





4 August 2022

Subject: New Monthly Reports

We are in the process of replacing and condensing the monthly Workflows statistic reports that are sent to your library's RSA Gmail with emails sent from the BLUEcloud Analytics software. The new reports are from Distribution Services at aas-smtp@bc.sirsidynix.net.

These replacements will all start with the subject "Monthly Reports –" followed by the topic. They will contain all the previous reports' information as well as additional data.

On July first, your library received the first of these, Monthly Reports – User Counts, part 1 and Monthly Reports – User Counts, part 2. They have Excel workbook attachments.

"Distribution Servi.	Monthly Reports - User Counts, part 2  Monthly Report...
"Distribution Servi.	Monthly Reports: User Counts, part 1 -  Monthly Report...

Part 1 consists of two pages in the Excel file. The first page is an overall count of your users. It displays a count of current and expired users as well as how many have been active in the last six months.

BMFIELDPLD >>>>>> Overall User Count <<<<<<<<

bmfieldpld.rsa@gmail.com Report Run Date: 7/1/2022 5:17:11 PM EST

User Library	Metrics	Count (User Id)			
		Expired Users	Current Users	Last 6 Months	All Users
Brimfield Public Library District	ADULT	466	876	459	1,342
	D1500-US		1		1
	HOMESCHOOL		5	5	5
	ILL		1		1
	JUV	114	233	113	347
	NON-RSA-A	9	1		10
	PROBLEM	1	1		2
	STAFF-DEF		9	7	9
	TAXPAYR		1		1
	Total		590	1,128	584
Total		590	1,128	584	1,718

Report Description:
 This report is a count of all your library's users. It displays a count of both current and expired users, along with a count of active users. Active users are patrons who've done something within the last six months - checked out, renewed, paid a bill, placed a hold, etc.

Note: If you see "No data returned" above, it most likely means that you did not have any activity matching the report criteria.

Overall User Count Delinquent User Count

This report, in part, replaces the old Expired Users by User Profile.

The second sheet is a count of your delinquent users.

A1 BMFIELDPLD

1 BMFIELDPLD >>>>>> Delinquent User Count <<<<<<<<<

2 bmfieldpld.rsa@gm Report Run Date: 7/1/2022 5:17:11 PM EST

User Library	Metrics	Number of Users					Total
	User Profile	BARRED	BLOCKED	COLLECTION	DELINQUENT	INACTIVE	
Brimfield Public Library District	ADULT	4	8	52	36	1	101
	HOMESCHOOL				3		3
	JUV		1	6	1		8
	NON-RSA-A			1			1
	PROBLEM	2					2
Total		6	9	59	40	1	115
Total		6	9	59	40	1	115

1 Overall User Count 2 Delinquent User Count

Part 2 contains four pages. The first page is a count of new users created last month. This replaces the old "Users Created in Last Mnth" report.

A1 BMFIELDPLD

1 BMFIELDPLD >>>>>> Users Created Last Month <<<<<<<<<

2 bmfieldpld.rsa@gmail.com Report Run Date: 7/1/2022 5:17:37 PM EST

User Library	User Profile	Barcode)
Brimfield Public Library District	ADULT	12
	JUV	10
Total		22
Total		22

1 Users Created Last Month 2 Users Expired Last Month 3 Users Expiring Next Month 4 Users Removed Last Month

The second page counts how many of your users expired last month.

User Library	User Profile	Count (User Id)
BMFIELDPLD	ADULT	11
	JUV	15
	PROBLEM	1
Total		27

The third counts how many users will expire next month.

User Library	User Profile	Count (User Id)
BMFIELDPLD	ADULT	22
	JUV	3
Total		25

The fourth counts how many users your library has removed from Workflows last month. If this number is zero, it will say “No data returned” and look like the below.

	A	B	C	D	E	F	G
1	BMFIELDPLD			>>>>>>> Users Removed Last Month <<<<<<<<<<			
2	bmfieldpld.rsa@gmail.com			Report Run Date: 7/1/2022 5:17:37 PM EST			
	No Data Returned						

On August 1st, you will receive another new report, “Monthly Reports – Transit/Hold/ILL.”

This new report will replace the confusing mess of old Workflows reports listed below with updated layouts and instructions.

- A1 (minus your library) on ILL Monthly Stats
- A2 and A3 (ILL-US) on ILL Monthly Report
- A2 Add to D1500 in ILL Monthly Stats
- B1 ILL state Report
- B2 (Plus D1500 rpt) on ILL Monthly Report
- D1500 Report July1-June30
- Transit from Lib July1-June30
- C1 (minus your Library) on ILL Stats Report