



**MORTON GROVE  
PUBLIC LIBRARY**

**LIBRARIAN'S REPORT**

**January 2024**

**Pam Leffler, Executive Director**

**Administration**

**Personnel**

- We hired Shawn Cherian as the new Access Services Assistant Manager. Shawn joins us from the Lincolnwood Public Library District and also has a background in nursing. Shawn's first day was January 22, 2024. He will make a great addition to the Access Services Department!
- Other staffing remained stable.
- Other personnel news can be found in the Department reports.

**Automation & Technology**

- We continued to work with Impact Technology on getting the correct printer installed in the Computer Room, and we are \*still\* trying to get the problems with billing straightened out. I'm hoping by the end of February this project will be complete.
- I met with our OSG representative, Bryan Jones, for our quarterly business review. We went over naming conventions for all computers on the network, outstanding service tickets, and the computer replacement cycle for 2024. We are all 'caught up' on major projects.
- OSG continues routine and general maintenance of our computers and other automation systems.

**Legal/Financial/Policy**

- The strategic plan is officially complete! The strategic plan implementation team, consisting of Access Services Manager Jeff Ray, Adult and Teen Services Manager Melissa Mayberry, Marketing & Engagement Manager Karina Guico, Youth Services Manager Courtney Schroeder, and me, met with Amanda Standerfer for the official hand-off and to discuss steps to implement the plan. I am asking the Board for final approval of the plan at the February meeting. Marketing & Engagement is working on creating handouts, etc. with our branding, and we will unveil the plan to the public and all staff by March 1. More information about implementation activities will follow over the next few months.
- From HR Source: "As part of a national effort to locate absent parents and enforce child support orders, Illinois employers have long been required to report newly hired employees to the Illinois Department of Employment Security (IDES). Now, however, employers will also be required to report on any independent contractors that the organization is utilizing. Under Public Act 103-0343, which went into effect on January 1, 2024, employers must report

independent contractors just as they would report any new employee. This means employers must provide, among other information, the independent contractor's full name, Social Security number, address, and contract start date." For more information on this, please see the document titled *Newly Hired Independent Contractor Reporting Requirements under Unemployment Insurance Act* following the Librarian's Report. This law will affect how we contract with our independent program presenters, and we are in the process of developing a more robust presenter/programmer contract and process to make sure we are in compliance with the new law.

- I completed the FY2024 Per Capita Grant application (copy of the application and email receipt confirmation in the Board packets).
- Susanne and I continued working with Sikich staff on the 2023 audit.

### **Facilities**

- We held the kick-off meeting for the elevator modernization project on Friday, January 19. The project is still scheduled to begin on Monday, February 5 and will last approximately 4 – 6 weeks.
- During the recent cold snap, we unfortunately had some water leak into the building through around the south bay window. Jason Perunas and John Shales both came out to look at the damage and to assess what could have caused it. The consensus seems to be that there was an ice dam on the roof near the window which, as it thawed, caused water to come into the building around the bay window. On older roofs, ice and water shields were typically installed up to about 3 feet from the gutters. In new roof installations it is now recommended that ice and water shields are installed up to 6 feet. John Shales has spoken with All American Roofing (the company that recently performed work for us on areas over the main section of the library) and the recommendation is to tear off the shingles on the eyebrow roof above the bay window, replace that with some heavier ice and water shield that is flashed behind the gutters, and then install new shingles to match the other new areas. This would be great protection against ice-damming. The anticipated cost is about \$3,500 to \$4,000.
- Additional information on the building and grounds can be found in the report from Facilities Manager, Ed Tamras.

### **Events/Programs/Meetings**

- |   |            |
|---|------------|
| • Elevator Modernization Project Kick-off meeting | January 19 |
| • Library Board of Trustees Regular mtg           | January 11 |
| • North Suburban Directors meeting                | January 23 |
| • Paycom representative                           | January 16 |

Besides the meetings listed above, I had several meetings throughout the month with Department Managers and other staff on a variety of personnel, collection, and building related issues.

**MGPL Access Services**  
**January 2024 Report**  
Jeff Ray, Access Services Manager

**Patrons:**

- 91 Library Cards registered.

**Staff:**

- Hired Shawn Cherian as Access Services Assistant Manager.

**Department:**

- 2,765 Morton Grove Public Library items were sent to other libraries to fill hold requests.
- 3,558 hold items were processed by Circulation Staff for patrons to pick up at MGPL.
- 12,239 items were checked in by Circulation Staff.
- Tech Services Staff are continually receiving and processing Youth and Adult print and A/V materials.
- 1/15/24 Attended LACONI CSS meeting.

**MGPL Facilities & Maintenance**  
**January 2024**  
Edmon Tamras, Facilities Manager

- Garaventa completed the preventative maintenance (PM) for the Baxter Auditorium lift.
- Buckeye Power Supply was here to do the semi-annual PM the Generator.
- Installed new dust bin and roller on the Dyson vacuum.
- Water seeped into the south bay window and damaged the trim work around the windows and stained the blinds. We are currently working with the contractors to determine what caused this.
- Addressed the ongoing issue of water seeping inside the SW corner of the Baxter Auditorium due to above freezing temps melting the ice and snow. A repair to the foundation has been done once before, but may need to be done again.
- Patched and painted columns in the Access Services (Circulation area) Department.
- Ordered and received a pallet of ice melt.
- Installed a new soap dispenser in the Activity room.
- Repaired the water fountain near the Circulation desk.
- Contacted Midwest Mechanical to address the HVAC not heating the Adult and Teen Services workroom.
- Cleared snow and salted during the storm.
- Dropped off packets to Board of Trustees.
- Continued to monitor our downspouts and manually turning the heat trace electrical cord ON when the downspouts are frozen.
- Performed daily duties of cleaning the library.
- Weekly draining of the fire sprinkler auxiliary moisture accumulator tubes.
- Managed day-to-day operations.

## MGPL Adult and Teen Services January 2024 Report

Melissa Mayberry, Adult and Teen Services Manager

### Programming

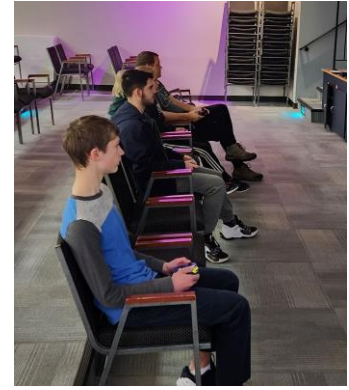
This month, we had 40 programs with 634 attendees.

For the third year in a row, we kicked off the New Year with a luminaria display in front of the library. Patrons decorated over 130 lanterns with wishes for the new year and over 50 stopped by in person to see and to have cocoa and cookies. We love the enthusiasm patrons have for this community event.



We hosted two puzzle events, the first being a puzzle swap where approximately 50 puzzles were exchanged. The next day we had our first Jigsaw Puzzle competition, where 7 teams (between 2-4 participants) raced to complete a 500-piece puzzle. It was interesting to see the different strategies—some started with the border, some with the image in the middle. The fastest team completed it in 41 minutes and second and third place were close at 1:11 and 1:16 respectively. Everyone else stayed and worked until the end even if they didn't finish.

This program was intended for teens, however adults (parents) and some tweens participated. The attendees expressed excitement over this program returning and expressed interest in having us host again with a different Switch game tournament, such as Mario Kart.



As AST staff looks ahead at the programs and services we are planning for 2024, we did take some time to reflect on some of the highlights of the past year. One of the success stories that should be noted is the Crafting for Charity group, who made close to 1000 items in 2023. The items were distributed to adults, children, and pets. The items included blankets, shawls, sweaters, soap sacks, pet times, winter wear, toys and socks. Amazing results of this group of about 10 knitters who meet bi-weekly.

### **Book/Media Displays**

- New Year New You
- Books for Reluctant Readers
- Happy Mew Year
- Creature Comforts
- Practice, Practice, Practice
- Documentaries

### **Book Rivers and Record Sets**

- New in 2024
- New Year New You
- Creature Comforts
- Page to Screen
- Books for Reluctant Readers
- Series to Be Continued
- New YA Releases
- New School, New Start

### **Library Aware Newsletters**

- Best Seller Preview
- New Fiction
- New Non-Fiction
- New AV
- New Graphic Novels

### **Continuing Education/Meetings/Webinars**

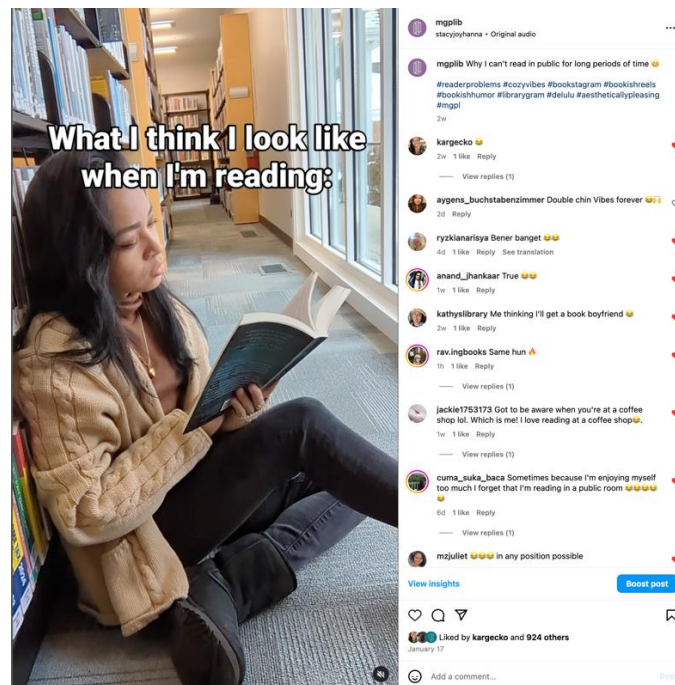
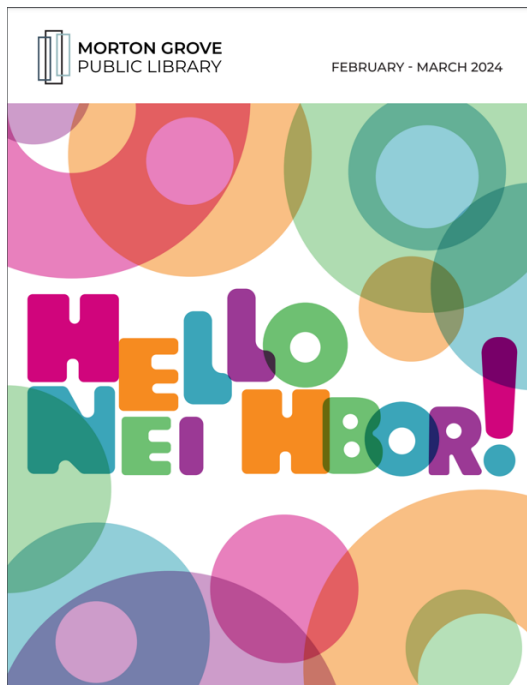
- All ATS staff attended a department meeting.
- Ashley, Brenda, Cailyn, Mark, Marlene, Melissa, Nate and Mark attended Preventing Discrimination and Harassment training.
- Bobby attended PLA Webinar: Super Searchers for Library Workers.
- Nate attended Unite Against Book Bans.
- Nate met with YS staff for a meeting about SRP volunteers.
- Cailyn, Mark, Nate, and Wynn met to discuss Readers Advisory initiatives.
- Cailyn and Melissa had an offsite visit to Skokie Public Library's Maker Space.
- Cailyn attended the Staff Appreciation Committee meeting.

# MGPL Marketing & Engagement January 2024 Report

Karina Guico, Marketing & Engagement Manager

The Marketing Team continues to promote and publicize library events, services, and news.

- Sent out weekly e-blast and a few targeted emails, which increased registration of events
- Created and posted signs about the library closing due to the weather. Created and posted signs about the elevator modernization project. E-blasts were sent and announcements posted on the website for both these items.
- Published the new layout of the Digital Newsstand (previously Digital Magazine) page
- Finished layout of the newsletter
  - Cover features the new “Hello Neighbor” events
- Created 28 new graphics and updated multiple items for AS and YS staff
  - Worked on design and layout of labels and info sheets for new Tonies collection
  - Worked on puzzles, logs, signs, and other items for the upcoming Robot and the Machine event
- Posted on social media 83 times
  - Instagram top reel “What I Look Like When I’m Reading (14,400 views, 644 likes). Our reach increased by 377% and profile visits increase by 60%. We had around 1,000 more engagements this month
  - Facebook page reach increased by 935.5% and our page visits increased by 58%.
  - TikTok top post “Cozy Snow” (1,874 views, 285 likes). We gained 51 followers on TikTok.
- Took photos at events and the photos were uploaded to Flickr. Videos posted on our YouTube channels.



#### Other Projects

- Prepared items for new staff
- Organized (with the members of the Staff Appreciation Committee) January's staff treat
- Ordered new name badges for staff reflecting changes in department names

#### **Meetings/Training/Etc.**

- Karina met with the members of the Staff Appreciation Committee to discuss monthly celebrations, new members, and other activities this year
- Karina attended the board meeting to present a part of the Strategic Plan to the board
- Karina attended a meeting with Melissa, Brenda, and Courtney to discuss events and activities for upcoming Morton Monarch program
- The Marketing Team presented at the AS meeting
- Karina attended the Strategic Plan Implementation meeting

## MGPL Youth Services January 2024 Report

Courtney Schroeder, Youth Services Manager

This year's **Winter Reading Challenge** was a success. We had just shy of 300 kids sign up for the program and (as is almost always the case), around 60% finished the program. We loved that families could fit participation into their school break no matter when it fell in the calendar or what holidays they were celebrating/what travel they were doing. As with all things, we strive to make participation less stressful and more integrated into everyday life for kids.

### Programming

In January we provided 51 programs for 1378 people.

We hosted **Ben's Bubble Show** for MLK Jr. Day while kids were off school. It was an incredibly cold day (schools were closed the previous Friday and the following day/Tuesday due to the cold temps), but 46 people braved the weather to join us. We have hosted Ben on numerous occasions and have reached the full Baxter Room capacity with them, so the bad weather really made a difference in attendance.



This month we've seen most of our storytimes return to pre-pandemic attendance levels. **Playgroup** on Mondays is booming, **Preschool Storytime** is seeing a lot more attendees, and **Listen Up!**, a perennial favorite is back to attendance we haven't seen since early 2020.

← We celebrated Chinese New Year with a **World-Wide Storytime**, hosted by a local parent. This was our biggest World-Wide Storytime to date. Kids and their adults had such a fun time learning about the holiday, learning words in Mandarin, and exploring a world culture that was not necessarily their own.

We also welcomed the Cook County Farmer's Bureau and their **The Science of Trees** program, which was surprisingly well-attended. Kids and adults made a painting of trees through the seasons and learned about why trees drop their leaves and grow them again the following spring. →



This fall, I worked with the staff members who host book clubs to consider the future of youth book clubs at the Library. What worked pre-pandemic was no longer working and attendance/participation in some of our youth book clubs never recovered. In the past year and a half we struggled to get anyone to attend our middle school book club and the Guys Read and Mother/Daughter book clubs were being attended by very few families (like 1 or 2 at each). This January, we tried something new and combined Guys Read and Mother/Daughter to create **Fearless Readers Book Club**. It was intended to continue to be a parent/child book club, but we got unexpected feedback when many parents dropped their children off at the first meeting. It seems that we unintentionally



stumbled upon the crux of the issue with attendance at our previous bookclubs. While we still want to encourage parents to attend and participate, we certainly don't want that to be a reason that a family doesn't join us for bookclub. We're excited for our ever-evolving programs and for the feedback that our families provide and we continue to adjust our programs accordingly. Either way, we certainly have some Fearless Readers and had great attendance at the first meeting. I call that a success.

### **Outreach**

In January the outreach team visited 23 groups (584 kids/teachers/parents). Jessie represented the Library at School District 69's health fair. We also hosted several unfacilitated visits from Jerusalem Lutheran students. This month we also created 5 book bags of 68 items for area classrooms.

### **Professional Development/Training/Meetings**

In January the Youth Services staff attended the following professional development and training meetings in addition to the YS Staff Meeting and completing the mandatory Preventing Discrimination and Harassment training:

- Leslie attended the RAILS Programmers networking meeting.
- Debbie attended the webinar, Building Early Literacy Programs.
- Katie and Debbie both attended the Lapsit Leaders networking meeting.
- Jess attended the IYSI Steering Committee meeting where they began planning the IYSI conference.
- Jessie attended the School Facilitators Networking Meeting.
- Debbie attended the webinar, Early Childhood Music Lesson Planning.
- Courtney attended her monthly Project Ready EDI cohort meeting.

<b>Programming Statistics - January 2024</b>		
<b>Program Name:</b>	<b># of sessions</b>	<b>Total Attendance</b>
<b>Adult Programs</b>	<b>38</b>	<b>625</b>
Chair Yoga (Online)	2	38
Chair Yoga (In person)	2	34
Tai Chi (Online)	2	18
Crafting for Charity	1	10
Tuesday Movies	5	94
Social Seniors: Bingo	1	10
Social Seniors: Arts & Crafts	1	7
Social Seniors: Getting Excited About Science	1	5
Social Seniors: Wits Workout	1	6
Indie Movie Night	1	6
Meet the Author: Cory Doctorow, Ken Liu, Martha Wells (Online)	1	9
Chicago Architecture: The Latest and Greatest (Hybrid)	1	36
Agatha Christie: A Body of Evidence (Hybrid)	1	111
MGPL After Dark: Karaoke!	1	10
Jigsaw Puzzle Swap	1	35
Jigsaw Puzzle Competition	1	24
Craft Joy with Color Play	1	11
Tech Talk: Mango Languages App (Online)	1	7
Computer and PC Basics	1	4
Exploring Spices: Cajun Blackening Seasoning Spice (Online)	1	13
Excel Pivot Tables	1	6
Book a Librarian	3	3
LitLounge (Online)	1	7
Between the Lines (In Person)	1	7
Between the Lines (Online)	1	9
Senior Activity Kits	1	39
ESL Kits	1	10
Job Searching Kits	1	4
New Years Luminaria Cookies and Cocoa	1	52
<b>Teen Programs</b>	<b>2</b>	<b>9</b>
Super Smash Bros. Tournament	1	9
Teen Hangout	1	0
<b>Youth Programs</b>	<b>51</b>	<b>1378</b>
1000 Book Before Kindergarten Storytime	1	4
Anime Club	1	3
Ben's Bubble Show	1	46
Card Games: Shuffle Up & Deal	1	3
Chess Academy	1	14
Crafternoon	1	6
Crafty Saturday	1	25
DIY Family Game Night	1	23
Drama Club	1	2
Family Engineering Night	1	18
Family Reads Book Club	1	16
Fearless Readers Book Club	1	14
Goofball Science Club	1	4
Lego Builders	2	23
Listen Up!	5	145
LitLoot Middle School	1	14
Mad Math Society	1	6
Math Brigade	1	7
Mathematics Circus	1	18
Mini Masterpieces	1	13
Mini Music Makers	1	24
Monday Morning Playgroup	4	113
Nintendo Switch Gaming	2	16
Preschool Storytime	3	24
The Science of Trees	1	19
STEMonade Stand	3	288
Toddler Time	3	33

Wee Read	6	106
Winter Break Movie	1	13
Winter Reading Challenge	1	299
World-Wide Storytime: Chinese New Year	1	39
<b>Library-Wide Programs</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours inside the Library</b>		
<b>Youth Services</b>	<b>0</b>	<b>0</b>
<b>Adult/Teen Services</b>	<b>0</b>	<b>0</b>
<b>Talks/Tours outside the Library</b>		
<b>Youth Services</b>	<b>23</b>	<b>584</b>
Children's Bright Beginnings	2	25
Children's Learning World	4	32
Golf	2	66
Hynes	5	206
Jerusalem Lutheran	2	53
Kids Academy	4	50
Lincoln /d.69 event	1	123
MCC/MEC	1	13
MCPD Preschool	2	16
Montessori Academy of Morton Grove	3	37
Park View	7	123
<b>Adult/Teen Services</b>	<b>1</b>	<b>8</b>
MCC Famished for Fiction	1	8
<b>Marketing &amp; Engagement</b>	<b>0</b>	<b>0</b>

**Morton Grove Public Library**  
**Monthly Statistics**  
**For 01/2024**

*The Checkout numbers and Renewal numbers exclude in-house cards as well as test cards*

*The line that reads "Number Of Items Currently Out" counts items with these Item Statuses :*

*'Checked Out', 'On loan to another library', 'Awaiting Pickup', 'In transit to another library', 'In-Transit to Home Library'*

*For More Information: <https://www.learning.ccslib.org>*

Transaction Type	Transaction SubType	NUMBER OF PATRONS ITEMS TRANSACTIONS
Checkins at your stations	Leap Check in	11069
Checkins at your stations	Quick Check in	28
Checkins at your stations	Checkin Leap In Hous	1136
Checkins at your stations	Self Check in	6
	Total Checkins	12239
Checkouts at your stations	Leap Checkout and Renewal	5135
Checkouts at your stations	Self check Check out	6539
Checkouts at your stations	Circ Checkout and Renewal	1
	Total Checkouts	11675
Renewals at your stations	Auto-renewal	8852
Renewals at your stations	Self check Check out	19
Renewals at your stations	Leap Checkout and Renewal	321
Renewals at your stations	Third party renewal	35
Renewals at your stations	Power PAC Renewal	69
Renewals at your stations	Inbound Telephony Checkout	2
	Total Renewals	9298
Number of your Library's items checked out system-wide		11693
Number of your Library's unique items checked out system-wide		10670

Holds Placed through your interface		3542
Holds placed for/by your patrons		3708
Holds Held		3558
Holds Located		1
Holds Checkedout		3003
Holds Expired		2
Holds Cancelled		487
Holds Unclaimed		321
Number Of Items Currently Out		12354
Existing "MortonGrove" patron received new barcode		27
Patron Expiration Date Extended More Than 30 Days:		16
Count of physical patron records at beginning of 01/2024		9777
Minus Patron records physically deleted		50
Minus Patron library was changed from "MortonGrove" to some other CCS librar		3
Plus Patron records physically added		91
Plus Patron library was changed from some CCS library to "MortonGrove"		2
Count of physical patron records at end of 01/2024		9817
Minus In-House and Test Cards		10
Minus Expired Cards		279
Unexpired Patrons on file		9528
Leap Registration	Patron Lib=MortonGrove	91
Leap Registration	Patron Lib=CCSL	4
Monthly ILLINET numbers		
Number of items borrowed by your library and supplied by a CCS library		2391
Number of items lent by your library to a CCS library		2765

**Morton Grove Public Library**  
**MONTHLY CCS INTERLIBRARY LOAN ACTIVITY**  
**01/2024 - 01/2024**

*Circulation between a library's branches is excluded from these numbers.  
For example, circulation of an Algonquin Main item at Algonquin Branch is excluded.*

*The columns are labeled as follows:*

1. Lending Library
2. Intra-CCS - To CCS Libraries
3. Other Ill. - To Other Libraries or Systems in Illinois
4. Outside Ill. - To Libraries Outside of Illinois
5. Total - Total Sent by Lending Library
6. Percent Held - Lending Library Holdings to System Wide Holdings
7. Percent Intra-CCS - Lending Library Intra-CCS ILL to System Wide Total Intra-CCS ILL

<b>Lending Library</b>	<b>Intra-CCS</b>	<b>Other Ill.</b>	<b>Outside Ill.</b>	<b>Total</b>	<b>Percent Held</b>	<b>Percent Intra-CCS</b>
Algonquin	3,095	213	37	3,345	3.08	4.06
Cary	1,421	78	17	1,516	2.98	1.87
CCSL	1	0	0	1	0.00	0.00
Crystal Lake	1,366	159	33	1,558	2.97	1.79
Des Plaines	4,733	359	416	5,508	5.14	6.21
Ela	3,304	152	0	3,456	3.18	4.34
Evanston	3,965	172	94	4,231	6.70	5.21
Fox River Valley	2,564	75	22	2,661	2.83	3.37
Fremont	2,555	67	28	2,650	1.77	3.35
Glencoe	1,600	40	8	1,648	2.29	2.10
Glenview	4,779	156	118	5,053	4.65	6.28
Grayslake	2,987	104	24	3,115	3.33	3.92
Highland Park	2,892	120	64	3,076	4.16	3.80
Huntley	1,836	69	9	1,914	2.74	2.41
Indian Trails Public Library	2,931	168	139	3,238	3.24	3.85
Lake Forest	1,565	15	0	1,580	3.01	2.05
Lake Villa	2,525	87	35	2,647	2.94	3.32
Lincolnwood	1,048	17	2	1,067	2.15	1.38
McHenry	1,056	4	0	1,060	2.58	1.39
Morton Grove	2,054	72	16	2,142	3.62	2.70
Niles	3,939	132	95	4,166	4.81	5.17
Northbrook	3,654	210	164	4,028	4.60	4.80
Palatine Public Library	4,097	132	71	4,300	4.09	5.38
Park Ridge	2,790	118	67	2,975	3.38	3.66
Prospect Heights	2,038	61	35	2,134	2.73	2.68
Round Lake	1,596	48	82	1,726	3.03	2.10
Warren-Newport Public Library	1,841	0	0	1,841	3.49	2.42
Wilmette	3,932	125	122	4,179	4.89	5.16
Winnetka-Northfield	2,746	82	13	2,841	2.98	3.61
Zion-Benton	1,246	70	41	1,357	2.64	1.64
<b>Total</b>	<b>76,156</b>	<b>3,105</b>	<b>1,752</b>	<b>81,013</b>	<b>100.00</b>	<b>100.00</b>









2023 Statistics -- Morton Grove Public Library

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD Total	Prev YTD	Prev YrMo
<b>SOCIAL MEDIA</b>															
<b>Facebook</b>															
posts	25												25	26	26
total page likes as of 1st of the month	2,516												n/a	n/a	2432
interactions (engagements+clicks)	385												385	371	371
page reach	27,300												27,300		4806
<b>X (formerly known as Twitter)</b>															
posts	8												8	67	67
total followers as of the 1st of the month	831												n/a	n/a	783
interactions (engagements+clicks)	9												9	408	408
<b>Instagram</b>															
posts	41												41	91	91
total followers as of the 1st of the month	1,486												n/a	n/a	1266
engagements	1,421												1421	998	998
<b>YouTube</b>															
videos	1												1	7	7
views	87												87	334	334
subscribers	244												n/a		221
<b>TikTok</b>															
posts	8												7	7	7
total followers as of the 1st of the month	373												n/a	n/a	221

# Newly Hired Independent Contractor Reporting Requirements under Unemployment Insurance Act

Thursday, January 18, 2024 [Julie Tappendorf](#)

The Unemployment Insurance Act (Act) requires all Illinois employers, including units of local government, to file a report with the Illinois Department of Employment Security (IDES) with certain information about “newly hired employees.” On July 28, 2023, Governor Pritzker signed [Public Act 103-0343](#) into law (effective January 1, 2024) which expanded the Act’s definition of “newly hired employee” to also include an individual under an independent contractor arrangement who (i) has not previously been employed by the employer or (ii) who was previously employed by the employer but has separated from that prior employment for at least 60 consecutive days.

As of January 1st, all Illinois employers must report both newly hired employees and independent contractors that perform work for the employer under an IRS 1099 Form to IDES not later than 20 days after the date the newly hired employee or independent contractor operating under a 1099 form is employed or hired. Note that the new reporting obligation does not seem to extend to employees of vendors an employer contracts with for work performed by the vendor's own employees. Instead, the intent of the law is to capture those independent contractors who are not subject to reporting by their employers because they are self-employed and working under a 1099 form.

Each report should be made on an IRS Form W-4 or, at the option of the employer, an equivalent form, and transmitted by first class mail or electronically on the IDES website at this IDES [link](#).

If an employer knowingly fails to report “newly hired employees,” including self-employed independent contractors, the Act imposes a civil penalty of \$15 for each person that the employer failed to report. Also, the Act makes it a Class B misdemeanor and imposes a fine of \$500 per employee for any person that knowingly conspires with a newly hired employee to cause an employer to fail to report or file a false or incomplete report regarding required newly hired employee information under the Act.