

## Prices Rising for Printing

The prices for printing and rate for copies made on the Convenience copiers in the Administration Building will be rising soon due to a rise in the price of paper and an increase in labor costs. The Print Shop sends out a request for bid for paper every two years to keep the cost of paper relatively steady, but the terms of that bid are that, if necessary, the prices can rise. Those price hikes can only happen every 90 days. We've had three of these price increases since March of 2018. The percentage increase for plain white 20# bond 8.5" x 11" copier paper has risen almost 16%. Some of the more expensive papers, like color cover stock and linen papers that are not on the bid have risen 20%. I've been told by our supplier that it is due to the price of pulp rising because of tariffs and a rising demand for paper products like cardboard shipping boxes and tissues and diapers.

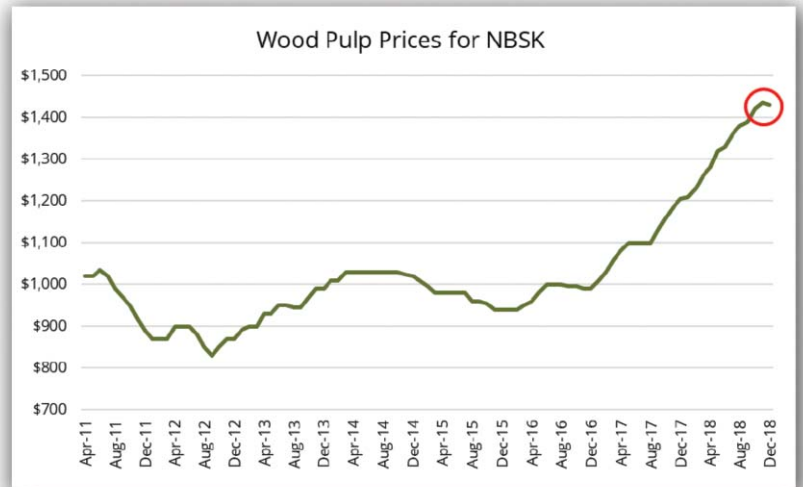
This is confirmed by an article by Reuters<sup>1</sup>. Our outside print vendors are not as lucky as we have been when it comes to paper prices. For those of you who have large print jobs, you may have noticed that the prices have increased over last year as they do not get 90 days between price increases as we do. Mac Paper has told me they expect two more price increases in the upcoming twelve months. Please keep this article in mind if you see an increase in the price of your regularly occurring or once-a-year print jobs.

As a result of these occurrences, we've been keeping up with the price increases for billing print jobs, but we have held the line on the billing for Convenience Copiers. Beginning on February 1, 2019, we will be raising the price of Convenience Copiers from \$0.045 to \$0.050 per copy. Scanning and faxing out are still free, just copies and jobs printed to the MFD will be affected.

We've also held the price of costs of services we offer in the print

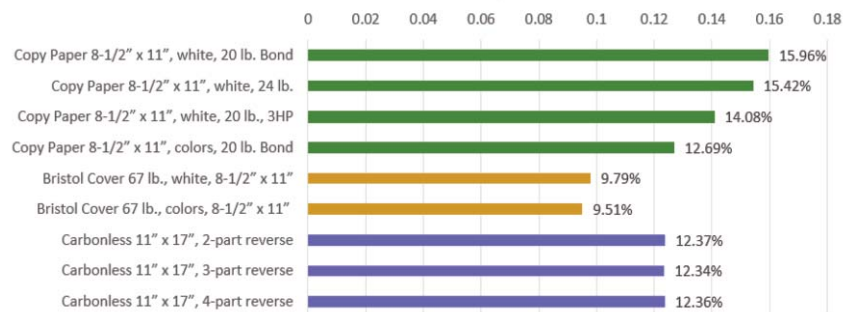
shop since 2016, even though we've had some raises in pay and increases in insurance costs since then. We will be rounding up the cost of graphics, bindery and press charges an average of 3.5% on February 1, 2019. Graphics will rise to 80.00 per hour, Bindery to \$48.00 per hour and press time to \$60.00 per hour.

If you have any questions about these rate increases, please contact Michael Domke by phone or email: [domkem@pcsb.org](mailto:domkem@pcsb.org) or 588-6385.



Northern bleached softwood kraft (NBSK) is the paper industry's benchmark grade of pulp.

March 2018 to October 2018 Paper Price Increases



1. <https://www.reuters.com/article/us-usa-trade-pulp-focus/pulp-problems-why-shoppers-may-pay-more-for-tissues-toilet-paper-idUSKBN1KL116>

## Bookkeepers Corner

If you find that you have a number of employees in Equitrac that no longer work at your site or have retired, you can remove them from encumbering money in their account by removing the department and replacing it with "None" from the properties screen for each user.



## Who is Who in Central Printing Services

Print Shop	Title	Phone
Michael Domke	Coordinator	(727) 588-6385
Rolanda Dudley	Print Shop Foreperson	(727) 588-6387
Gary Reading	Graphic Designer	(727) 588-6387
Tabitha Murphy	Graphic Designer	(727) 588-6387
Ronald Sellers	Printer 2	(727) 588-6387
Ed Stockowski	Electronic Publishing Tech.	(727) 588-6387
Clara Anzick	Assistant (Intake)	(727) 588-6387
Dawn DesJardin	Assistant (Billing)	(727) 588-6387
Richard Hock	Bindery Technician	(727) 588-6387
Mark Kosel	Bindery Technician	(727) 588-6387

### Admin. Bldg. Mailroom

Selena Mamagona	Mail Services Technician	(727) 588-6038
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### Pony Mail

Robert Odom	Mail Courier II	Pony Truck Driver
CT Thompson	Mail Courier I	Pony Truck Driver
Kenneth Trent	Mail Courier I	Pony Truck Driver

**Main Number**  
**727-588-6387**

## Printing & Copying Services

The School Board understands that all materials published by the District must be of the highest possible quality. Furthermore, the Board believes that the District expends significant resources to publish said materials, and, therefore, believes that the most cost effective method of printing/copying them must be utilized.

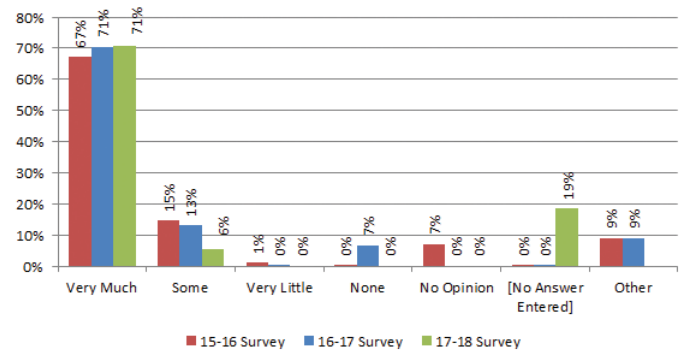
All printed materials which are produced for the District and for which charges are assessed shall be the responsibility of Central Printing Services. Cost and timeliness shall be considered by Central Printing Services in determining whether such materials are produced internally or externally.

*School Board of Pinellas County, District Bylaws and Policies, 8000 Operations*

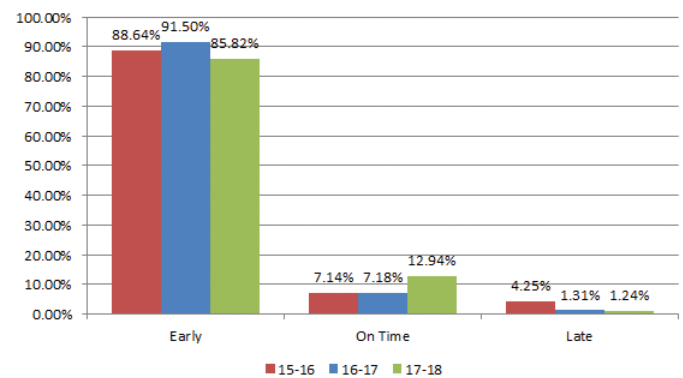
## 2017-2018 Survey Results

Last April, we sent out a survey and we've looked at the results and chose a few key indicators. We now have 3 years of data to compare for most of the questions.

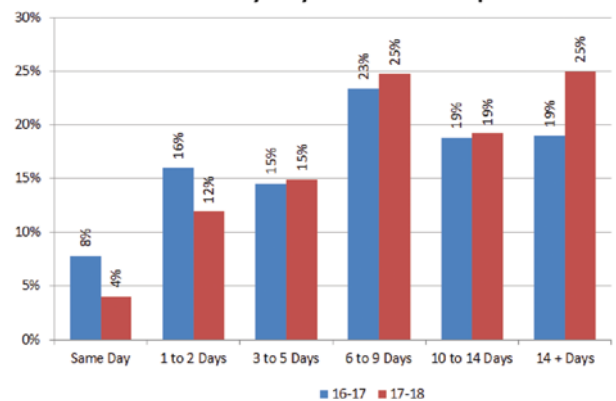
**CPS's Value to District**  
(619 - 15-16 vs. 326 16-17 respondents)



**Print Shop Deadlines Met/Not Met**  
(15-16 5,122 vs. 16-17, 4709 vs. 17-18, 4,845)



**% of Print Jobs by Days Given to Complete**



**A Division of Operational Services**

301 4th St. SW Largo, FL 33770

### Mission Statement

To partner with the community, schools and departments to produce the district's printing and copying in a timely and economic manner.