AgeOptions FY 2024 Library CARES Program

Partner Work Plan

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

1. **Activities** (Please see attached Program Requirement Fulfillment Examples, p. 3).
   a. Provide programming that addresses social isolation among older adults through educational and recreational events focused on low-income, minority, and limited English-speaking older adults. This **can include, but is not limited to,** one of the following examples:
      i. Offering Uniper https://www.ageoptions.org/services-and-programs/uniper/ (virtual senior center brought into your home via your web or TV)
      ii. Offering the Wits Workout program
      iii. Hosting Chair Yoga
      iv. Educational and informative sessions (i.e., demonstrations of technology usage, using different apps – Instacart, etc.)
      v. Host caregiver support groups
      vi. Providing take-home activity kits with different monthly themes, patrons may return to an in-person or virtual program to review kits and activities together
      vii. Host in-person AgeOptions activities, including health promotion workshops and benefits presentations provided by AgeOptions (if health and safety codes allow and patrons are interested). AgeOptions will share a menu of possibilities.
      viii. And more.
   b. Collect feedback from older adult patrons regarding their needs and ideas for programming, technology support, and assistance.
   c. Agree to promote presentations and workshops presented by AgeOptions through library networks and platforms.

2. **Reporting/Administrative**
   a. Agree to have a staff person attend quarterly meetings and participate in group discussions. Meetings will be held virtually on the following dates:
      i. Tuesday, December 12, 2023;
      ii. Tuesday, March 19, 2024;
      iii. Tuesday, June 18, 2024; and
      iv. Tuesday, September 24, 2024

b. Agree to submit quarterly reports to AgeOptions using standardized reporting tools, including tracking an unduplicated count of program participants. Quarterly Report due dates are as follows:

Reporting Period:	Due date:
October 1, 2023 - December 31, 2023	Friday, January 5, 2024
January 1, 2024 - March 31, 2024	Friday, April 5, 2024
April 1, 2024 - June 30, 2024	Friday, July 5, 2024
July 1, 2024 - September 30, 2024	Friday, October 4, 2024

3. **Expectations**
   a. Be located in and serve older adults and caregivers in suburban Cook County, Illinois.
   b. Agree to work collaboratively with and share best practices with AgeOptions and other libraries, particularly sharing stories in quarterly reports, participating in the dedicated time in quarterly meetings, or any other appropriate showcase of lessons learned or best practices.
   c. Agree to be listed in any publicity/news stories on this effort initiated by AgeOptions.
   d. Collaborate with AgeOptions and our aging network, including the local Aging and Disability Resource Network (ADRN) agency, with assistance for your older adult patrons as needed.