**SUMMER READING 2021 – STAFF GUIDE**

**UPDATED 6/1/21 - 8:45am**

**IMPORTANT LINKS**

* **Beanstack URL:** <https://louisvillelibrary.beanstack.org/>
* **Beanstack App:** Go to your phone’s app store and download the free Beanstack app. Once installed, open it, and search for “Louisville Public Library.”
* **Library SRP website (lists prizes and sponsors, has Beanstack link):** <https://www.louisvilleco.gov/summerreading>
* **Beanstack Help Center:** <https://zoobean.zendesk.com/hc/en-us/categories/1500000650681-Beanstack-for-Libraries>
* **Beanstack Mobile App Help Center:** <https://zoobean.zendesk.com/hc/en-us/categories/360001120514-Mobile-App>

**BEANSTACK LOGIN INFO – STAFF SIDE**

* **Reference Desk:** 
  + **Username:** \_\_\_\_\_\_\_\_\_\_
  + **Password:** \_\_\_\_\_\_\_\_\_
* **Teen Account:** 
  + **Username:** \_\_\_\_\_\_\_\_
  + **Password:** \_\_\_\_\_\_\_\_\_\_\_\_

**CHILDREN’S SRP INFO**

* **Age Range –** Birth-Grade 6 (Note: Rising 6th graders can choose to do EITHER the Teen SRP or the Children’s SRP. They may not do both.)
* **Amount of Reading –** Read a little or a lot, every day. If kids ask how much they need to read, we let them figure out a number with their family.
* **PIKA list of books shared on school visits:** <https://louisville.flatironslibrary.org/MyAccount/MyList/40649>

**CHILDREN’S SRP PRIZES**

* **Registration** = Pica’s coupon, Colorado Rapids voucher (please ask if patrons they want this before giving it to them)
* **10 days =** Mystery Box prize
  + Mystery Box contains a mix of different toys and stickers to choose from
  + Ages 0-2 choose from a different Mystery Box than ages 3 and up
* **20 days** = Mystery Box prize and 1 voucher to Gateway Fun Park in Boulder
  + Voucher will allow 10 arcade games, 1 round of mini golf, and 1 round of go karts
  + Ages 0-2 choose from a different Mystery Box than ages 3 and up
  + No Gateway pass for ages 0-2 (they are free to enter)
* **30 days (considered completion of program)** = Free book & coupon for free Crumbl Cookie
* **50 days** = Put your name on the Wall of Fame in the children’s area
  + Kids will get to decorate something for the wall of fame and will get a certificate to take home saying they read 50 days this summer

**CHILDREN’S ACTIVITY PRIZES (bonus activity)**

* Do 5 activities to enter into a raffle
* You can enter into the raffle 5 times over the summer (so up to 25 activities)
* Kids can choose what coupon they want to enter the raffle for (in Beanstack) from the following options: Sweet Cow gift card, Assorted Goods and Candy gift card, Huckleberry gift card, Punch Buggy Shave Ice gift card.

**ADULT SRP INFO**

* **Age Range –** Ages 19+
* **Amount of Reading –** Adults are asked to log everyday they read
* **Seniors Reluctant to Sign-Up:** When asking Seniors if they’d like to sign up for Summer Reading, most will tell you they read every day so they see no point in signing up. Remind them of our great prizes and let them know we have a simple way for them to participate if they don’t want an online account. Please direct them to the Adult or Circ Desk; we have a simple paper sign-up sheet for them where they can tell us which prizes they want to put their virtual tickets toward. They will get 5 virtual tickets with paper registration.
  + For the free book coupon they will need to check-in at the Adult Services desk at 30 days
  + For the bonus 5 tickets, they’ll need to check-in at the Adult Services desk at 50 days

**Adult SRP PRIZES**

* **10 days =** Virtual Raffle ticket
* **20 days** = Virtual Raffle Ticket
* **30 days (considered completion of program)** = Three (3) Virtual Raffle ticket plus a coupon for a free book from the Foundation book store.
* **50 days** = 5 Bonus Raffle tickets

**GRAND PRIZE RAFFLE**

* The raffle tickets at the above checkpoints are used to enter our Grand Prize Raffle. Winners will be drawn the first week of August. Tickets all go toward the following themed gift baskets:
  + iPad Air (4th Generation) 64 GB
  + Kitchen Themed Gift Bag filled with $250 worth of kitchen items from Singing Cook
  + Great Outdoors Gift Bag: Includes Nature Lab Family Membership, plus a State Parks Pass and assorted hiking books.
  + $50 Crumbl Cookies Gift Card

**TEEN SRP INFO**

* **Age Range –** Grades 6-12 (Note: Rising 6th graders can choose to do EITHER the Teen SRP or the Children’s SRP. They may not do both.)
* **Amount of Reading –** We ask teens to read at for at least 15 minutes before tracking reading for the day.
* **Lists of books shared on school visits:** <https://www.louisville-library.org/browse-find/teens/teen-book-talks>
* **Teen Short Story Contest & Six Word Story Contest details:** https://www.louisville-library.org/news-events/teens/short-story-contest

**TEEN SRP PRIZES**

* **Registration** =Pica’s coupon, Colorado Rapids voucher (please ask if patrons they want this before giving it to them), SRP bookmark
* **10 days =** Mystery Box prize and 1 virtual raffle ticket
  + Mystery Box contains a mix of candy (giant pixie sticks, ring pops, etc.) and small toys like pens, Rubik’s cubes, keychains, notebooks.
* **20 days** = Mystery Box prize and 1 virtual raffle ticket
* **30 days (considered completion of program)** = Free book, 3 virtual raffle tickets, Tilt Pinball coupon (please ask if patrons they want this before giving it to them)
* **50 days** = 5 virtual raffle tickets

**GRAND PRIZE RAFFLE**

The raffle tickets at the above checkpoints are used to enter our Grand Prize Raffle. Winners will be drawn the first week of August. Tickets all go toward the following themed gift baskets:

* **Nintendo** – Nintendo Switch Lite, Nintendo eStore Gift Card
* **Junk Food Lover** – chips, cookies, soda, etc.
* **Book Lover** – Kindle Paperwhite, Boulder Bookstore gift card, mug
* **Music Lover** – Bluetooth speaker, headphones, Spotify gift card
* **Anime Lover** – Manga, sweatshirt, poster, keychains, Funko pops, etc.

Beanstack will allow readers to choose where their tickets go (ex: 5 toward the Nintendo basket, 3 to Junk Food, and 2 to Anime), and will also allow readers to change how their tickets are divided up throughout the summer if they change their minds.

**TEEN ACTIVITY PRIZES (bonus activity)**

* Complete 5 of the 25 listed activities to earn 1 bonus virtual raffle ticket.
* You can enter into the raffle 5 times over the summer (earning 1 ticket for every 5 activities completed, up to 25 total activities).
* Raffle tickets go toward the Grand Prize gift basket drawing.

**FAQs**

* **What counts as reading?**
  + All reading counts! You can listen to audiobooks, read comics, read fanfiction online, browse a magazine, etc. We will not ask you to verify your reading.
* **Can I win more than one gift basket?** 
  + No, you can only win one basket.
* **What if I’ve been reading all summer but don’t register right away?**
  + You can register at any point in the summer and still track any reading completed starting May 28th.
* **Where do I pick up prizes?** 
  + Prizes must be picked up in person at a service desk. (Children’s at the Children’s Desk, Adult/Teen prizes in the Loft or at the Ref Desk).
* **Where do I pick up raffle tickets?** Raffle tickets are all virtual. You will not receive physical raffle tickets.
* **What if I don’t want to use the internet or an app to track my reading?**
  + Patrons who do not want to create a Beanstack account have the option of using a paper log to track their reading. Staff can then use the “add offline reader” feature on Beanstack to track online on their behalf.

**SPONSOR SCAVENGER HUNT**

In addition to their age-appropriate Summer Reading Challenge, patrons of all ages may also register for the Sponsor Scavenger Hunt.

**How it works:**

Participating local businesses will have a code word posted somewhere in their shop. Patrons can enter the code word under the designated badge (ex: enter My Nature Lab’s code word under the My Nature Lab badge) to earn an entry to the raffle.

Only one raffle entry may be earned for each individual business.

Winners will get to select a gift card from a list of local businesses. Unlike the SRP raffles, patrons won’t be getting virtual raffle tickets because they will choose their prize AFTER being selected as a winner. Entries are still weighted though, so the more badges they earn, the more chances they have to win.

There will be multiple winners.

Staff Training Documents:

**Beanstack Training**

**Patron Experience**

Create a personal Beanstack account to view the site from a patron’s perspective in a browser.

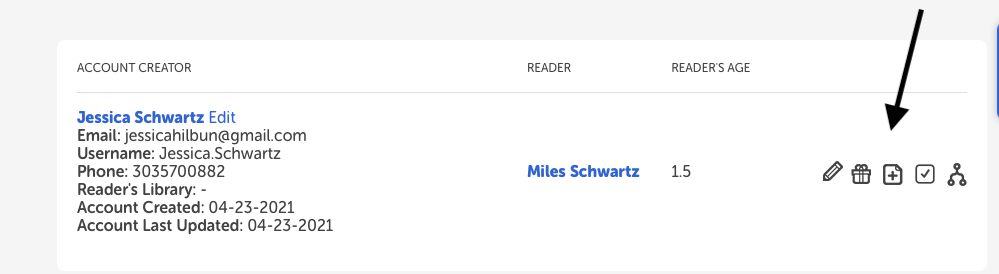
* Go to our sandbox site: [**https://louisvillelibrarysandbox.beanstack.org**](https://louisvillelibrarysandbox.beanstack.org)
* Scroll down and click “create an account for an individual or family.”
* Answer “no” when the page asks “Have you previously used Beanstack to participate in a reading challenge?”
* When asked who you would like to register, click “I am registering myself.” (You will be able to add your kids later.)
* Fill in your contact information
* Click to register for **“STAFF TRAINING 2021 Adult Summer Reading Program.”**

\*\*Do NOT click the New Client Set Up Challenge. That is for me only as the admin!

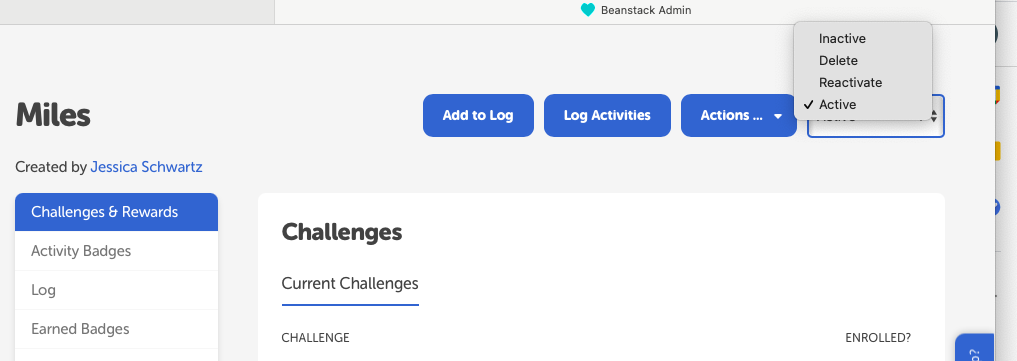
* Enjoy earning your first badge! Then, scroll down and click “next.”
* At this point, you will be prompted to add additional family members, first adults, then kids. If you’d like to, follow the prompts to do so. Depending on the ages of your children, Beanstack will offer you the appropriate SRP challenge to sign them up for (children’s or teen).
  + Even if you don’t have kids, I recommend signing up a fake one for each age group so you can take a look at both challenges. Patrons will likely ask you questions about both. These users can be deleted later.
  + Note that if you have a 6th grader, they have the option of choosing the Children’s OR Teen Challenge.
* When sign-up is complete, you will be redirected to your home page. Click the banner for one of the staff training challenges to practice all aspects of our SRP.
* Make sure to practice logging reading and logging activities. There are multiple ways to do this:
  + Click the box in the top left corner that says “Log Reading and Activities”
  + From the menu in the center of the page under the Tails and Tales banner, select “Logging Badges” for logging reading or “Activity Badges” to complete activities.
  + Only children and teens have activities available. Adults will only be able to log reading.
  + Once you’ve logged enough days or activities to earn a prize, practice selecting how you’d like to spend your raffle tickets.

**Staff View**

* To login as a staff member, log out of your personal account, and log in using either the Reference Desk or Teen Services accounts. Both accounts have the same capabilities; it does not matter which one you use. (The Children’s account is for Summer Squad volunteers only).
  + Reference Account:
    - Username: XXXXXXXX
    - Password: XXXXXXXXXXX
  + Teen Account:
    - Username: XXXXXXx
    - Password: XXXXXXXXXX
* From the menu select “People.”
* From here you can add a patron account, or search for an existing account.
* Search for yourself or a family member.
* Note the different options you have to the right of the patron’s name. You can edit the reader’s account with the pencil icon, mark prizes as “redeemed” with the gift, log days with the plus sign, mark activities complete with the checkmark, or mark that they are enrolled in the SRP challenge using the last icon. Feel free to practice these tasks from here.



* To delete a reader’s account, search for them, and click on their name. At the top right of the page, select the drop-down menu that says “Active” and select “Delete.” Confirm when prompted.



* If you go back to the main menu, you can also watch short videos that will show you how to do each of these tasks.
  + Select “Beanstack Basics” and scroll down to “Staff Actions” to see videos on actions like tracking (or un-tracking) days for someone.
  + It may also be helpful to watch some of the “Reader Experience (web and mobile)” videos to help prepare for common patron questions like adding readers, switching from one family member’s log to another’s, etc.
* If you’d like more thorough training, Beanstack recommends watching one of their [recorded training videos](https://zoobean.zendesk.com/hc/en-us/articles/360012061614-Recorded-BeanstackEDU-Training-Sessions). You can also attend an upcoming live training session on Staff Essential tasks:

[May 6, 2021, from 3:00pm - 4:15 pm ET](https://zoobean.zoom.us/webinar/register/WN_IbboJyQDSbe-8exl2ypDqw)

[May 18, 2021, from 3:00pm - 4:15 pm ET](https://zoobean.zoom.us/webinar/register/WN_3jRpVwhdSh-mYh-PHO8ZFw)

**Mobile App**

* Download the “Beanstack” app from your app store.
* When prompted to choose an organization type, select “School, Library, or Bookstore.”
* Click “Find a Site.” You will need to search for our library using the following special name: **Beanstack-Good-Teacher-255**.Type it in the search bar exactly as it appears, including caps and hypens (no period).
* Select “Louisville Public Library Sandbox (CO).” You will be prompted to sign in or sign up for an account. At this point, log in with your personal login information.
* Practice logging reading by either clicking the green + button at the bottom center of the screen, and selecting “reading” on the left.
  + Choose which family member you want to log reading for (you can log multiple readers at once if you’d like).
  + When prompted to select a Logging method, choose “Log a Day, Minutes, or Pages Only.”
  + Choose the date you’d like to log for. You’ll see that patrons have the option of including how many minutes or pages they read. They can add this, but it is not required.
  + Right now, the log itself will only show a session of reading “No Title” and will not include the date. You must actually click on the session to see the date it was completed.
    - \*Our Beanstack rep has let me know that they are working on an update that will make it easier to visually see what days you’ve tracked reading for in the app. It’s unclear whether this will be in place by the time our program begins. I wouldn’t count on it.
* Practice logging activities by selecting a child or teen in your family. You can toggle between readers by tapping the circle in the top right of the screen, or skip to the next step because you will be prompted to select a specific reader again.
  + Click the green + at the bottom center and select “Activity.”
  + Ignore the activities with images of children’s faces. Those are part of a separate admin-only challenge.
  + Start by selecting the “Copy of Kid’s (or Teen) Super Summer Activity Game Badge 1” and marking it complete. From there you can move on to subsequent activities if you wish.
* Because of the date restrictions on our challenge, you will not be able to actually earn reading badges yet.

**Scavenger Hunt**

* I will send out information about our city-wide Scavenger Hunt challenge as soon as it is ready.
* Patrons will have to register for the Scavenger Hunt *in addition to* their age-appropriate Summer Reading Program.