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March 3, 2026

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VIA EMAIL ONLY

The Director of the Ohio Job and Family Services
Rapid Response
rapdresp@jfs.ohio.gov

Mayor Brian Saterfield
City of Galion
301 Harding Way E.
Galion, OH 44833
briansaterfield@galion.city

Crawford County Commissioners
112 E. Mansfield St.
Bucyrus, OH 44820
commissioners@crawford-co.org

RE: WARN Act Notice

Dear Government Official:

This letter provides you with official notification under the federal and state Worker Adjustment and Retraining Notification (WARN) Act that Lifetouch, a business segment of Shutterfly, LLC, has made the decision to close its facility located at 1371 State Highway 598, Galion, OH 44833 (the "Galion production facility"). As a result of this decision, we anticipate 88 employees in the Galion production facility will experience an employment loss.

Pursuant to the federal and state WARN Acts, we are providing the following information:

- Lifetouch is closing the Galion production facility because following our recent decision to exit the secondary school photography market, we need to align our manufacturing footprint to the smaller scale of business going forward.
- The entire Galion production facility is closing, and we expect the employment losses to be permanent.

- We anticipate the first separations due to this event will occur on June 5, 2026 with additional separations occurring on multiple dates until the facility closes on December 24, 2026. We anticipate all production activity will cease on October 30, 2026. The final employee separations will occur on December 24, 2026.
- There are no unions in the Galion facility and the employees do not have bumping rights. All affected employees are eligible for rehire by the Company and its affiliates.
- To mitigate the impact of the facility closure, affected employees in benefits-eligible positions are eligible for an offer of separation pay in exchange for signing a general release of claims. Additionally, all affected employees are invited to attend on-site workshop courses through Randstad RiseSmart. These courses will address resume writing and interviewing strategies. Manager-level employees are also eligible for three to six months of enhanced outplacement services through Randstad RiseSmart. All affected employees are eligible for the company’s Employee Assistance Program which offers confidential connection to resources, support and guidance.
- Affected employees may apply for unemployment benefits online by visiting the Ohio Job and Family Services website [JFS - Ohio Unemployment Compensation - <h1>Unemployed Workers</h1>](#). If employees do not have access to a computer, they may apply by calling 1-877-644-6562.

Following are the job titles that will be affected by the Galion production facility closure and the number of affected employees in each job title:

JOB TITLES OF AFFECTED POSITIONS	NUMBER OF AFFECTED EMPLOYEES IN THE POSITION
Account Service Coordinator 2	2
Desktop Systems Technician 2	1
Equipment Technician 3	4
IT Support Administrator II	1
Lead Equipment Technician 5	1
Lead Machine Operator 5	5
Lead Production Process 5	6
Machine Operating Assistant	6
Machine Operating Assistant (Seasonal)	19
Machine Operator 1	9
Machine Operator 2	3

JOB TITLES OF AFFECTED POSITIONS	NUMBER OF AFFECTED EMPLOYEES IN THE POSITION
Production Manager	3
Production Process Assistant (Seasonal)	1
Production Process Technician 1	18
Shift Manager - Ops I	5
Supervisor, Account Services I	1
Supervisor, Information Systems I	1
Warehouse Associate 2	2
Total	88

Enclosed is a combined pdf of the five different versions of the notice letter provided to affected employees.

For further information, please contact Amy Bell, Sr. Manager, Human Resources for the Galion production facility at (765) 741-3556 or amy.bell@shutterfly.com.

Best regards,

Lisa M. Bale

Lisa M. Bale
Director, Employment Law

Enclosures

cc: Amy Bell (w/encl.)