



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/20/2024

ITEM NO: 6

DATE: August 8, 2024
TO: Mayor and Town Council
FROM: Laurel Prevetti, Town Manager
SUBJECT: Approve Purchase Orders with Baker and Taylor for Up to \$135,000 for Fiscal Year (FY) 2024/25 and for Payment of Remaining Invoices that Exceed Previously Established Purchase Order Amounts for FY 2023/24

RECOMMENDATION:

Approve purchase orders with Baker and Taylor for up to \$135,000 for FY 2024/25 and for payment of remaining invoices that exceed previously established purchase order amounts for FY 2023/24.

BACKGROUND:

The Library works with several book distributors to purchase books and other Library materials. Baker and Taylor is a discount distributor of published materials working directly with major publishers. The Library has frequently used Baker and Taylor as one of their purchasing channels for over thirty years to obtain high-demand books and other published materials at discounted prices.

DISCUSSION:

The Town's Purchasing Policy requires that all purchase orders and agreements that exceed \$100,000 be approved by the Town Council. The Library anticipates purchases up to \$135,000 in FY 2024/25 with this vendor. The purchase order constitutes the agreement between the parties.

PREPARED BY: Ryan Baker
Library Director

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: Library Purchase Order Authorization

DATE: August 20, 2024

DISCUSSION (continued):

Additionally, some FY 2023/24 invoices totaling approximately \$4,000 were received and/or processed after a June adjustment to the FY 2023/24 Baker and Taylor purchase order (PO) and also necessitate Council approval at this time for payment. The previously approved PO amount for FY 2023/24 was not to exceed \$115,800, which will need to be adjusted to a not exceed amount of \$119,800.

FISCAL IMPACT:

There is no fiscal impact associated with this item. Funds are already budgeted in the appropriate line items to cover the changes in full.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.