



February 27, 2024

Bureau of Workforce Training  
Program Administration Section  
201 E Washington Avenue  
Madison, WI 53707  
[WIOATitleI@dwd.wisconsin.gov](mailto:WIOATitleI@dwd.wisconsin.gov)

**SUBJECT: Notice of Facility Closure**

Dear Sir/Madam:

I regret to inform you that due to changing market conditions, Lakeside Book Company has decided to permanently close its print production facility located at 800 Midway Road, Menasha, Wisconsin 54952. This action is expected to result in the permanent separation of 339 employees.

The Company expects to begin employment separations on June 7, 2024 and will continue until the entire plant is closed on June 21, 2024. Each employee impacted will receive a written 60-day notice of position elimination and will be paid all earned wages and agreed upon benefits at the time of their termination.

Additional information required by 29 C.F.R. § 639.7(e) is available upon request. Certain of the affected employees are represented by District Council 1 Fox Valley Local 77-P, Graphic Communications Conference of the International Brotherhood of Teamsters and Banta Maintenance Department Employees Union. The representative for District Council 1 Fox Valley Local 77-P is Scott Miller, President. Mr. Scott Miller is located at 1300 American Drive, Neenah, WI 54956. The representative for the Banta Maintenance Department Employees Union is Mitch Kinnard, Chief Steward. Mr. Mitch Kinnard is located at PO Box 60, Menasha, WI 54952. Due to the nature of a plant closing, there will not be any "bumping rights" that would allow an employee to bump or displace another employee working for the Company, even for those union employees who might otherwise have such rights under different circumstances.

To the extent that the above actions constitute a covered event under the Worker Adjustment and Retraining Notification Act (WARN), and any corresponding state or local law, this letter is intended to fulfill any requirements imposed under those laws.

If you have questions or desire additional information, please contact Nicole Foate, Human Resources Manager, at (920) 486-2423 or at [nicole.foate@lakesidebook.com](mailto:nicole.foate@lakesidebook.com).

Sincerely,

A handwritten signature in dark ink, appearing to read "Dirk Hiler".

Dirk Hiler  
President, Book Operations