

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

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

415-557-4236

E-mail

citylibrarian@sfpl.org

Agency Contact (name and title)

Michael Lambert, City Librarian

Date Stamp

California Form 801

For Official Use Only

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

16370 17th Street

San Francisco

CA

94107

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 Rafael

9/15-17/23 \$ Transportation Expenses \$ 540.48 Lodging Expenses \$ Meal Expenses \$ Other Expenses \$ 540.48 Total Expenses

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

Hotel costs for the on-site Co-Active 3-day coaching training.

Identify the officials for whom the payment was used:

Singleton Last Name Maureen First Name COO Title City Librarian 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 Mike Fernandez Print Name CFO Title 11/6/23 (month, day, year)

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