Gift to Agency Report

1. Agency Name
   San Francisco Public Library (SFPL)
   City Librarian's Office
   100 Larkin Street, San Francisco CA 94102
   Area Code/Phone Number: 415-557-4236
   E-mail: citylibrarian@sfpl.org
   Agency Contact (name and title):
   Michael Lambert, Acting City Librarian

Options for Gift to Agency Report:
- California Form 801
- Gift to Agency Report

2. Donor Name and Address
   - Individual
   - Other
   - Friends of San Francisco Public Library
     710 Van Ness Ave.
     San Francisco
     CA
     94102
   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:

<table>
<thead>
<tr>
<th>Name</th>
<th>$</th>
<th>Amount</th>
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3. Payment Information
   Date and Amount of Payment (other than travel): Various
   Travel Payment Information (Round to whole dollars):

<table>
<thead>
<tr>
<th>Date(s) of Travel</th>
<th>Transportation Expenses</th>
<th>Lodging Expenses</th>
<th>Meal Expenses</th>
<th>Other Expenses</th>
<th>Total Expenses</th>
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</thead>
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   Provide a specific description of the nature and use of the payment for official agency business:

   11/7/19-Parking-Groundbreaking Ceremony/Presidio Tunnel Tops-$6.50/M. Lambert-City Librarian
   12/23/19-Refreshments for Year-End Appreciation Event-$5.63/person: M. Lambert-City Librarian;
   M. Singleton-Chief Operating Officer and S. Blackman-Library Commission Secretary

   Identify the officials for whom the payment was used:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
<th>Department/Division</th>
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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: Lovely Lindsley
   Date: 12/21/19

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