



## 2015 Strategic Sustainability Performance Plan

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## POLICY STATEMENT

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 123,000 libraries and 35,000 museums. The mission of IMLS is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making, while also supporting key issues of national concern. The IMLS is strongly committed to supporting and complying with the Federal Executive Order 13514 for Sustainability. As required in the executive order, the Institute's Director has appointed the Chief Operating Officer, a member of the IMLS Executive Leadership Team, to serve as the Senior Sustainability Officer (SSO).

For a small agency of 69 full time employees, the Institute continues supporting sustainability initiatives, but overall will have little impact for the reduction of Scope 3GHG emissions given our size. Currently, approximately 85% of staff use public transportation and take advantage of the federal transit subsidy program. IMLS continues to promote and support our Bicycle Program, which was developed as a means to encourage employees to bike to work, benefiting both the clean air initiatives and individual health. Membership in this program continues to increase each year.

IMLS continues supporting telework for staff on either a regular or situational basis. Currently, approximately 50% of employees telework at least once a pay period. Over the next two years the Institute hopes to achieve a level where all eligible telework positions telework at least one day per week.

In 2016 the Institute will be relocating our office space from 1800 M Street, NW to 955 L'Enfant Plaza, SW Washington, DC. It is anticipated that this new space will be LEED-CI Certified. Furthermore, IMLS will be reducing the size of our office space with this relocation, and since 2013 we will have reduced our space footprint by over 50%.

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,

Michael D. Jerger  
Chief Operating Officer &  
Senior Sustainability Officer

## EXECUTIVE SUMMARY

### VISION

The IMLS sustainability vision is to empower our employee's and stakeholders to embed sustainability practices throughout their daily activities. We strive to increase shareholder and societal value while decreasing our environmental footprint. One of the primary goals will be to increase general sustainability knowledge throughout the organization.

We will create within our operations those habits that inspire individual and organizational decisions that lead directly to reducing energy use, water use, and waste production at our building; reduce emissions from reduced transportation and travel, increase recycling, and develop and implement green purchasing practices.

### LEADERSHIP

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, the Director for the Office of Communications and Government Affairs, the Director for Planning, Research and Evaluation, the General Counsel, and the Chief Operating 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 Operating Officer, a member of the Executive Leadership Team, as the Senior Sustainability Officer (SSO) who will be 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. 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. Agency sustainability goals with associated metrics will be reviewed each year to measure against past performance and planned goals. The SSO will be responsible for this action.

### PERFORMANCE REVIEW

#### Goal Update: Increase the use of telework and promote alternate modes of transportation.

The main goals of the IMLS Telework Program are to:

- Reduce commuting mileage to contribute to the agency's conservation efforts in support of clean air objectives;
- Promote a greater work-life balance;
- Reduce turnover and absenteeism;
- Improve the agency's ability to attract and retain qualified personnel;
- Contribute to overall organizational savings; and
- Enhance the spirit, morale, and welfare of employees.

Our employees are essential to providing the best and most cost effective services to its stakeholders. In our efforts to constantly achieve high levels of performance, efficiency, and productivity, with limited budgetary resources, the creative application of new technology, new organizational configurations and innovative human resource management will contribute to these goals.

Currently, 50% of IMLS employees telework at least once a pay period and 25% of employees telework one day per week, and all employees have situational telework agreements in place. The Agency's goal over the next two years is to have all telework acceptable positions telework at least once a week.

Approximately 85% of employees use public transportation to and from work, or walk or bike to work. We will continue to educate staff on new policies and procedures so that all staff is aware of teleworking and transportation options, including carpooling and vehicle sharing.

**Goal Update: Reduce air and ground travel.**

Since 2010 IMLS has reduced its amount of air travel by nearly 40%. Teleconferencing and webcasting continue to be expanded as a way to stay connected to our grantees and stakeholders. Employees are encouraged to use public transportation or walk when attending meetings or conferences in the Washington, DC area.

**Goal Update: Reduce staff to printer rations & printing/emailing of large files.**

IMLS continues to reduce the number of active copiers and printers, and consequently paper and toner needs continue to diminish. IMLS has consolidated printers and copiers by procuring multi-functional devices with secure printing that is accessed by all staff. A new policy was developed that identified standards to support federal guidance for the 'Go Green' initiative, reduction of the agency's carbon footprint, and the IMLS Sustainability report plans. The policy effected immediate removal of any malfunctioning printers with no replacement provided. The policy also required the return of any standalone printers that have not received specialized function printer approval. Since the policy has been in place we have not procured, replaced, or issued any printers. The establishment and implementation of this policy provides a stepping-stone to ensure use of power management, duplex printing, and other energy efficient or environmentally preferred options.

As part of our relocation, we plan to excess our four aging Canon ImageRunner copiers. These devices are nearly 10-years old and do not comply with modern ENERGY STAR™ and EPEAT certification requirements. We will replace these devices with two smaller multi-function devices that exceed environmental and energy requirements, and reduce the agency's carbon footprint.

With the implementation of Microsoft SharePoint we've continued to experience an increase in electronic document sharing, and continue to electronically issue all of our grant awards and contracts. In September 2014, we successfully migrated our contract files to an electronic records database using SharePoint. By September 2015, we anticipate migrating our Freedom of Information Act records to SharePoint, as well. These efforts have allowed us to reduce the agency's need for physical reproduction of documents.

**Goal Update: Implement green purchasing policies.**

IMLS has established and implemented green purchasing policies and programs for our acquisitions and operations and maintenance activities, ensuring that the appropriate green procurement, recycling, and waste minimization language is incorporated into service and product contracts.

In addition, in September 2014, we purchased ENERGY STAR™ and EPEAT-certified laptops/tablets to replace out of warranty desktop equipment. These new devices, on average, use 48-percent less energy than the devices replaced.

IMLS is also a participant in a toner cartridge recycling program with Hewlett Packard (HP). HP provides the agency with pre-paid shipping containers to return expended toner cartridges. HP reuses approximately 80-percent of the components within each toner cartridge returned. Through this program, we can keep our expended toner cartridges out of landfills. Our participation in this program is voluntary and at no cost to the agency. Afterwards, we purchase new toner cartridges from HP that contain over 50-percent recycled plastic by weight.

**Goal Update: Reduce IT server storage.**

With our Institute ‘moving to the cloud’ initiative we will greatly reduce our onsite needs for storage, electrical power, and air conditioning. We expect to realize a significant decrease once we go live, which we anticipate happening in 2015.

**SIZE & SCOPE OF AGENCY OPERATIONS**

**Table 1: Agency Size & Scope**

<b>Agency Size and Scope</b>	<b>FY 2013</b>	<b>FY 2014</b>
Total Number of Employees as Reported in the President's Budget	69	69
Total Acres of Land Managed	N/A	N/A
Total Number of Buildings Owned <sup>1</sup>	N/A	N/A
Total Number of Buildings Leased (GSA and Non-GSA Lease)	1	1
Total Building Gross Square Feet (GSF)	31,000	31,000*
Operates in Number of Locations Throughout U.S.	1	1
Operates in Number of Locations Outside of U.S.	N/A	N/A
Total Number of Fleet Vehicles Owned	N/A	N/A
Total Number of Fleet Vehicles Leased	N/A	N/A
Total Number of Exempted-Fleet Vehicles (Tactical, Law Enforcement, Emergency, Etc.)	N/A	N/A
<b>Total Amount Contracts Awarded as Reported in FPDS (\$Millions)</b>	<b>\$2.3M</b>	<b>\$2.7M</b>

\*IMLS will be further reducing its office space footprint by over 20% when relocating to 955 L'Enfant Plaza in 2016.

**Agency Progress towards Scope 1 and 2 GHG goals**

Not applicable. As a small agency in a tenanted GSA leased building, IMLS has no ability to manage or report on these emissions.

**Agency Progress toward Facility Energy Intensity Reduction Goal**

Not applicable, other than to cooperate and assist GSA in its efforts.

**Agency Progress toward Fleet Petroleum Use Reduction Goal**

Not applicable. IMLS has no leased or owned fleet vehicles.

**Agency Progress toward Potable Water Intensity Goal**

Not applicable, other than to cooperate and assist GSA in its efforts.

**Agency Progress toward Pollution Prevention & Waste Reduction**

Not applicable, other than to cooperate and assist GSA in its efforts. Tenants actively participate in the building recycling program, for example.

IMLS has never used toxic or hazardous chemicals.

**Agency Progress toward EPEAT, Power Management, and End of Life Goals**

It has always been standard Agency practice to procure equipment with energy saving features. Due to its limited budget IMLS purchases very little in the way of equipment on an annual basis.

**Agency Renewable Energy Percentage of Total Electricity Usage**

Not applicable, other than to cooperate and assist GSA in its efforts.

**Agency Climate Change Resilience**

Not applicable as climate change is not viewed to have a significant impact on the mission or goals of the IMLS.

**Agency Energy Performance Contracts**

Not applicable, other than to cooperate and assist GSA in its efforts.