## Gift to Agency Report

### 1. Agency Name
San Francisco Public Library (SFPL)
City Librarian's Office
100 Larkin Street, San Francisco CA 94102

**Agency Contact**
Michael Lambert, City Librarian

**E-mail**
citylibrarian@sfpl.org

### 2. Donor Name and Address

- **Individual**
  - Last Name
  - First Name

- **Other**
  - **Friends of San Francisco Public Library**
  - Address: 710 Van Ness Ave., San Francisco CA 94102

**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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
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<tbody>
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</tbody>
</table>

### 3. Payment Information

**Date and Amount of Payment (other than travel):** 8/29/19 $ 14.05 (Round to whole dollars)

**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>
</tr>
</thead>
</table>

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

Lunch/meeting with a new staff member.

Identify the officials for whom the payment was used:

<table>
<thead>
<tr>
<th>McClure</th>
<th>Randle</th>
<th>Chief-RSA</th>
<th>SFPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Title</td>
<td>Department/Division</td>
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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.

Maureen Singleton
Signature of Agency Head or Designee

Chief Operating Officer
Print Name

9/11/19
(month, day, year)

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

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FPPC Form 801 (June/08)
FPPC Toll-Free Helpline: 866/ASK-FPPC (866/275-3772)