

Institute of Museum and Library Services
Agency Sustainability Plan
June 15, 2010

Institute of Museum and Library Services (IMLS)

Agency Sustainability Plans

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Section 1: Agency Policy and Strategy

I. Agency Policy Statement

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. The IMLS is strongly committed to supporting and complying with the Federal Executive Order 13514 for Sustainability. As required in the executive order, the agency director has appointed the Chief Information Officer, a member of the senior executive team, to serve as Senior Sustainability Officer (SSO).

Our agency has numerous current and planned initiatives that strongly support sustainability. Currently, over 87% of the agency staff use public transportation and take advantage of the federal transit subsidy program. The agency has a recycling program in place in coordination with building management and has recycling bins stationed throughout the office space. Nearly 25% of the agency staff telework episodically and there is a current review underway of the agency's telework policy. Over the next three years the agency hopes to achieve a level where 50% of all staff telework at least 1 day per week. The agency uses webcasting extensively as we engage our constituents around the country, thus reducing staff travel requirements and helping to save our environment. Several senior staff are members of the GreenGov Committee. In 2013, two years prior to the end of the current lease for office space, the agency will initiate a project to find leased space in an Environmentally Green building. All agency goals to achieve sustainability will be discussed with all staff. Our OMB approved sustainability plan will be posted on the agency website.

Our CIO's office is working with the federal IT community on the Data Center Consolidation Plan (M-09-41) and is planning to consolidate our closet data center via interagency agreement or with a private partner. A printer consolidation plan will be established over the next two years as we move forward with plans to reduce our employee to printer ratio. Automation will be used as we develop a process to share large inter-office documents from a central location and set size limits for internal email attachments.

The IMLS is fully committed to achieving its sustainability goals and will closely monitor progress. We look forward to working with our staff, our constituents, other agencies, the private sector, and the administration, in these efforts.

Sincerely,

Derek O. Scarbrough
Senior Sustainability Officer and
Chief Information Officer

Institute of Museum and Library Services

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II. Sustainability and the Agency Mission

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. We have a staff of approximately 70 FTE's and 8 contractors. All employees and contractors occupy a single floor of leased space and we have no field offices. The IMLS anticipates achieving its sustainability targets and goals; however, funding constraints may affect the proposed timeframe. Specifically, the agency target for telework, will required a tool that allows secure remote access from any internet access point.

III. Greenhouse Gas Reduction Goals

The IMLS will be assessing the current deployment of printers throughout the agency. The current ratio (staff to printer) of standalone printers is 1.1. The goal will be to improve this ratio to 5 to 1 over the next two years.

The IMLS will review its existing telework policy and technology tools used to support remote access. The goal will be to use telework effectively 1 day per week for at least 50% of all staff over the next three years.

The IMLS plans to consolidate its closet data center with another agency or other partner over the next 2 years.

The IMLS will continue to promote the use of alternative modes of transportation for its commuters other than those that produce greenhouse gases. We plan to maintain our current usage level for public transportation, which is at 87% of staff.

The IMLS will continue to promote its current recycling program.

IV. Plan Implementation

The IMLS executive leadership team will own the responsibility for effective implementation of EO 13514. That team consists of the agency Director, the Deputy Director for Library Programs, the Deputy Director for Museum Programs and Strategic Partnerships, the Deputy Director for the Office of Policy, Planning, Research and Communications, the Chief of Staff, the General Counsel, the Chief Financial Officer, the Director of Human Resource, and the Chief Information Officer.

Steps to implement this plan will include, but are not limited to, the following: Training about the sustainability plan will be provided for all staff during the next year, and the approved plan will be posted on the agency website. The agency director has appointed the Chief Information Officer, a member of the senior leadership team, as the Senior Sustainability Officer who will be

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responsible for overall management of the plan and the related efforts therein. The executive leadership team will be briefed throughout the year by the agency's SSO on progress, issues, and other factors affecting the plan. The SSO and other members of the executive leadership team will have a statement incorporated into their performance plans identifying their roles in supporting agency sustainability goals. As a member of the executive leadership team, the Director of the Office of Human Resources will monitor this requirement. The executive leadership team will be responsible for reviewing, prioritizing, and determining, which agency policies will need updating to reflect initiatives related to sustainability. The executive leadership team will be responsible for ensuring that all goals of this plan are integrated into agency projects and plans as appropriate. The executive leadership team will be responsible for ensuring that all budgetary needs related to this plan are integrated into agency budget submissions. As a member of the executive leadership team, the agency's Chief Financial Officer will monitor this requirement. Agency sustainability goals with associated metrics will be updated every six months to measure against past performance and planned goals. The SSO will be responsible for this action.

Table 1: Critical Planning Coordination

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
GPRA Strategic Plan	NA	Yes	NA	NA	NA	NA	NA	NA	NA	NA
A-11 300s	NA	Yes	NA	NA	NA	NA	NA	NA	NA	NA
Budget	NA	Yes	NA	NA	NA	NA	NA	NA	Yes	NA
Asset Management Plan / 3 Year Timeline	NA	Yes	Yes	NA	NA	NA	NA	Yes	Yes	NA
Data Center Consolidation Plan	NA	Yes	Yes	NA	NA	NA	NA	NA	Yes	NA

V. Evaluating Return on Investment

The financial ROI for the goals of the IMLS fall well below the thresholds used to measure such returns. However, the agency will realize substantial benefits regarding sustainability. With the goals set for improving and increasing the use of telework for staff, the social benefit to staff in their quality of life and work life balance, will be substantial. While not measured by the agency, increasing telework will reduce GHG emissions; reduce energy, water and disposable waste in leased office space. Other human factors such as less stress and improved personal health will also be realized.

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VI. Transparency

The OMB approved sustainability plan for the IMLS will be posted on the agency's web site. Management will discuss the plan with all staff.

Section 2: Performance Review & Annual Update

Summary of Accomplishments: The IMLS has numerous current initiatives that strongly support sustainability. Currently, over 87% of the agency staff use public transportation and take advantage of the federal transit subsidy program. The agency encourages recycling through its existing recycling program. Nearly 25% of the agency staff telework episodically and there is a current review underway of the agencies telework policy. Over the next 3 years the agency hopes to achieve a level where 50% of all staff telework at least 1 day per week. The agency uses webcasting extensively as we engage our constituents around the country, which reduces staff travel and helps save our environment

Goal Performance Review:

GOAL 1: Scope 1 & 2 Greenhouse Gas Reduction

The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The agency manages no fleets nor owns any buildings. The agency leases private office space through a GSA long-term lease agreement.

GOAL 2: Scope 3 Greenhouse Gas Reduction

Goal A Description: **Increasing the use of Telework**

Agency Lead for Goal: Human Resources Director with advice/guidance from agency executive leadership team.

Implementation Method: Revise current telework and alternate work policy to provide greater flexibility for managers and staff. Require management to reassess work processes and determine positions for which telework is appropriate. Educate staff on new policy and encourage telework where feasible. Provide laptops in lieu of desktop systems during the next desktop refreshment scheduled for the end of FY10 or beginning of FY11.

Positions: None Required

Goal B Description: **Reduce Printing/Emailing of Large Files**

Agency Lead for Goal: Office of the Chief Information Officer with advice/guidance from agency executive leadership team.

Implementation Method: Develop centralized location for posting agency documents that normally are sent via email. Train staff on using a central shared location. Consider tools that can facilitate this process. Set limit for size of internal email attachments, as appropriate.

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Positions: None Required

Goal C Description: **Reduce staff to printer ratio**

Agency Lead for Goal: Office of the CIO with advice/guidance from agency executive leadership team.

Implementation Method: Develop centralized printing stations for groups of 4-5 staff.

Positions: None Required

Planning Table

SCOPE 3 GHG TARGET	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 20
Staff using telework	%	25	35	45	50	60		95
Staff teleworking 1 day per week	%	0	10	25	50	Hold	Hold
Size limit on internal email attachments	%	0	100	Hold	Hold	Hold		Hold
Staff to printer ratio	ratio	1.1	1.1	4.1	5.1	Hold		Hold

GOAL 3: Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory

The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The agency manages no fleets nor owns any buildings. The agency leases private office space through a GSA long-term lease agreement.

GOAL 4: High-Performance Sustainable Design / Green Buildings

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GOAL 5: Regional and Local Planning

The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The agency manages no fleets nor owns any buildings. The agency leases private office space through a GSA long-term lease agreement.

GOAL 6: Water Use Efficiency and Management

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GOAL 7: Pollution Prevention and Waste Elimination

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GOAL 8: Sustainable Acquisition

Goal Description: Procure only Energy Efficient Equipment

Agency Lead for Goal: Office of the CIO

Implementation Method: Require all future equipment acquisitions be Energy Star Compliant

Positions: None Required

Planning Table

SUSTAINABLE ACQUISITION	Units	FY 10	FY 11	FY 12	FY 20
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	80	95	Hold	Hold	100

GOAL 9: Electronic Stewardship and Data Centers

Goal A Description: Move Current single Closet Data Center to Shared Facility

Agency Lead for Goal: Office of the CIO

Implementation Method: Research opportunities to consolidate existing closet data center; develop consolidation plan

Positions: Adhoc contractor support

Goal B Description: Recycle all equipment with vendors certified under the Responsible Recyclers

Agency Lead for Goal: Office of the CIO

Implementation Method: Only use vendors with required certifications

Positions: None Required

Planning Table

ELECTRONIC STEWARDHIP & DATA CENTERS	Units	FY 10	FY 11	FY 12	FY 13
% of device types covered by current Energy Star specifications that must be energy-star qualified	%	80	95%	Hold	Hold
% of electronic assets covered by sound disposition practices	%	100	Hold	Hold	Hold
Reduction in the number of agency data centers	%	0	20%	100	Hold

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GOAL 10: Agency Innovation

The IMLS will engage all staff through a formal invitation and provide an opportunity for them to come up with innovative ideas that can support sustainability. Data will be collected during FY11, and where applicable, incorporated into future sustainability planning.

Section 3: Agency Self Evaluation

I. Self Evaluation Table

Does your plan provide/consider overarching strategies and approaches for achieving long-term sustainability goals?	yes
Does your plan identify milestones and resources needed for implementation?	yes
Does your plan align with your agency's 2011 budget submission?	yes
Is your plan consistent with your agency's FY 2011 budget and appropriately aligned to reflect your agency's planned FY 2012 budget submission?	yes
Does your plan integrate existing EO and statutory requirements into a single framework and align with other existing mission and management related goals to make the best use of available resources?	yes
Does your plan provide methods for obtaining data needed to measure progress, evaluate results, and improve performance?	yes

II. Agency OMB Scorecard Planned Actions

The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The agency manages no fleets nor owns any buildings. The agency leases private office space through a GSA long-term lease agreement. The IMLS is not an OMB scorecard agency. However, the agency's SSO will monitor progress towards sustainability goals and conduct bi-annual reviews against past performance and target goals.