



# ADOPT-A-LITTLE-LIBRARY PROGRAM

City of Huntington Park - Health & Education  
Commission

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### 1) Program Purpose & Goals

#### **Purpose:**

Promote literacy, community cohesion, and equitable access to reading materials by installing and maintaining City-owned Little Libraries in Huntington Park neighborhoods, and engaging residents as volunteer caregivers ("Adopters").(Appendix A)

#### **Goals:**

Increase local access to free books for children and adults.

Encourage civic stewardship and neighborhood pride.

Ensure safe, clean, inclusive, and well-maintained library boxes.

Engage residents in site selection, design, build, and maintenance of the boxes.

### 2) Definitions

**Little Library (LL):** A small outdoor box for free book exchange, owned by the City.

**Adopter:** A qualified resident volunteer approved to steward a designated LL.

**Program Coordinator (PC):** City staff member overseeing this program.

**Approved Vendor:** A City-compliant vendor engaged to fabricate/repair LLs.



### 3) Eligibility & Qualification Criteria (Adopters)

Applicants must meet all required criteria and should meet preferred criteria:

**Required:**

**Residency:** Must be a resident of Huntington Park, CA (proof: utility bill or CA ID with HP address).

**Proximity:** Must live within 0.5 miles of the adopted LL site.

**Age:** Must be 18 years or older.

**Availability:** Must commit to bi-weekly checks and responsiveness to City communications.

**Communication:** Must have a device capable of internet access and phone calls.

**Background:** No active vandalism/theft citations with the City within the past 24 months.

**Agreement:** Must apply and sign the Adopter Agreement

**Adopter may be a school or public facility representative in the case that the LL is placed and established near or around a school.**

**Preferred (not required):**

Ability to communicate in English and/or Spanish.

Prior volunteer/service experience.

Willingness to host or support community literacy events (e.g., book drives).



## 4) Application & Selection Process

### **Step 1 — Application Submission:**

Online or paper form with: contact info, proof of residency, proximity verification, preferred library site(s), availability, languages, accessibility notes.(Appendix B)

### **Step 2 — Screening:**

City verifies residency, proximity, availability, and agreement signatures.

### **Step 3 — Interview:**

10–15-minute presentation/discussion with the Health & Education Commission to review responsibilities and expectations.

### **Step 4 — Approval & Assignment:**

PC issues written approval assigns a library site, and schedules orientation.

### **Step 5 — Orientation:**

15–30-minute training covering safety, content guidelines, reporting, and reimbursement.

### **Term:**

Initial 12-month term, renewable annually based on performance and program need.

### **Max Adopters per LL:**

1 primary Adopter + up to 2 backup volunteers.

Up to 2 LL for each Adopter.



## 5) Roles & Responsibilities

### 5.1 Adopter Responsibilities

**Bi- Weekly Check:** Inspect LL for cleanliness, damage, and appropriate content.

#### **Content Stewardship:**

Keep a mix of age-appropriate books; no adult sexual content, hate speech, or explicit violent media.

Remove inappropriate items and notify City (see Content Guidelines below).

#### **Stock Monitoring:**

Notify City when LL box is low/empty to schedule book restock pickup.

#### **Minor Upkeep:**

Wipe down surfaces, remove trash, tighten simple hardware (if trained).

#### **Reporting:**

Within 24 hours for vandalism or safety hazards.

Within 72 hours for non-urgent repairs.

#### **Community Engagement:**

Encourage respectful use; share City contact and program info.

#### **Recordkeeping:**



Keep simple logs (visits, issues, content removals, reimbursable purchases).

### **Compliance:**

Follow ADA access considerations, safety protocols, and City directions

## 5.2 City Responsibilities

**Ownership & Compliance:** City owns LLs and ensures permits, siting, risk management.

**Installation:** Site prep, mounting, attachments and signage.

**Book Supply:** Provide periodic book restock and host donation drives.

**Repairs:** Coordinate and fund approved repairs with vendors using funds from LL Account.

**Training & Support:** Provide orientation, guidelines, point-of-contact.

**Insurance & Liability:** Maintain City coverage for City-owned infrastructure (Adopters act as volunteers; personal injuries are subject to volunteer waiver).

**Monitoring & Reporting:** Track performance metrics and budget.

**Community Development Director reserves the right to make minor changes.**

## 6) Safety & Content Guidelines

### **Safety:**

Do not engage with confrontational individuals; report issues to City or HP Police (as appropriate).

Use basic PPE if cleaning (gloves).

Never install third-party hardware or electrical components.

### **Content:**

**Allowed:** Age-appropriate books, magazines for general audiences, bilingual materials (English/Spanish).



### **Prohibited:**

Sexual or pornographic content, hate speech, discriminatory or violent propaganda.

Hazardous materials, food, liquids, or perishable goods.

Political campaign materials.

**Children's Materials:** Prioritize safe, inclusive, and culturally relevant titles.

**Process for Removal:** Place removed items in a "Removed - Review Needed" bag, submit a report to City within 24–72 hours. City will pick up and determine disposition.

## 7) Reporting & Response

**Vandalism / Safety Hazard:** Report within 24 hours → City responds within 3 business days.

**Non-urgent Repairs:** Report within 72 hours → City responds within 10 business days.

**Empty/Low Stock:** Report immediately → City restock within 10 business days or scheduled pickup.

**General Questions:** City responds within 5 business days.

### **Channels:**

For Vandalism/ Safety Hazard/ Non-urgent Repairs contact the public works department through the HP City app.

**City app:** <https://www.hPCA.gov/837/Download-the-Citys-App>

**Public Works Number:** 323-584-6274

For Empty/ Low Stock or general inquiries contact the Community Development Department.

**Community Development Number:** 323-584-6392

**Email:** jmaldonado@hPCA.gov

**Provide photos when possible.**



### 8) Reimbursement Policy

**Purpose:** Offset minor, eligible out-of-pocket expenses incurred by Adopters.

**Annual Cap per Adopter:** Up to \$100/year (subject to annual budget availability).

**Eligible Expenses:**

Cleaning supplies (wipes, mild cleaners, gloves).

Minor hardware (hinges, screws, weatherstripping) only if pre-approved.

Basic signage/labels (City-approved).

Clear book bins or small organizers for interior.

Must be approved by Community Development Department before purchase.

**Ineligible:**

Tools, power tools, structural changes, paint jobs, original fabrication costs, non-approved décor, food/beverages, fines/fees, mileage.

**Receipts:**

Required for all reimbursements; submit within 15 days of purchase.

Must include date, itemized list, vendor name, and amount.

**Submission Process:**

Submit reimbursement form + receipts via portal/email within 15 days.

City reviews within 10 business days.

Approved reimbursements paid by check or ACH within 1 month of approval.

**Audit & Compliance:**

City may request additional documentation or deny non-compliant requests.



Fraud or misrepresentation may result in termination.

### 9) Community Participation: Site Selection & Design

#### 9.1 Site Selection Process (Community-Involved)

**Public Input:** The city opens for public nomination for locations (parks, community centers, schools, sidewalks with adequate right-of-way).

**Criteria:**

High foot traffic or near schools/parks.

Safe, visible, accessible; ADA-friendly approach path.

Not obstructing sightlines, driveways, or utilities.

**Technical Review:**

City assesses utilities, permits, ADA, and risk.

**Finalization:**

Health & Education Commission approve selected sites with rationale. May waive Misc planning fees if required by planning division.

#### 9.2 Community Design & Voting

**Design Brief Release:** City publishes spec sheet (below).

**Submission:** Residents/designers submit concept sketches within 3 weeks of posting.

**Shortlisting:** City staff and a community panel shortlist 3–5 designs per site.

**Public Vote:** Online + in-person voting (2 weeks).

**Winner Announcement:** City publishes winner. If no designs/libraries submitted or approved city will purchase premade little library from non-profit organizations with Health & Education approval.



### 9.3 Fabrication & Build Outreach

#### **Vendor Solicitation:**

City issues a simplified RFQ to local carpenters/makers who can meet specs and insurance.

#### **Quality Control:**

City inspects the LL against spec sheet prior to installation.

## 10) Technical Spec Sheet & Design Requirements

**Purpose:** Ensure durable, safe, maintainable, and consistent LLs.

#### **Dimensions:**

Minimum: 16 in (W) x 12 in (D) x 16 in (H)

Maximum: 40 in (W) x 22 in (D) x 36 in (H)

Weight: ~≤ 40 lbs.(excluding post/mount).

#### **Materials:**

Composite wood or Treated wood (preferred for durability and weather resistance).

Fasteners: exterior-grade, corrosion-resistant (e.g., stainless or coated).

Roof: Sloped, waterproof (e.g., composite with weatherproof membrane).

Door: Clear polycarbonate or tempered glass window preferred; magnetic or weatherproof latch.

#### **Finish & Weatherproofing:**

Exterior-grade sealant/paint; edges sealed; weatherstripping on door.

UV-resistant finishes to minimize fading.



### **Ventilation & Drainage:**

Small vents (e.g., screened) to prevent moisture buildup.

Drip edge or way to direct water away from door seam.

### **Accessibility & Use:**

Door handle height 36–48 inches after installation (ADA-friendly reach range, where site allows).

Door swing unobstructed; easy-grip handle.

Interior shelves adjustable.

### **Mounting & Stability:**

Mount to a composite or treated 4×4 post or metal pedestal with breakaway or tamper-resistant hardware. Or better to maintain stability and safety.

Base footing per City standard

Anti-tip requirements met.

### **Identification & Signage:**

City logo + “Take a Book, Leave a Book” placard.

QR code for reporting/restock requests.

Unique ID number for each LL.

### **Maintainability:**

Modular panels for easy replacement.

Standardized hinges/latches across units.



### **Complexity:**

Not overly complex—avoid intricate forms that increase maintenance cost/time.

No electrical or moving parts beyond simple door.

### **Safety:**

No sharp edges: rounded corners preferred.

Lead-free paints/sealants; non-toxic materials.

No pinch points in door operation.

### **Color/Design Themes:**

Encourage architectural significant, historical, cultural themes (English/Spanish) and neighborhood identity, while complying with spec.

## 11) Maintenance & Operations Standard Operating Procedure (Adopters)

### **Bi- Weekly:**

Inspect box exterior/interior; wipe surfaces; check weatherstripping/latch; remove trash.

Review content; remove prohibited items; log removals.

### **Monthly:**

Light hardware check (tighten screws hinges, if trained).

Requests restock if usage is high or diverse genres are needed.



### **Quarterly (City):**

City performs inspection for wear, seal integrity, signage, and safety.

## [12\) Incident Procedures](#)

### **Vandalism:**

Do not confront anyone.

Document with photos (if safe).

Report in the app or by phone within 24 hours.

City schedules repairs or replacement within 4 business days for safety issues; 10 business days otherwise.

### **Weather Damage:**

Report; City arranges repair. Adopters should avoid structural repairs unless explicitly trained and authorized.

### **Inappropriate Content:**

Remove, bag, label as "Removed—Review Needed," report via email to Community Development



## 13) Training & Onboarding

### **Orientation Module:**

Program overview, content guidelines, safety protocols, reporting, reimbursement.

### **Quick Guides:**

Weekly checklist, prohibited content, contact info.

## 14) Budget & Procurement Framework

Annual Budget: ~\$5,000 until FY 29.

5-year Budget not to exceed \$25,000.

Fabrication & installation: ~\$3,000 (2–3 LLs/year, depending on unit cost/vendor bids).

Books acquisition & sorting: ~\$1,200 (supplemented by donations).

Reimbursements to Adopters: ~\$600 (6 Adopters × \$100).

Outreach & materials (signage, QR stickers, training): ~\$400.

Yearly Budget after FY29 may be requested for upkeep and book acquisition if approved in yearly budget.

## 15) Equity & Accessibility

Site selection considers underserved areas, proximity to transit, parks, and schools.

Bilingual signage and materials (English/Spanish).

ADA-friendly approach surfaces and door handle heights were feasible.



### 16) Data Privacy

Collect only necessary personal data; store securely; limit access to program staff.

Public reporting uses LL ID, not Adopter personal info.

### 17) Performance & Evaluation Metrics

# of LLs installed per year.

# of books circulated/restocked (monthly).

and type of incidents resolved within time-period.

Adopter retention rate and satisfaction.

Community event participation and donation volume.

### 18) Termination & Reassignment

Causes: Non-compliance or repeated missed inspections, fraud, or safety issues.

Process: Notice of deficiency → 15 days corrective period → termination if unresolved.

Reassignment: City may reassign LLs to new Adopters as needed.