

# Memo

**To:** Montana State Library Commission

**From:** Jennie Stapp, State Librarian

**Date:** January 18, 2019

**Re: Draft Limited English Proficiency (LEP) Policy**

At the suggestion of the Institute of Museum and Library Services (IMLS), and to comply with their federal funding requirements, the Montana State Library proposes the following LEP policy. This proposed policy was drafted by staff after conducting research about similar policies used by other states that receive IMLS funds as well as other Montana state agencies that receive federal funds.

Staff requests the Commission's input on this policy at the February meeting. Staff will request that the Commission adopt a policy in April.