dan Sitarz
REF 347.73 SIT
- *The Entrepreneur's Information Sourcebook: Charting the Path to Small Business Success*
By Susan C. Awe
658.022 AWE
- *The Wall Street Journal Complete Small Business Guidebook*
By Colleen DeBaise
658.022 DEB
eBook – MyMediaMall
- *Dealing with Problem Employees: A Legal Guide*
658.3 DEA 2010
- *HR for Small Business: An Essential Guide for Managers, Human Resources Professionals, and Small Business Owners*
By Charles H. Fleischer
658.3 FLE
- *Legal Guide for Starting & Running a Small Business*
By Fred Steingold
eBook - MyMediaMall

Time Management

- *Manage your Time to Reduce your Stress: A Handbook for the Overworked, Overscheduled, and Overwhelmed*
By Rita Emmett
640.43 EMM
- *Eat that Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*
By Brian Tracy
640.43 TRA
CD 640.43 TRA
- *Organizing your Day: Time Management Techniques that will Work for You.*
By Sandra Felton
650.11 FEL

