



Last updated on: 12/24/2024

Instructions for AgeOptions FY25 Library Program Evaluation Online Survey

AgeOptions collects individualized Library Program Evaluation data and demographics for each new grant year. This data helps us understand who we reach and how to plan for future funding opportunities.

Online Survey (or Paper Surveys)

We are asking our partners to help collect this data. AgeOptions has created an online survey you can share with your participants to gather this data. As a partner, you have some choices when collecting this data. You may:

- Share the appropriate online survey link with your participants to complete independently.
- Collect paper copies of this survey that *you will enter into the online* form to share with AgeOptions. Please *do not* send paper copies to AgeOptions.
- Use a combination of sharing the online link with some participants and collecting paper copies from others.

Parts of this Survey

Our (online) survey has three brief sections and 16 questions:

1. Host site selection (1 question)
2. Evaluation of Library Programs (4 questions)
3. Demographics (9 questions)

Note: The paper survey version has fewer questions; this is to facilitate your (the librarian's) entry of the paper forms online.

How Often to Give This Survey

AgeOptions requests that you provide this survey to your patrons participating in AgeOptions-funded programming **from January 2025 to June 2025**. Each participant should fill this out once in those six months; it is ok if they do so more than once. We will send quarterly reminders to administer the survey and post reminders on the Partner webpage.

Link to Library Programs Evaluation Survey for the Library Program:

You can share the following link with your participants:

<https://forms.office.com/r/u3z5eBDbpU>

Sample Email follow-up or Registration Confirmation Language

Dear participant,

Thank you for joining the program hosted by our library. AgeOptions and the Illinois Department on Aging provide funding for this program. To help us better understand who this



program serves and our impact on the community, please take 5-6 minutes to complete this survey from AgeOptions. If you prefer a paper copy, please ask your librarian to print it out.

<https://forms.office.com/r/u3z5eBDbpU>

The survey is anonymous.

Please complete this survey today.

Sincerely,

Script (Partners should adapt to fit their library/program):

“Thank you for joining the [TITLE OF PROGRAM HERE] program hosted by our library. This program is made possible with AgeOptions and the Illinois Department on Aging funding. To help us understand whom this program serves and our impact on the community, we ask that you take 5-6 minutes today to complete this survey from AgeOptions. The survey is anonymous.

Please talk to us if you have any questions. Thanks again for your participation and for completing this survey.”

FAQs

We anticipate that you may get questions from patrons. Here are some frequently asked questions you might receive:

- ***Haven't I already filled out this form?*** The FY25 survey is different from the previous year's survey.
 - If you haven't filled out this form since January 1, 2025, then you have not filled it out.
 - If someone has completed this survey since January 1, 2025, they can answer Yes to Question 6, which will automatically skip the demographic questions in the online survey version.
- ***I don't want to answer a particular question*** (or questions). Every question has the option of “Prefer not to answer.”
- ***Will there be a paper version?*** Yes! The paper version is available on the library webpage.
- ***Why are you asking me to fill out these surveys?*** The answers to these questions help us understand who we are reaching and plan for future programs.
- ***Questions are missing in the paper form.*** The paper version of the survey has fewer questions; this is for your (the librarian's) ease of entering the paper forms online.
- ***Can I add our library's logo to the paper version of the survey?*** Yes!!!