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

Elise Konya 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

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

<u>SLCL Visits Form</u> +

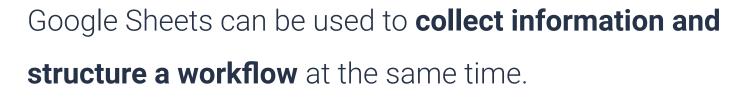
SLCL Visits Summary

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

KEY TAKEAWAYS



Watch for:

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



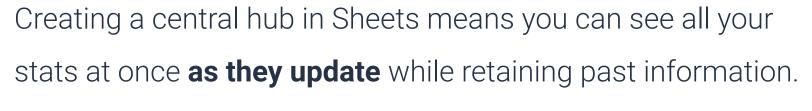
Curbside Transactions

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



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!

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- Find me at EKONYA@SLCL.ORG
- Any questions?