Gift to Agency Report

A Public Document

California Form 801

For Official Use Only

1. Agency Name

San Francisco Public Library (SFPL)

Division, Department, or Region (if applicable)

City Librarian's Office

Street Address

100 Larkin Street, San Francisco CA 94102

Area Code/Phone Number	E-mail
415-557-4236	citylibrarian@sfpl.org

Agency Contact (name and title)

Michael Lambert, Acting City Librarian

Date Stamp

☐ **Amendment** (explain in comment section)

Date of Original Filing: _____
(month, day, year)

2. Donor Name and Address

☐ Individual _____
Last Name   First Name

☒ Other   Friends of San Francisco Public Library
Name

710 Van Ness Ave.	San Francisco	CA	94102
Address	City	State	Zip Code

Friends of SFPL: member-supported nonprofit organization that advocates, fundraises, and provides support for SFPL.

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

_____ $_____   _____ $_____
Name   Amount   Name   Amount

3. Payment Information

Date and Amount of Payment (other than travel) _____ $ _____
(month, day, year)   (Round to whole dollars)

Travel Payment Information (Round to whole dollars)   **Location of Travel** San Diego, CA

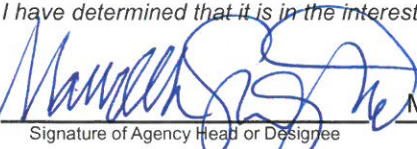| 12/5-7/18	$ 128.40	$	$	$	$ 128.40
Date(s) of Travel	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses	Total Expenses

Provide a specific description of the nature and use of the payment for official agency business:

R/T airfare in connection with attendance at Library Journal's Directors' Summit.

Identify the officials for whom the payment was used:

Blackman	Sue	Library Commission Sec.	SFPL
Last Name	First Name	Title	Department/Division

Last Name	First Name	Title	Department/Division

4. Verification

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

Signature of Agency Head or Designee	Maureen Singleton	Acting Chief Operating Officer	11.5.18
	Print Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)