



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 08/19/2025

ITEM NO: 7

DATE: August 19, 2025
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: **Approve Purchase Orders with Baker and Taylor not to exceed \$115,000 for Fiscal Year (FY) 2025-26**

RECOMMENDATION: Approve Purchase Orders with Baker and Taylor not to exceed \$115,000 for Fiscal Year (FY) 2025-26.

FISCAL IMPACT:

There is no additional fiscal impact beyond what has already been budgeted. Sufficient funds are included in the FY 2025–26 Library budget to fully cover the anticipated purchase amount.

STRATEGIC PRIORITY:

This item is not associated with a strategic priority; however, it does align with the core goal of good governance.

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.

PREPARED BY: Ryan Baker
Library Director

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

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SUBJECT: Approve Purchase Orders with Baker and Taylor

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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 \$115,000 in FY 2025-26 with this vendor. The purchase order constitutes the agreement between the parties.

ENVIRONMENTAL ASSESSMENT:

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