

# CROTON FREE LIBRARY

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[www.crotonfreelibrary.org](http://www.crotonfreelibrary.org)

Building and Engineer Office  
Municipal Building  
1 Van Wyck Street,  
Croton-on-Hudson, N.Y. 10520

September 30, 2024

To Village of Croton-on-Hudson Planning Board/Building & Engineering Department,

The three blue bins located in the lower library parking lot were initially installed under the direction of the previous Library Director and have since become an integral part of the Library's operations. While it has come to my attention that these bins were not formally approved by the village, I believe it is important to highlight their significance and the crucial role they play in managing both discarded library materials and donations from village residents.

These bins, which are now managed by Bay State Books, provide essential temporary storage for books that are withdrawn by the Library or donated by the community. On average, the Library withdraws approximately 300 books and media items per month, with an additional 500 items coming from community donations. Without the capacity these bins provide, the Library would struggle to manage this volume of materials, which would otherwise need to be recycled or discarded on a weekly basis.

Located in the westernmost portion of the Library's property, the bins are strategically placed so as not to obstruct the view of any neighboring residents. Behind the bins is a natural area with trees and vegetation, ensuring minimal impact on the aesthetics of the area. Each bin measures 44 inches wide, 72 inches high, and 44 inches deep, and they are solely for use by Library staff.

Bay State Books is responsible for regularly emptying and maintaining the bins, as well as transporting the books to appropriate destinations. Books with value are resold, while others are donated to organizations in need. Any remaining materials are properly recycled in a facility specifically designed for book disposal. This system not only promotes environmental responsibility but also allows the Library to serve as a repository for donations, a role that would be impossible to fulfill without the use of these bins.

It should be noted that in recent weeks, the bins were mistakenly left in a parking space instead of being returned to their designated concrete pad. This was an error on the part of Bay State Books, and has since been corrected (Figure 1.1).

In conclusion, the blue bins play a vital role in the Library's ability to manage discarded books and serve the community as a collection point for donations. Their continued presence will ensure the Library's efficient operation while minimizing waste and supporting charitable causes. I hope that this narrative and application provide clarity regarding their importance and the need for their continued use.

For reference, I've included on an older site plan where the location of these bins are and approximately how much space they take up. (Figure 1.2).

Sincerely,

Jesse Bourdon  
Library Director  
Croton Free Library



FIGURE 1.1

FIGURE 1.2