

Tips, Tricks, and Stats with **GOOGLE SHEETS**



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ABOUT ME



- Employed at SLCL for 10 years
- Started in Circulation in 2012
- Moved to Sysadmin in 2021
- Google Sheets amateur enthusiast!



OVERVIEW



Three example spreadsheets:

- 1.** Daily Visits
- 2.** Curbside Transactions
- 3.** Statistics Dashboard

3

KEY TAKEAWAYS

for each example



DAILY VISITS

ABOUT THIS SHEET



- Developed as **system-wide, standardized method** to collect information on number of visitors
- At the end of every day, each branch submits their gate count via a Google Form
- The form **feeds to a Google Sheet** that shows breakdowns by day, month, and year

KEY TAKEAWAYS



What matters most is **how you format the data.**

Watch for:

1. Linking Google Forms and Google Sheets
2. Format Conversion with Array Formulas
3. Pivot Tables



SLCL Visits Form +

SLCL Visits Summary



CURBSIDE TRANSACTIONS

The image is a graphic design with a light blue background. A dark blue banner with a white border is positioned diagonally across the upper half. The text "CURBSIDE" and "TRANSACTIONS" is written in a bold, white, sans-serif font on this banner. At the bottom, there is a solid orange horizontal bar with a white border, also positioned diagonally.

ABOUT THIS SHEET



- Developed to **track curbside transactions** during the height of the pandemic
- "Comm" employee on text/chat/phone station entered patron information
- "Runner" took information from sheet, checked out patron holds, and delivered to car

KEY TAKEAWAYS



Google Sheets can be used to **collect information and structure a workflow** at the same time.

Watch for:

1. Conditional Formatting
2. Real-Time Collaboration
3. Google Apps Script



Curbside Transactions



The All-in-One

STATISTICS DASHBOARD

ABOUT THIS SHEET



- Developed to view all metrics for a branch or system **in a single place**
- Pulls visits, circs, programs and other numbers from spreadsheets similar to previous examples
- Displays these aggregations in a way that *attempts* to be visually appealing

KEY TAKEAWAYS



Creating a central hub in Sheets means you can see all your stats at once **as they update** while retaining past information.

Watch for:

1. Data Validation
2. Importing from Another Sheet
3. Database Formulas



MV Stats Dashboard

SLCL Stats Dashboard



THAT'S A WRAP



- **Thank you** so much for your time!
- Find me at **EKONYA@SLCL.ORG**
- Any **questions?**