



Connecting Older Adults with Community-based Resources and Options

## Partner Work Plan

**Partner** agrees to adhere to the requirements of this project as follows:

1. **Display of Aging Network Materials:** Agree to share and post materials from AgeOptions and the Aging Network. Libraries should have shelving, a bulletin board or display racks to serve as a central place to post materials of interest to older adults and those who care for them. AgeOptions will provide an AgeOptions front and back flyer, Trualta postcards and more in a Welcome Packet. Other materials will come from your local Aging Network agencies.
2. **Programming:** Provide at least one program for *each* of the following goals of the Library CARES mission:
  - a. **Establish connections to the Aging Network** services in your designated community.
    1. Host at least one AgeOptions presentation or event
    2. Host at least one local Aging Network presentation
  - b. **Technology Education**
  - c. **Address social isolation** among older adults through recreational events.
  - d. Please see Attachment B for program examples
3. **Reporting and Data Collection**
  - a. Partner is responsible for tracking client attendance count and unduplicated client count.
  - b. Partner is responsible for offering each attendee of their designated programs the library program evaluation survey link or paper copy and for collecting and reporting that data back to AgeOptions.
  - c. Programmatic Reporting, which includes unique clients and units, is due quarterly to AgeOptions on the following dates:
    1. Q1 (Oct-Dec 2024) – January 3, 2025
    2. Q2 (Jan-March 2025) – April 4, 2025
    3. Q3 (April-June 2025)– July 7, 2025 (due to 4th of July holiday)
    4. Q4 (July-Sept 2025) – October 3, 2025Partner must notify AgeOptions if their quarterly report will be late.
  - d. Each quarter, we ask for a narrative story. Partner will submit at least one story during the 12-month grant period.
  - e. Financial Year End Report: Partner must spend or allocate the full grant amount by September 30, 2025, and attest and report by October 15, 2025.
4. **Partner** agrees to have a staff person attend the Mandatory FY25 Kickoff Meeting on **Tuesday, October 15th, 2024**, at 10:00 am.

5. AgeOptions will host Mandatory Quarterly Meetings and **Partner** agrees to have a staff person attend each quarterly meeting and participate in group discussions. Meetings will be held virtually on the following dates:
  - a. Q1 FY25 Tuesday, December 10, 2024
  - b. Q2 FY25 Tuesday, March 18, 2025
  - c. Q3 FY25 Tuesday, June 17, 2025
  - d. Q4 FY25 Tuesday, September 16, 2025
6. Partner must provide AgeOptions with at least two points of contact at all times. It is the responsibility of the Partner to notify AgeOptions of staff changes and contacts.

## Definitions

**Older Adult** – For AgeOptions funding, older adult means 60 or older. We understand that library programs are typically open to all community members. For the programs or services, you provide under this funding, we ask that you target and prioritize older adults.

**Caregiver** – AgeOptions defines Caregiver as a person caring for an older adult or person of any age with Alzheimer’s disease or a related disorder. This includes spouses, children, other relatives, unmarried partners, neighbors, etc.

Under the umbrella of caregivers, AgeOptions and the Aging Network also provide services to grandparents or other non-parent relatives raising children (who are not more than age 18) and parents or other relatives raising children aged 19-59 who have a severe disability. Your local Caregiver Resource Center (CRC) will know the specific categories for Caregiver Services.

**Aging Network** includes AgeOptions and the social service agencies in suburban Cook County funded by AgeOptions to provide services and supports to older adults and caregivers. Most agencies serve townships and are therefore local. The Aging Network includes your local ADNRN (Aging and Disability Resource Network) agency, Caregiver Resource Center (CRC), congregate meal site and more. You can search for your local ADNRN and CRC by address at [services.ageoptions.org](https://services.ageoptions.org)

**Priority Groups** – AgeOptions funded programs are targeted and open to all adults 60 and older. There are certain groups that we prioritize outreach to, meaning aging services have traditionally not reached these groups. AgeOptions Priority Groups include people 60 or older who are also: low-income, people of color, limited-English-speaking, LGBT+, or homebound older adults.

## **Attachment B: Program Examples by Category**

The following are examples of what you could do to meet the goal of having at least one (1) program in each of the three (3) categories; this is not an exhaustive list, and AgeOptions welcomes other ideas:

### **Connection with the Aging Network**

(The library partner will host and promote these programs. AgeOptions or the local agencies are responsible for contacting the library and providing the content.)

#### **AgeOptions Programs (at least one)**

Host at least one in-person or virtual presentation or workshop series provided by AgeOptions. Options include, but are not limited to:

- Benefits Presentation from AgeOptions Benefits Enrollment Center
- Benefits Enrollment Event (patron sign-up required)
- Dementia Friends Presentation
- Money Smarts for Older Adults
- Ring Doorbell Event
- SMP Medicare Fraud Presentation
- Take Charge of Your Health Workshop (6-week event)
- Illinois Pathways Presentation

Libraries will choose their AgeOptions presentation or event in fall 2024.

#### **Local Aging Network Programs (at least one)**

- Partner with your local Aging and Disability Resource Network (ADRN) agency for them to do outreach at your library for their various services, which may include a live presentation, an ADRN outpost in your library with a table, or a program you co-host with your ADRN (e.g., Aging Mastery Program).
- Host a congregate meal tasting in collaboration with your local AgeOptions Nutrition Program provider.
- Partner with your local Caregiver Resource Center to offer programming for caregivers (a memory café, a drop-in support group, or educational programs for caregivers).
- In collaboration with your local Caregiver Resource Center or Memory Café, create a dementia friendly library (books, memory kits, caregiver kits, program to help carers and friends spend quality time and meaningful interactions with loved ones with dementia, caregiver kits. Provide tools and resources needed to care for their loved ones.

- *Submit an idea your library has to work with your local AgeOptions-funded network that targets the needs of people 60 years or older in your community.*

### **Increase Access to Technology**

- Educational and informative sessions (i.e., demonstrations of technology usage, using different apps, etc.)
- Provide hotspots, tablets, E-readers, or laptops for older adults to use at home with accompanying technical literacy sessions (i.e., Zoom, social media, downloading library books, etc.)
- Provide technical literacy for internet safety, password protection and creation, fraud prevention, or how to spot “fake news.”
- Provide instructional sessions for older adult requested topics (i.e., Word, Excel, PowerPoint, Job Hunting, etc.)
- Place/Install AgeOptions link on library in-house computers and instruction how to access the services on our website, as well as showing interested individuals how to navigate to the AgeOptions website. AgeOptions will provide a handout with these instructions.
- *Submit an idea your library has to work with your local AgeOptions funded network that targets the needs of people 60 years or older in your community.*

### **Decrease Social Isolation**

- Offer the WITS Workout program
- Host caregiver support groups
- Host Chair Yoga, Cardio Drumming, a walking club, or other physical activity
- Offer a weekly or monthly meet-up (games, crafts, speakers, etc.)
- Provide take-home activity kits with different monthly themes, patrons may return to an in-person or virtual program to review kits and activities together.
- Host an older adult book discussion group.
- Offer a Sing a Long
- Offer an intergenerational event
- *Submit an idea your library has that targets the social needs of people 60 or older in your community.*