



Richard O. Brajer
Secretary

Sherry Bradsher
Deputy Secretary for Human Services

June 30, 2016

Dear County Directors of Social Services

RE: Work Support Strategies Resource Library

The Department of Health and Human Services, through the Work Support Strategies Grant, has created the Work Support Strategies (WSS) Resource Library. The WSS Resource Library includes books regarding change management, leadership, and the basics of Lean methodology. The North Carolina Association of County Directors of Social Services (NCACDSS) has agreed to partner with the Department of Health and Human Services in assisting with the delivery and return of the library resources.

County Directors of Social Services can borrow books from the library by following the below procedures.

Borrowing And Return Policy

Books may be borrowed on a monthly basis and can be renewed unless requested by another Director. The delivery and return of books to and from the WSS Library will occur during regional NCACDSS meetings. If books are not returned on time, the borrower will be contacted regarding the return of the books.

Renewal Length

Books are renewed for the same length of time as the standard checkout period for an item, which is one month.

Lost or Damaged Books

If a book is lost or damaged, the Director must purchase a new book to replace the book within the WSS Library.

Requesting a Book

Books can be requested by submitting an email to ncwssinfo@dhhs.nc.gov.



Waiting List

The WSS Library has four (4) copies of each of the books listed. Once the copies are on loan, a waiting list will be created. The borrower will be notified via email that the book has been waitlisted. Once a book is returned, the waitlisted borrower will be notified via email that the book is available and will be delivered as soon as possible.

Suggested Purchases

Suggestions for additional purchases for the WSS library can be submitted by email to ncwssinfo@dhhs.nc.gov.

If you have questions, please contact the DHHS Operational Support Team Managers, Regina Bell and Barbara Daniels at Regina.Bell@dhhs.nc.gov and Barbara.Daniels@dhhs.nc.gov.

Sincerely,



Regina W. Bell
Operational Support Team Manger



Barbara M. Daniels
Operational Support Team Manager

OST-29-2016