Tips, Tricks, and Stats with GOOGLE SHEETS

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St. Louis County Library
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
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
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
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
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
Thank you so much for your time!

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Any questions?