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## REPORT FROM INFORMATION TECHNOLOGY – MAY 2023

### PROJECTS / HARDWARE / SOFTWARE:

- Troubleshoot & resolve issues at Town Hall, DPW, Ayer Fire, and Council on Aging.
- Employee Security Awareness Training.
- Setup new employees and remove access for terminated employees.
- Set up new and replacement computers, phones, tablets, and printers.
- Dispose of old equipment.
- Facilitated 6 Zoom Meetings.
- Begin email conversion to Office365.

### WEBSITE / SOCIAL MEDIA:

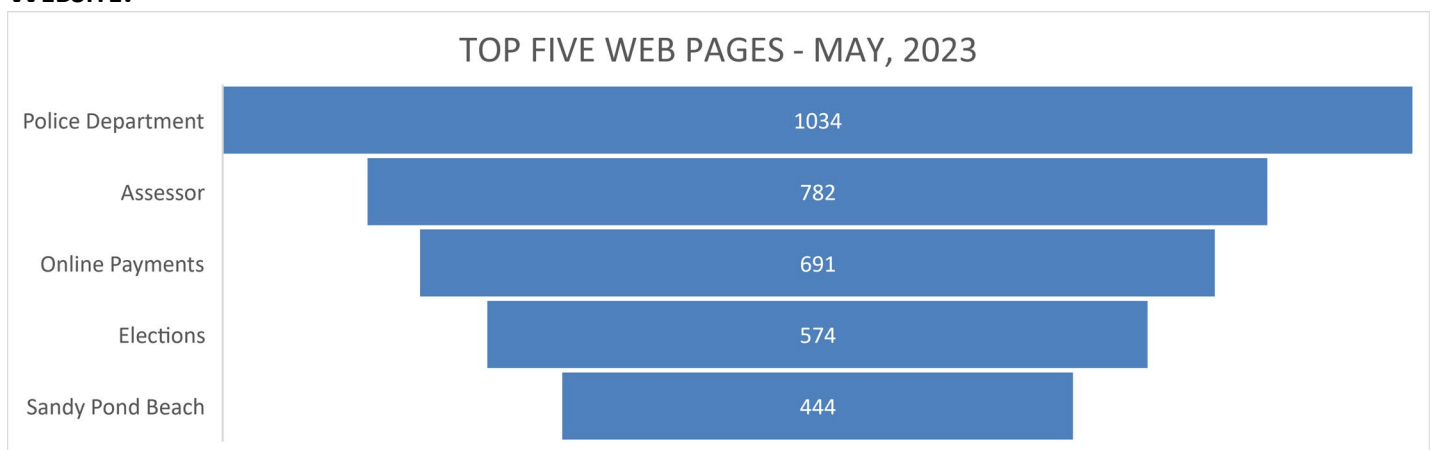
- Maintain website and social media.
- Monitor Daily.
- Add video to the Town's website and social media.
- Minutes, agendas, calendar, and page updates.
- Post notices to Announcements on the website, Facebook, Twitter, and APAC as needed.
- Post updates to the internal and external signage.
- Promote local events.

### STATISTICS:

#### Social Media / email:

1. Facebook page reach: 10.9K
2. Twitter followers: 1,493
3. Email subscribers: 4,767

### WEBSITE:



Number of page views: 26,846

Average visit duration: 2 min 17 sec