**Staff Cheat Sheet for Summer Reading**

**Beanstack**

Beanstack is the same software we used previously, so if the patron participated in any of our other reading programs using Beanstack they do not have to create a new account, they can sign in using the same email and password that they used previously.

* How to log into Beanstack:
  + Go to plainsborolibrary.beanstack.org
    - Username: plainsboropubliclib@gmail.com
    - Password: beanstack
* How to search for someone:
  + Click on the “People” button.
  + Search for the patron using their name, phone number or email.
  + Click the name you want under “reader”.
* From there you can edit their personal information, enroll them in challenges, add to their log, and add and remove badges.

**Grand Prizes**

* The grand prizes are:
  + A Creality Ender 3 3D Printer
  + A portable acrylic painting and easel set
  + A Nintendo Switch Lite Gaming System
  + A family membership to Grounds for Sculpture sculpture garden.

**Children’s Program**

* Children’s challenge runs from June 19th to August 28th.
* Children’s challenge is for babies and toddlers to 5th grade.
* The children's program logs by minutes read. Children can read up to 20 hours, each hour they read grants them a ticket.
* Tickets can also be won by completing the activities in beanstack.
* Children can also win tickets by attending up to 3 library events over the summer.
* Tickets can be used to enter prize drawings. The prizes are:
  + Activity Cube - June 26th
  + $25 gift card to Redberry - July 3rd
  + Blockaroos - July 10th
  + Jungle Animal Toy Set - July 17th
  + $25 gift card to Michaels - July 24th
  + Classic LEGO set - July 31st
  + Fisher Price Play Mat - August 7th
  + $25 gift card to Jazams - August 14th
  + Makey Makey - August 21st
  + Large Sloth stuffed animal - August 28th
* Prizes are drawn weekly on Saturdays, 10 prize drawings total.
* At 10 hours read children receive a grand prize ticket. They need to fill out a google from located here: <https://forms.gle/KumQ4SJaxC9PrDPF6> (they will be prompted to this google form when they win the ticket)
* Patrons can use their ticket for multiple prizes, but can only win one grand prize.
* Children’s program has a paper log option. They will not be advertised but are located behind the children’s desk if any patron requests one.
  + Patrons first fill out a Beanstack Information Sheet, also located behind the children’s desk. This sheet is collected and kept behind the children’s desk. They are then given a log. They can bring the log back at any time. Staff will look up the patron on Beanstack (see beanstack cheat sheet) and fill in their reading and badges earned and sign off on the log.
* To complete the program, children must read 10 hours and attend 1 library event.

**Teen Program**

* Teen challenge runs from June 19th to August 28th.
* Teen challenge is for 6th grade - 12th grade.
* Teens read 5 books and write 5 reviews. Each book read and review written gets them a ticket to the prize drawings. The prizes this year are genre based gift boxes. Each gift box includes 2 books from that genre, a genre themed bookmark, 2 fun items related to that genre, and a $10 gift card to a local restaurant. The genres are:
  + Graphic Novel
  + Historical Fiction
  + Fantasy
  + Sci-fi
* Tickets can also be won by completing the activities in beanstack.
* At 5 books read, teens win a grand prize ticket. They need to fill out a google from located here: <https://forms.gle/KumQ4SJaxC9PrDPF6> (they will be prompted to this google form when they win the ticket)
* Patrons can use their ticket for multiple prizes, but can only win one grand prize.
* To complete the program, teens must read 5 books.

**Adult Program**

* Adult challenge runs from June 19th to August 28th.
* Adult challenge is open to anyone ages 18-109.
* Adults read 5 books and write 5 reviews. Each book read and review written gets them a ticket to the prize drawings. The prizes are:
  + The Crew: The Quest for Planet Nine game
  + Waterproof Outdoor Blanket
  + Portable Outdoor Utensil Kitchen Set
  + Cold Brew/Iced Coffee Maker
  + $25 Gift Card to Jhopri
  + 1000 Piece Puzzle
  + Large Print Crossword Puzzle Book
  + $25 Gift Card to Mexican Post
* Tickets can also be won by completing the activities in beanstack.
* At 5 books read, adults win a grand prize ticket. They need to fill out a google from located here: <https://forms.gle/KumQ4SJaxC9PrDPF6> (they will be prompted to this google form when they win the ticket)
* Patrons can use their ticket for multiple prizes, but can only win one grand prize.
* To complete the program, adults must read 5 books.