



San Francisco Ethics Commission Departmental Gifts Disclosure Form

SFEC Form 3217 (S.F. Campaign and Governmental Conduct Code § 3.217)

Background

Section 3.217 of the Campaign and Governmental Conduct Code requires each Department Head to disclose payments that their department receives from a source that is not a federal, state, or local government and for which the department does not provide equal or greater consideration. This form is a public document. Information provided in this form will be available in a public dataset on DataSF [link to dataset].

What To File

Each department accepting gifts will disclose all gifts regardless of value received during the calendar month from a source that is not a federal, state, or local government. Departments will be expected to submit one disclosure form covering all gifts received in the preceding calendar month, when applicable.

When To File

This form is due within 15 calendar days after the end of the month the department received the gift(s). If the deadline falls on a weekend or holiday, the deadline moves to the next business day. If a department has not received any gifts in a given month, no filing is necessary.

Form Completion

Submitting this form does not complete your department's filing process with the Ethics Commission. Once the preparer submits this form, the Department Head or delegee listed as "Form Signer" will receive an email with a request to sign this document via DocuSign. The form signer must follow the link in the email to review and sign the disclosure document.

Note: Only one original filing can be submitted for each month. There is no limit to the number of amendments that can be submitted for a given month.

To get started, click "Begin Form" below.

Main Information

Type of Filing

☒ Original ☐ Amendment

Department Name

Library (LIB)

Filing Month

April

Filing Year

2025

Start Date of Filing Period

4/1/2025

End Date of Filing Period

4/30/2025

Form Preparer Name

Susan Jiang

Form Preparer Email

fengling.jiang@sfpl.org

Optional Comments

List of Gifts

Description of Gift: Write a description of the gift. Include number of items, if applicable. If your department needs to report more than fifty (50) gifts in a filing period please submit a support ticket.

Purpose and Use: Describe how the gift will be used.

Department Contract: Describe any contract that the donor has with your department. Include the contract number.

Seeking License, Permit, or Other Entitlement for Use: Enter a description of any license, permit, or other entitlement for use that the donor is currently seeking from your department.

Issued License, Permit, or Other Entitlement for Use: Enter a description of any license, permit, or other entitlement for use that your department has issued to the donor within the last 12 months.

Financial Interest: Describe any other financial interests that the donor has involving the City, including contracts with other City departments.

Gift Recipients: Enter the name of any City officer or employee who receives a personal benefit from the gift or through the department's use of the gift, and a description and valuation of the personal benefits received.

Gift 1

Donor Name

Frances Quan

Date Received

4/17/2025

Total Dollar Value

\$300.00

Description of Gift

Check donation for Library Services & Program Support

Write a description of the gift. Include number of items, if applicable.

Purpose and Use

Library Services & Program Support

Describe how the gift will be used.

Does the donor have any contract with your department?

☐ Yes ☒ No

Is the donor seeking any license, permit, or other entitlement for use with your department?

☐ Yes ☒ No

Has the donor been issued any license, permit, or other entitlement for use by your department within the last 12 months?

☐ Yes ☒ No

Does the donor have any financial interest involving the City?

☐ Yes ☒ No

Additional Information

Deposit ID# 407075

Did any City officer or employee receive a personal benefit from the gift or through the department's use of the gift?

☐ Yes ☒ No

Gift 2

Donor Name

American Management
Association

Date Received

4/14/2025

Total Dollar Value

\$5,790.00

Description of Gift

Complimentary Training Vouchers for Management Programs

Write a description of the gift. Include number of items, if applicable.

Purpose and Use

2 Complimentary Tickets for Jason Blandon and Maria Mastrokyriakos to attend on 4/14 - 4/16: The Voice of Leadership: How Leaders Inspire, Influence and Achieve Results.

Describe how the gift will be used.

Does the donor have any contract with your department?

☒ Yes ☐ No

Department Contract

Purchase Order: 891051. This PO is for training/seminar passes for SFPL staffs.

Describe any contract that the donor has with your department. Include the contract number.

Is the donor seeking any license, permit, or other entitlement for use with your department?

☐ Yes ☒ No

Has the donor been issued any license, permit, or other entitlement for use by your department within the last 12 months?

☐ Yes ☒ No

Does the donor have any financial interest involving the City?

☒ Yes ☐ No

Financial Interest

Purchase Order: 891051. Training/seminar passes for SFPL staffs to be used in 12 months from PO issuance.

Describe any other financial interests that the donor has involving the City, including contracts with other City departments.

Additional Information

note: Michal Perlstein from SFPL already reached out to Ethic in late March/early April to receive pre-approval.

Did any City officer or employee receive a personal benefit from the gift or through the department's use of the gift?

☐ Yes ☒ No

Gifts Summary

Total number of gift records	Total Gift Value
2	\$6,090.00

Verification

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information I have provided here is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

To complete the submission of this statement, enter the name and email address of the department head or delegee who will sign this form.

This form will not be considered filed with the Ethics Commission until signed in DocuSign.

Form Signer Name

Michael Lambert

Form Signer Email

Michael.Lambert@sfpl.org

Department head or delegee name.

DocuSigned by:

Michael Lambert

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