



Legal Information and Resource Network

LIRN Inc.  
130 Queen Street West  
Toronto, ON M5H 2N6  
info@lirn.ca

March 20, 2020

Dear Library Team Members:

Further to the communication sent to the libraries and associations on March 17, 2020, LIRN Inc. continues to support public health recommendations to reduce the spread of COVID-19. As the situation evolves and the advice of medical authorities is updated, LIRN will continue to assess our response. We appreciate your patience during these unprecedented times.

With the courts and other judicial bodies closing, LIRN continues to urge all local law libraries to shift to either unstaffed or closed status.

### **Grant Funding**

At this time, quarterly grants from LIRN Inc. to county libraries are planned for distribution as budgeted and scheduled. This is anticipated to occur on or around April 2, 2020. These grants include funding for library staff remuneration, collections and other expenses for the next quarter.

### **Access to Legal Information**

With the most, if not all, libraries closed, licensee access to some legal information will be limited. LIRN Inc. is exploring options, but realizes that interim alternative arrangements may not be possible with information providers. During this period, licensees should be encouraged to seek legal information and case law online from CanLII and other online sources.

### **Health & Dental Benefit Administration**

Staff involved in administering health and dental benefits are currently in work-from-home status until Friday, April 3rd, 2020. During this period, there will be no access to incoming physical mail or couriers. In support of ongoing and timely administration of health and dental benefits for all library staff, correspondence and the submission of benefit forms should be by email to [admin@lirn.ca](mailto:admin@lirn.ca). If you recently mailed any benefits related correspondence to LIRN Inc. by Canada Post mail, please send a copy by email so that we may ensure that any benefit enrolments or coverage changes are processed in a timely manner.

## Quarterly Financial Reporting

LIRN Inc. recognizes that some libraries may have difficulty accessing information in order to submit their quarterly financial reporting for March 2020. If libraries are unable to submit their financial reporting within the usual time lines, please send an email to [admin@lirn.ca](mailto:admin@lirn.ca) advising of the expected delay. We will monitor feedback from libraries and the evolving situation with COVID-19, and adjust submission timelines accordingly.

## Communication & Service

As noted above, library team members may contact [admin@lirn.ca](mailto:admin@lirn.ca) with any questions regarding ongoing financial matters or operational issues. During this period, every effort will be made by the LIRN Inc. team to maintain service levels, but there may be some delays.

Sincerely,

A handwritten signature in black ink, appearing to read 'Brenda', written in a cursive style.

Brenda Albuquerque-Boutilier  
Treasurer, LIRN Inc.