

CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

10:00 a.m., Wednesday, December 8, 2021

<https://coei.webex.com/coei/j.php?MTID=me9ef00804aa72f142b2330b6f57914ca>

**Meeting Number: 2301 563 1455, Meeting Password: Lerner21
1-415-655-0001**

1. ROLL CALL
2. APPROVE AGENDA
3. MINUTES Regular Meeting November 10, 2021
4. TREASURER'S REPORT
 - Financial Report October 31, 2021- Lenndra Helm (Kruggel, Lawton, and Co.)
 - Claims and Allowance Docket
5. PRESIDENT'S REPORT
6. FRIENDS OF THE LERNER
7. CRYSTAL BALLROOM CATERING REPORT
8. PREMIER ARTS REPORT
9. GENERAL MANAGER'S REPORT
 - Ratify Prism FM Inc. Silver Annual Agreement
10. PUBLIC PARTICIPATION
11. ADJOURNMENT

LERNER THEATRE BOARD
Wednesday, November 10, 2021

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, November 10, 2021. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Jamie Arce, and Diana Lawson attended in-person. Dina Harris attended on WebEx. Dallas Bergl and Ashley Martin were absent.

1. AGENDA

On motion by Jamie Arce, seconded by Dina Harris and carried 4-0, the agenda was approved.

2. MINUTES: Regular Meeting October 13, 2021

On motion by Jamie Arce, seconded by Dina Harris and carried 4-0, the Board approved the minutes from October 13, 2021.

3. TREASURER'S REPORT

Financials-September 30, 2021

Michelle Adams attended the meeting on WebEx. The September 30, 2021 financial report was submitted to the Board for review. Total operational expenses of \$668,976 were covered by a City contribution of \$493,650 (74%) and a Lerner contribution of \$175,325 (26%). This compared with 2020 City's contribution of 87% and the Lerner's contribution of 14%. The YTD net income from Theatre operations only (shown as gross profit) at the end of the period was \$155,980 which was an increase of \$36,760 from 2020. The YTD net income for all Lerner operations (including City expenses) at the end of the period was \$219,170 which was an increase of \$349,608 from the net loss on last year's statement of \$130,439. On budgeted City Operational Expenses alone we were under-budget by \$478,719 year to date.

Claims

On motion by Jamie Arce, seconded by Dina Harris and carried 4-0, the Board approved the claims and allowance docket totaling \$28,255.32 as listed on the register consisting of 22 pages as prepared on November 5, 2021 at 2:39 p.m.

4. CRYSTAL BALLROOM CATERING

Kurt Janowsky said October was a great month, the best month in over two years. November is starting out strong. They are heading back down the right path. The fundraisers are back. Weddings are booking. Gary said that is good news for all of us and we are glad to hear it!

5. PREMIER ARTS

Tanner Smale said they announced the 2022 season and they have expanded. They have two packages, gold and purple. The gold package is five shows at the Lerner and two shows at the Goshen Theatre, and the purple package is five shows at the Lerner. The Addams Family shows went very well and 2,200 people attended over the weekend. They are working on Madeline's Christmas and a Christmas Carol for the December shows, and the decorating the windows around the Lerner with a children's books theme. Diana said The Adam's Family was wonderful, and noted the Lerner Box Office will be utilized for the Premier Arts Goshen Theatre Shows which is a nice partnership.

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6. GENERAL MANAGER'S REPORT

The General Managers report has been inserted in the minutes as presented.

PREPARED BY: MICHELLE FRANK

Activity (Nov-Jan)	As % of 90 days	
41 Events	46%	Activity in theatre
21 Ticketed Events	23%	Ticketed events
6 Non-Ticketed Events	7%	Non-Ticketed events
14 Rehearsal Dates	16%	Rehearsal Space

Compare to 2020 Board Report Ticketed Events: 8

Compare to 2020 Board Report Non-Ticketed Events +Rehearsals:
14

- At the end of October, the Elkhart City Council approved the ordinance for the 2022 Elkhart City Budgets, which included The Lerner's requested budget for 2022. The budget was approved as requested with no proposed cuts.
- We are actively preparing for the final push through the end of the year, which includes a number of large marquee shows in the month of December. We are also preparing for the Christmas season, which includes our Christmas window display again for the 2021 holiday season.

OPERATIONS MANAGER REPORT PREPARED BY: SARAH TAYLOR

Accomplished in October:

- Prepared and send off Show Closing Information sheets for upcoming shows in the building
- Am almost at a full staff for Ushers. Now working on hiring more Box Office staff
- Closed the shows from this month with our accounting group and Michelle Frank.
- Updated and sent off the Facility Occupancy numbers of the building so we know who is in the building in case an emergency happens
- Worked on updating schedules for Floor Managers and Usher staff
- Updated calendars and contracts for shows in the building
- Updating Lerner Show files and sent out front of house advances to the team
- Trained new Volunteers and our new Ushers

Goals for November:

Peer Committee meeting:

Meeting with the Peer Committee to organize for the month. We'll work on getting tours scheduled and make sure our Volunteers have their complaints and concerns addressed.

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Hiring Box Office and Usher staff:

Until the numbers are there, we'll continue to call and set up interviews.

Shows:

Premier Arts 'The Addams Family' weekend was amazing and officially kicked off the start of our busy time. I'll work on closing that show and prepare to work on getting our upcoming shows set up. We'll have a lot of front of house advances and floor maps to get in place and I will continue to keep updating the Google, Show Manager and Lerner Show files so everyone on our team is on the same page.

MEDIA SPECIALIST REPORT PREPARED BY: SONNY LISI
E-Blast Reporting – October 2021

Email Statistics	
Campaigns Sent	5
Total Emails Sent	58,783
Emails Opened	15,435
Emails Clicked Through	1,254
Starting Subscribers	17,192
Ending Subscribers	17,273
Average Emails Per Campaign	11,757

Tickets Purchased by City

City	Tickets
Elkhart	910
Granger	301
GOSHEN	263
Mishawaka	246
SOUTH BEND	236
Osceola	109
Bristol	84
Middlebury	82
Nappanee	71
Edwardsburg	54
Niles	50

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October Accomplishments

- Rebuilt our core seating maps in PatronManager to accommodate for the influx of new events with more price points than we've had in the past. Created new templates to include up to 8 price points from the previous 5, allowing for more flexibility and less time taken to build each event.
- Completed show builds for all Premier Arts 2022 events and Season Ticket packages, including two new event additions taking place at Goshen Theater, which included creating a new event venue in PatronManager.

November Goals

- Prepare the Friends of The Lerner annual giving pledge drive start for distribution at the end of November.
- Program a solution to automate the turning off of lights throughout the theatre at a specified time every night. This way, if any lights are missed when the building is closed, they will automatically turn off to save energy and utility cost.
- Begin inventory of The Lerner's full collection of artwork, create new labels for each, and design a brochure for patrons that highlights some of our pieces.
- Continue virtual coursework to become a Certified Administrator in the PatronManager ticketing software.

BOX OFFICE MANAGER PREPARED BY: TRISTIN PAUFF

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
9/12/2021	4:00 PM	Elkhart County Symphony 4-Show Package 2021-2022	9/20/2021	0	\$16.00	\$0.00	\$16.00
10/8/2021	7:30 PM	Jarrod Niemann & Love and Theft	6/18/2021	176	\$2,137.00	\$704.00	\$2,841.00
10/9/2021	7:30 PM	The MAGIC of BILL BLAGG LIVE!	8/25/2021	132	\$5,354.00	\$528.00	\$5,882.00
10/23/2021	5:00 PM	Elkhart Public Library Presents A Night with the Blooze Brothers	8/5/2021	100	\$2,238.25	\$400.00	\$2,638.25
10/29/2021	7:30 PM	Premier Arts: The Addams Family Musical (10/29/2021 - 10/31/2021 - 3 performances)	5/25/2021	984	\$21,659.50	\$2,460.00	\$24,119.50
11/4/2021	7:00 PM	Kari Jobe - The Blessing USA Tour 2021	8/17/2021	318	\$15,993.95	\$795.00	\$16,788.95
11/12/2021	7:30 PM	Stars of the Sixties	3/5/2020	48	\$3,406.50	\$120.00	\$3,526.50
11/13/2021	4:00 PM	95.3 MNC's Noise with Special Guest Brian Kinneade	9/17/2021	118	\$6,893.00	\$295.00	\$7,098.00
11/21/2021	4:00 PM	Elkhart County Symphony - New Journeys	8/24/2021	2	\$69.00	\$5.00	\$74.00
11/27/2021	10:00 AM	Tutu School Winter Bravo Bash	10/19/2021	0	\$0.00	\$0.00	\$0.00
11/27/2021	7:00 PM	The Nutcracker (11/27/2021 @ 7:00 PM - 11/28/2021 @ 3:00 PM)	10/19/2021	160	\$3,089.25	\$400.00	\$3,489.25
12/2/2021	7:00 PM	Kimball Organ Concert and Silent Movie: Grandma's Boy	10/21/2021	28	\$286.50	\$70.00	\$356.50
12/3/2021	8:00 PM	Kansas	9/24/2019	165	\$13,115.00	\$412.50	\$13,527.50
12/10/2021	7:30 PM	Premier Arts: A Christmas Carol (12/10/2021 - 12/12/2021 - 3 performances)	5/25/2021	94	\$2,122.75	\$235.00	\$2,357.75
12/11/2021	3:00 PM	Premier Arts: Madeline's Christmas	10/8/2021	143	\$3,287.50	\$357.50	\$3,645.00
12/13/2021	7:30 PM	REO Speedwagon	9/9/2021	99	\$10,504.25	\$247.50	\$10,751.75
12/14/2021	7:00 PM	Steven Curtis Chapman Acoustic Christmas	9/9/2021	107	\$6,170.00	\$267.50	\$6,437.50
12/16/2021	7:30 PM	A Motown Christmas	7/16/2021	12	\$627.00	\$30.00	\$657.00
12/17/2021	8:00 PM	Martina McBride - The Joy of Christmas 2021	9/14/2021	187	\$19,013.75	\$467.50	\$19,481.25
12/31/2021	8:00 PM	MJ Live	9/23/2021	28	\$1,384.35	\$70.00	\$1,454.35
2/25/2022	7:00 PM	Rodney Carrington: Let Me In!	10/6/2021	571	\$45,784.25	\$1,427.50	\$47,211.75
5/21/2022	8:00 PM	Gordon Lightfoot	12/12/2019	20	\$1,653.00	\$50.00	\$1,703.00

Total Ticket Revenue	\$174056.80
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Accomplishments for October 2021

- Successfully trained 1 new part-time Box Office Team Member
- Completed 1 SMART Goal for a total of 2/3 SMART Goals for the year
- Currently implementing strategies for better training purposes

Goals for November 2021

- Successfully train 1 to 2 new part-time Box Office Team Members
- Complete last SMART Goal of the year
- Implement strategy for better understanding and better Customer Service

TECHNICAL THEATRE MANAGER PREPARED BY: ANDREW KREIDER

Overview:

During October, the Tech Department finished preparations for the busy show season ahead. Sound and lighting are ready for the big tours, and the ballroom equipment is dialed in for big events upstairs as well.

Accomplished in October

- Six main stage performances, plus a week of rehearsals for Premier Arts.
- Installation of new network switches, ready for fiber connection.
- Completed quote process for HVAC repairs.
- Discussion with I&M about downtown power issues.
- Continued background work on the future possibility of a backup generator.

Upcoming tasks:

- Repair of amplifiers for theater sound system.
- Shows ramping up in November and December

ASSISTANT TECHNICAL COORDINATOR PREPARED BY: DEEN TUGGLE

Overview:

October started to pick up on shows and events for us. I helped facilitate two separate ballroom events which utilized lighting, video, and sound - The Cancer Resources fashion show and the Humane Society's Best In Show event. For theatre events, I was able to help facilitate the Jerrod Niemann concert by offering my lighting abilities. The following day we hosted Bill Blagg in which I assisted in setting up and integrating their systems into our house systems. The following week we had our Late Night Live showing of Hocus Pocus in which I was the lead tech. Later in the month, Andrew and I worked on addressing some issues which were slowing down load-ins for shows with integrating guests into our lighting network. We rounded out the month with assisting in Premier Arts' production of The Addams Family. October was a very successful month for the Tech Team and The Lerner.

Accomplished in August:

- Fixed lighting network issues for touring shows.
- Aided in facilitating multiple large ballroom events.
- Provided lighting for stage shows.

Upcoming tasks:

- Ballroom projector inspection
- Help facilitate many theatre upcoming events.

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- Help facilitate ballroom events.

FACILITIES MANAGER PREPARED BY: DAN GOULD

With only a few shows in October, we tried to concentrate on preparing for colder weather and for the upcoming shows in November. November and December are always our busiest months of the year. With the help of Lerner Services, we pushed hard to get our building ready for our busy schedule. We inspected the exterior for defects - damage caused by weather and people using the sidewalk. We also inspected the interior for wall and floor damage. The ceiling was another area we took a good look at. The new section of the building is starting to show its age, with some of the light fixtures and mechanical parts for the HVAC system nearing the end of their engineered lifetime. If you have watched the news lately, you have heard all about our HVAC problems. With our busy season upon us, we want to be ready for whatever is coming our way.

The warm weather in October gave us extra time to take care of problems with the exterior. We repaired the caulk around the windows and doors, did repairs to the caulk at the base of the exterior walls, and between the sidewalk and building foundation. The Main St. and Franklin St. side of the building needed minimal repairs. The rear of the building, at the truck pit, and the alley where we park the tour buses, was totally exposed due to the extra exposure from the elements that area receives. The caulk in that area needed to be totally removed and replaced. Thankfully the weather was on our side, and we were able to get that area totally resealed. And, just in time! When applying caulk and sealants, you need a twenty-four-hour period above forty degrees so the caulk can cure correctly. We have had very few nights above forty degrees since that work was finished. I know for sure, and am very glad, someone up there likes me. Another thing we like to accomplish before it gets too cold is the maintenance of the exterior lights. We managed to get all of the bad bulbs changed, even the ones that burned out in the last week of October. What did I see on Monday? A burned-out bulb outside the Premier Arts entrance. I will get that changed this week. For the interior, we finished cleaning the carpet in the rooms we didn't get cleaned in September and continued switching emergency light fixtures to LED. We have already changed the emergency fixtures in the lobby, hallways, stairways, and in the Auditorium. Now we are changing the fixtures in the restrooms and entrances. The main floor restrooms have been completed, as well as the Cittadine Room restrooms. The Grand Hall restrooms each have one fixture to be changed, as well as the fixtures outside the freight elevator in the Grand Hall. After that we will change the fixtures in the entrances on Franklin St. We will be pushing hard to finish this project so we can prepare for a very busy December

November will see us finishing the projects we have started, and keeping up with any damage to the walls, ceilings, and carpets. In the six years I have worked here at the Lerner Theatre, I don't remember finishing any year as strong as we are finishing this year. Even though this is our busy season, I don't remember our schedule ever being as full as it is this year. It is a testament to how hard our office personnel work all year long because the shows you will be watching this November and December, our office started communicating with back in the spring. When we see a schedule as full as our upcoming schedule is, we know the people in the office

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have been working their butts off. And now it is our turn. I cannot tell you how good it feels to have people walking our halls once again and sitting in our auditorium. Watching you walk out with a smile on your face is more compensation than any paycheck could ever provide. As always, thank you for the opportunity to take care of this beautiful and historic theater that has provided so many fond memories for me and so many others.

LERNER SERVICES COORDINATOR PREPARED BY: DANIEL REECER

The weather is getting cold again as we cozy into the upcoming busy months. In October we set to preparing ourselves for the winter coming and the shows built into the end of year. Checks have been done to oversee freeze protection on critical systems and routines are being reviewed to manage the various unique challenges of the season. There's no snow yet though, so we've gotten to treat the building to some carpet cleaning and fresh coats of paint. We have several small spots to touch up, patch, or polish to fill in the hours between shows and through an organizationally focused collaboration with the Tech Team here we've been able to accurately list and track all of our concerns. All shows considered, we have our work cut out for us in November and we can't wait.

Accomplished:

- Shampooed Carpets
- Polished Rails
- Repainted PA RRs

Upcoming:

- Winter Inspections
- Door Repairs

7. NEW BUSINESS

Johnson Controls Proposal

On motion by Jamie Arce, seconded by Diana Lawson and carried 4-0, the Board approved and ratified a contract with Johnson Controls, Inc. for Lerner repairs for \$29,342.00.

2022 Meeting Dates

On motion by Dina Harris, seconded by Jamie Arce and carried 4-0, the Board adopted the 2022 Lerner meeting dates as presented.

HVAC Update

Corinne Straight updated the Board. The City Council approved half of the funding, and they are in the process of developing the scope of work.

8. ADJOURNMENT

On motion by Dina Harris, seconded by Diana Lawson and carried 4-0, the Lerner Theatre Governing Board was adjourned at 10:28 a.m.

_____ Gary Boyn, President

Attest: _____ Nancy Wilson, Clerk of the Board

The Lerner Theatre

To: The Lerner Governing Board

From: Michelle Adams/Lenndra Helm (Kruggel, Lawton and Co)

Subject: Notes regarding the October 31, 2021 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending October 31, 2021.

The year-to-date net income from theatre operations only (shown as Gross Profit) at the end of the period is \$205,029, which is an increase of \$77,955 from the Gross Profit on last year's statement of \$127,074.

The year-to-date net income for all Lerner operations (including city expenses) at the end of the period is \$325,769 which is an increase of \$487,499 from the net loss on last year's statement of \$161,730.

On budgeted city Operational Expenses alone were under-budget by \$581,629 year to date.

Total Operational Expenses of \$695,846 were covered by a City contribution of \$466,218 (67%) and a Lerner contribution of \$229,628 (33%). This compares with last year's City contribution of 87% and the Lerner's contribution of 13%.

There were four shows or events in October that generated the following profit:

1. Jerrod Niemann With Love and Theft - \$7,296.49
2. The Magic of Bill Blagg Live - \$6,313.31
3. The Blooze Brothers - \$3,580.67
4. The Addams Family - \$12,485.53

The Lerner Theatre

Financial Analysis Through October 31, 2021

	<u>2021</u>		<u>2020</u>		<u>Diff</u>
<i>City Operational Expenses</i>					
Staff & Related	406,084		639,388		(233,304)
Other	<u>289,762</u>		<u>450,083</u>		<u>(160,321)</u>
Total Expenses to be Covered	695,846		1,089,471		(393,625)
Less: City Subsidy (Budgeted)	<u>791,667</u>		<u>791,667</u>		<u>-</u>
Net City Operational Expenses	(95,821)		297,804		(393,625)
<i>Lerner Box Office Operations</i>					
Income	288,977		173,670		115,307
COGS	<u>83,948</u>		<u>46,596</u>		<u>37,352</u>
Gross Profit (Loss)	205,029		127,074		77,955
Lerner Labor Expense	<u>24,599</u>		<u>10,486</u>		<u>14,113</u>
Lerner Contribution from Operations	229,628		137,560		92,068
<i>Additional Subsidy Sources</i>					
City Subsidy (Un-Budgeted)	-		160,244		
Lerner Excess Contribution	325,449		-		
How the Operational Expenses Are Covered:					
City Contribution	466,218	67%	951,911	87%	
Lerner Contribution	<u>229,628</u>	33%	<u>137,560</u>	13%	
Total Expenses to be Covered	695,846	100.0%	1,089,471	100%	

The Lerner Theatre

P&L - Total Theatre - Summary Comparison

January - October, 2021

	TOTAL			
	JAN - OCT, 2021	JAN - OCT, 2020 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	288,977.26	173,670.04	115,307.22	66.39 %
Total Income	\$288,977.26	\$173,670.04	\$115,307.22	66.39 %
Cost of Goods Sold				
Cost of Sales	83,948.28	46,596.03	37,352.25	80.16 %
Total Cost of Goods Sold	\$83,948.28	\$46,596.03	\$37,352.25	80.16 %
GROSS PROFIT	\$205,028.98	\$127,074.01	\$77,954.97	61.35 %
Expenses				
City Accts by Submission Date	-95,820.38	297,804.63	-393,625.01	-132.18 %
Total Expenses	\$ -95,820.38	\$297,804.63	\$ -393,625.01	-132.18 %
NET OPERATING INCOME	\$300,849.36	\$ -170,730.62	\$471,579.98	276.21 %
Other Expenses				
99996 City Budget Offset Special Acct	-500.00		-500.00	
99998 Show Labor Exp Incl in Budget	-24,420.01	-9,000.57	-15,419.44	-171.32 %
Total Other Expenses	\$ -24,920.01	\$ -9,000.57	\$ -15,919.44	-176.87 %
NET OTHER INCOME	\$24,920.01	\$9,000.57	\$15,919.44	176.87 %
NET INCOME	\$325,769.37	\$ -161,730.05	\$487,499.42	301.43 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - October, 2021

	TOTAL			
	JAN - OCT, 2021	JAN - OCT, 2020 (PY)	CHANGE	% CHANGE
Income				
Theatre Income				
4000 Ticket Sales Collected	388,513.70	376,775.87	11,737.83	3.12 %
4001 Ticket Sales Due/Paid	-388,513.70	-376,775.87	-11,737.83	-3.12 %
4010 Facility Rental - Theatre	33,732.21	9,745.00	23,987.21	246.15 %
40200 Ticket Processing Fees	5,549.59		5,549.59	
40201 Mailing Fee	677.50	173.26	504.24	291.03 %
40202 Phone Order Convenience Fee	1,217.00	390.80	826.20	211.41 %
40203 Historical Facility Fee	49,022.00	23,454.00	25,568.00	109.01 %
40204 Box Office Fee	19,523.74	18,443.26	1,080.48	5.86 %
40205 Blended Ticket Transaction Fee	17,071.21	17,433.72	-362.51	-2.08 %
40206 Web Ticket Fees	39,344.50	36,442.00	2,902.50	7.96 %
40207 Handling Fees		365.40	-365.40	-100.00 %
40208 Convenience Fees	17,716.50	16,169.50	1,547.00	9.57 %
Total 40200 Ticket Processing Fees	150,122.04	112,871.94	37,250.10	33.00 %
4050 Equipment Rental	8,965.00	1,550.00	7,415.00	478.39 %
4080 Concessions Commissions		26,059.71	-26,059.71	-100.00 %
4090 Merchandise Commissions		1,225.77	-1,225.77	-100.00 %
4140 Miscellaneous Income	5,609.14	7,305.15	-1,696.01	-23.22 %
Event Labor				
4030 Stagehands, Etc.	11,364.10	5,792.71	5,571.39	96.18 %
4040 Front of House	14,795.94	3,369.25	11,426.69	339.15 %
Total Event Labor	26,160.04	9,161.96	16,998.08	185.53 %
Non-Ticketed Event Revenue				
41313 Other Events Revenue		4,880.51	-4,880.51	-100.00 %
41314 Crystal Ballroom Events	64,388.83	870.00	63,518.83	7,301.01 %
Total Non-Ticketed Event Revenue	64,388.83	5,750.51	58,638.32	1,019.71 %
Total Theatre Income	288,977.26	173,670.04	115,307.22	66.39 %
Total Income	\$288,977.26	\$173,670.04	\$115,307.22	66.39 %
Cost of Goods Sold				
Cost of Sales				
5010 Ticket Transaction Expense		5,702.82	-5,702.82	-100.00 %
5025 Patron Manager Ticket Fees	25,935.00	10,310.50	15,624.50	151.54 %
5030 Ticket CC Processing Exp - BOA	18,160.62	16,184.63	1,975.99	12.21 %
5035 Merchant Account Fees	15,253.54	801.47	14,452.07	1,803.20 %
5040 Ticket Mailing Expense		2.50	-2.50	-100.00 %
5090 Catering Expense		1,601.48	-1,601.48	-100.00 %
5140 Misc Income Expenses		587.05	-587.05	-100.00 %
Direct Labor - Events				
5050 Stage Labor	13,621.90	3,403.93	10,217.97	300.18 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - October, 2021

	TOTAL			
	JAN - OCT, 2021	JAN - OCT, 2020 (PY)	CHANGE	% CHANGE
5060 Front of House Labor	10,977.22	7,082.49	3,894.73	54.99 %
Total Direct Labor - Events	24,599.12	10,486.42	14,112.70	134.58 %
Non-Ticketed Event Expense				
51313 Other Event Expenses		5.00	-5.00	-100.00 %
51314 Other Events Labor Expense		914.16	-914.16	-100.00 %
Total Non-Ticketed Event Expense		919.16	-919.16	-100.00 %
Total Cost of Sales	83,948.28	46,596.03	37,352.25	80.16 %
Total Cost of Goods Sold	\$83,948.28	\$46,596.03	\$37,352.25	80.16 %
GROSS PROFIT	\$205,028.98	\$127,074.01	\$77,954.97	61.35 %
Expenses				
City Accts by Submission Date				
5000000 City Contribution Toward Budget	-791,666.70	-791,666.70	0.00	0.00 %
Capital Outlay				
4420400 Building & Structure		13,073.86	-13,073.86	-100.00 %
4440100 Furniture & Fixtures		96,114.20	-96,114.20	-100.00 %
4440500 Other Equipment-Capital Expense		19,545.00	-19,545.00	-100.00 %
Total Capital Outlay		128,733.06	-128,733.06	-100.00 %
Other Services/Charges				
3472100 Patron Ticket Refunds	1,950.05	0.00	1,950.05	
3600000 Concessions		176.25	-176.25	-100.00 %
3620000 Rental Property		50.00	-50.00	-100.00 %
4310400 Professional Services	15,674.76	21,256.73	-5,581.97	-26.26 %
4320300 Travel	260.03	161.35	98.68	61.16 %
4320400 Telephone/Communications	14,673.16	14,601.06	72.10	0.49 %
4330300 Advertising/Marketing	30,891.20	25,420.61	5,470.59	21.52 %
4330301 Promotions	277.34	393.65	-116.31	-29.55 %
4350100 Electricity	81,100.95	74,262.30	6,838.65	9.21 %
4350200 Natural Gas	12,205.60	11,296.20	909.40	8.05 %
4350400 Water & Sewer	1,581.29	1,639.13	-57.84	-3.53 %
4360100 Repairs & Maintenance-Building	48,921.43	47,776.73	1,144.70	2.40 %
4360200 Equipment Repair	3,357.44	4,936.16	-1,578.72	-31.98 %
4370200 Equipment Leases	1,937.15	2,126.26	-189.11	-8.89 %
4390200 Postage	117.04	21.20	95.84	452.08 %
4390300 Subscriptions	2,713.00	2,568.00	145.00	5.65 %
4390800 Memberships & Dues	1,108.00	724.00	384.00	53.04 %
4390900 Donation Dispersment	313.00		313.00	
4390910 Education	17,308.79		17,308.79	
4390930 Processing Fees	38,589.06		38,589.06	
4391000 Minor Misc Small Capital	35.00	88,971.86	-88,936.86	-99.96 %
Total Other Services/Charges	273,014.29	296,381.49	-23,367.20	-7.88 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - October, 2021

	TOTAL			
	JAN - OCT, 2021	JAN - OCT, 2020 (PY)	CHANGE	% CHANGE
Personnel Services				
4110110 Department Head	42,277.20	59,928.42	-17,651.22	-29.45 %
4110130 Full Time	225,025.83	357,158.71	-132,132.88	-37.00 %
4110150 Part Time	39,027.93	49,056.61	-10,028.68	-20.44 %
4110160 Overtime Wages	521.63	210.38	311.25	147.95 %
4110170 Longevity		525.00	-525.00	-100.00 %
4130100 Employer's Social Security	18,258.75	27,028.07	-8,769.32	-32.45 %
4130200 Employer's Medicare	4,270.22	6,321.23	-2,051.01	-32.45 %
4130300 Employer's PERF	32,365.47	58,402.02	-26,036.55	-44.58 %
4130500 Employer's Group & Life	44,336.92	80,757.55	-36,420.63	-45.10 %
Total Personnel Services	406,083.95	639,387.99	-233,304.04	-36.49 %
Supplies				
4210200 Stationary & Print	705.51	125.50	580.01	462.16 %
4210500 Office Supplies	1,144.58	1,323.58	-179.00	-13.52 %
4220150 Operating Supplies	6,447.78	13,782.99	-7,335.21	-53.22 %
4220310 Household, Laundry	2,346.46	4,334.87	-1,988.41	-45.87 %
4230200 Repair Parts	1,682.82	670.48	1,012.34	150.99 %
4230300 Small Tools/Minor Equipment	4,420.93	4,731.37	-310.44	-6.56 %
Total Supplies	16,748.08	24,968.79	-8,220.71	-32.92 %
Total City Accts by Submission Date	-95,820.38	297,804.63	-393,625.01	-132.18 %
Total Expenses	\$ -95,820.38	\$297,804.63	\$ -393,625.01	-132.18 %
NET OPERATING INCOME	\$300,849.36	\$ -170,730.62	\$471,579.98	276.21 %
Other Expenses				
99996 City Budget Offset Special Acct	-500.00		-500.00	
99998 Show Labor Exp Incl in Budget	-24,420.01	-9,000.57	-15,419.44	-171.32 %
Total Other Expenses	\$ -24,920.01	\$ -9,000.57	\$ -15,919.44	-176.87 %
NET OTHER INCOME	\$24,920.01	\$9,000.57	\$15,919.44	176.87 %
NET INCOME	\$325,769.37	\$ -161,730.05	\$487,499.42	301.43 %

The Lerner Theatre

Budget vs. Actuals: FY_2021 - FY21 P&L

January - October, 2021

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
City Accts by Submission Date			
5000000 City Contribution Toward Budget	-791,666.70	-791,666.70	0.00
Capital Outlay			
4420400 Building & Structure		25,833.30	-25,833.30
Total Capital Outlay		25,833.30	-25,833.30
Other Services/Charges			
4310400 Professional Services	15,674.76	29,583.30	-13,908.54
4320300 Travel	260.03	1,416.70	-1,156.67
4320400 Telephone/Communications	14,673.16	19,050.00	-4,376.84
4330300 Advertising/Marketing	30,891.20	47,916.70	-17,025.50
4330301 Promotions	277.34	4,166.70	-3,889.36
4340200 Liability Insurance		42,623.30	-42,623.30
4350100 Electricity	81,100.95	103,000.00	-21,899.05
4350200 Natural Gas	12,205.60	15,416.70	-3,211.10
4350400 Water & Sewer	1,581.29	2,666.70	-1,085.41
4360100 Repairs & Maintenance-Building	48,921.43	40,416.70	8,504.73
4360200 Equipment Repair	3,357.44	1,666.70	1,690.74
4370200 Equipment Leases	1,937.15	2,666.70	-729.55
4390200 Postage	117.04	2,833.30	-2,716.26
4390300 Subscriptions	2,713.00	2,114.20	598.80
4390800 Memberships & Dues	1,108.00	1,445.80	-337.80
4390910 Education	17,308.79	18,958.30	-1,649.51
4390930 Processing Fees	38,589.06	42,500.00	-3,910.94
Total Other Services/Charges	270,716.24	378,441.80	-107,725.56
Personnel Services			
4110110 Department Head	42,277.20	65,279.20	-23,002.00
4110130 Full Time	225,025.83	428,645.00	-203,619.17
4110150 Part Time	39,027.93	108,169.20	-69,141.27
4110160 Overtime Wages	521.63	2,280.00	-1,758.37
4110170 Longevity		750.00	-750.00
4130100 Employer's Social Security	18,258.75	37,330.00	-19,071.25
4130200 Employer's Medicare	4,270.22	8,730.00	-4,459.78
4130300 Employer's PERF	32,365.47	71,619.20	-39,253.73
4130500 Employer's Group & Life	44,336.92	113,425.00	-69,088.08
Total Personnel Services	406,083.95	836,227.60	-430,143.65
Supplies			
4210200 Stationary & Print	705.51	791.70	-86.19
4210500 Office Supplies	1,144.58	3,750.00	-2,605.42

The Lerner Theatre

Budget vs. Actuals: FY_2021 - FY21 P&L

January - October, 2021

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
4220150 Operating Supplies	6,447.78	17,633.30	-11,185.52
4220310 Household, Laundry	2,346.46	4,583.30	-2,236.84
4230200 Repair Parts	1,682.82	3,500.00	-1,817.18
4230300 Small Tools/Minor Equipment	4,420.93	4,416.70	4.23
Total Supplies	16,748.08	34,675.00	-17,926.92
Total City Accts by Submission Date	-98,118.43	483,511.00	-581,629.43
Total Expenses	\$ -98,118.43	\$483,511.00	\$ -581,629.43
NET OPERATING INCOME	\$98,118.43	\$ -483,511.00	\$581,629.43
NET INCOME	\$98,118.43	\$ -483,511.00	\$581,629.43

The Lerner Theatre

Five Star Dive Bar: Jerrod Niemann and Love & Theft (2021)

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	16,955.00
4001 Ticket Sales Due/Paid	-16,955.00
4010 Facility Rental - Theatre	1,265.00
40200 Ticket Processing Fees	151.90
40203 Historical Facility Fee	1,302.00
40204 Box Office Fee	847.75
40205 Blended Ticket Transaction Fee	787.57
40206 Web Ticket Fees	2,465.00
40208 Convenience Fees	1,180.00
Total 40200 Ticket Processing Fees	6,734.22
4050 Equipment Rental	700.00
4070 Catering	0.00
4140 Miscellaneous Income	22.05
Event Labor	
4030 Stagehands, Etc.	624.00
4040 Front of House	588.00
Total Event Labor	1,212.00
Total Theatre Income	9,933.27
Total Income	\$9,933.27
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	802.75
5030 Ticket CC Processing Exp - BOA	842.26
Direct Labor - Events	
5050 Stage Labor	593.19
5060 Front of House Labor	398.58
Total Direct Labor - Events	991.77
Total Cost of Sales	2,636.78
Total Cost of Goods Sold	\$2,636.78
GROSS PROFIT	\$7,296.49
Expenses	
Total Expenses	
NET OPERATING INCOME	\$7,296.49
NET INCOME	\$7,296.49

The Lerner Theatre

Project Profitability for Bill Blagg's The MAGIC of BILL BLAGG LIVE! (without time costs)

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	12,872.00
4001 Ticket Sales Due/Paid	-12,872.00
4010 Facility Rental - Theatre	1,265.00
40200 Ticket Processing Fees	130.20
40203 Historical Facility Fee	1,116.00
40204 Box Office Fee	643.60
40205 Blended Ticket Transaction Fee	630.07
40206 Web Ticket Fees	2,046.00
40208 Convenience Fees	1,488.00
Total 40200 Ticket Processing Fees	6,053.87
4050 Equipment Rental	400.00
4060 Outside Lighting & Advertising	0.00
4140 Miscellaneous Income	1.80
Event Labor	
4030 Stagehands, Etc.	549.50
4040 Front of House	240.00
Total Event Labor	789.50
Total Theatre Income	8,510.17
Total Income	\$8,510.17
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	824.25
5030 Ticket CC Processing Exp - BOA	673.83
Direct Labor - Events	
5050 Stage Labor	429.18
5060 Front of House Labor	269.60
Total Direct Labor - Events	698.78
Total Cost of Sales	2,196.86
Total Cost of Goods Sold	\$2,196.86
GROSS PROFIT	\$6,313.31
Expenses	
Total Expenses	
NET OPERATING INCOME	\$6,313.31
NET INCOME	\$6,313.31

The Lerner Theatre

Elkhart Public Library: Blooze Brothers 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	4,749.50
4001 Ticket Sales Due/Paid	-4,749.50
4010 Facility Rental - Theatre	825.00
40200 Ticket Processing Fees	56.35
40203 Historical Facility Fee	483.00
40204 Box Office Fee	237.48
40205 Blended Ticket Transaction Fee	216.76
40206 Web Ticket Fees	595.00
40208 Convenience Fees	644.00
Total 40200 Ticket Processing Fees	2,232.59
4050 Equipment Rental	840.00
4140 Miscellaneous Income	6.00
Event Labor	
4030 Stagehands, Etc.	741.00
4040 Front of House	611.25
Total Event Labor	1,352.25
Total Theatre Income	5,255.84
Total Income	\$5,255.84
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	346.50
5030 Ticket CC Processing Exp - BOA	231.81
Direct Labor - Events	
5050 Stage Labor	689.07
5060 Front of House Labor	407.79
Total Direct Labor - Events	1,096.86
Total Cost of Sales	1,675.17
Total Cost of Goods Sold	\$1,675.17
GROSS PROFIT	\$3,580.67
Expenses	
Total Expenses	
NET OPERATING INCOME	\$3,580.67
NET INCOME	\$3,580.67

The Lerner Theatre

Premier Arts: The Addams Family 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	37,927.00
4001 Ticket Sales Due/Paid	-37,927.00
4010 Facility Rental - Theatre	1,905.00
40200 Ticket Processing Fees	702.45
40203 Historical Facility Fee	6,021.00
40204 Box Office Fee	1,896.35
40205 Blended Ticket Transaction Fee	1,701.32
40206 Web Ticket Fees	4,277.00
Total 40200 Ticket Processing Fees	14,598.12
4140 Miscellaneous Income	29.70
Event Labor	
4030 Stagehands, Etc.	-256.50
4040 Front of House	2,277.75
Total Event Labor	2,021.25
Total Theatre Income	18,554.07
Total Income	\$18,554.07
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	1,783.00
5030 Ticket CC Processing Exp - BOA	1,819.47
Direct Labor - Events	
5050 Stage Labor	1,274.39
5060 Front of House Labor	1,191.68
Total Direct Labor - Events	2,466.07
Total Cost of Sales	6,068.54
Total Cost of Goods Sold	\$6,068.54
GROSS PROFIT	\$12,485.53
Expenses	
Total Expenses	
NET OPERATING INCOME	\$12,485.53
NET INCOME	\$12,485.53

LERNER THEATRE GOVERNING BOARD

CLAIM AND ALLOWANCE DOCKET

I HEREBY CERTIFY THAT EACH OF THE ABOVE LISTED VOUCHERS AND INVOICES OR BILLS ATTACHED THERETO ARE TRUE AND CORRECT AND I HAVE AUDITED SAME IN ACCORDANCE WITH IC 5-11-10-1.6. I ALSO HEREBY CERTIFY THAT THESE VOUCHERS AND INVOICES REPRESENT GOODS AND/OR SERVICES THAT ARE FOR THE BENEFIT OF THE CITY OF ELKHART AND THAT APPROPRIATIONS FOR THESE EXPENDITURES HAVE BEEN DULY MADE OR OTHERWISE AUTHORIZED BY THE CITY COUNCIL AND OTHER APPROPRIATE AUTHORITY.

December 6th, 2021

Erin Koons
ERIN KOONS-DEPUTY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$82,479.01** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 28 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 8TH DAY OF DECEMBER 2021 BY:

PRESIDENT

GARY BOYN

VICE PRESIDENT

DINA HARRIS

TREASURER

DALLAS BERGL

MEMBER

ASHLEY MARTIN

MEMBER

DIANA LAWSON

MEMBER

JAMIE ARCE

MEMBER

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

Crystal Ballroom Catering, LLC
Commission Report for November and YTD 2021

	October 2021		November 2021		December 2021		YTD 2021		2020		2019		2018		2017	
	Guests	Events	Guests	Events	Guests	Events	Guests	Events	November 2020	YTD 2020	November 2019	YTD 2019	November 2018	YTD 2018	November 2017	YTD 2017
	Concessions	Concessions	Concessions	Concessions	Concessions	Concessions	Concessions	Concessions								
Ballroom Sales																
Food Sales-Ballroom	\$ 64,857.80	\$ 46,069.05					\$ 209,238.05	\$	\$ -	\$ -	\$ 60,732.29	\$ 352,836.72	\$ 46,250.45	\$ 428,295.05	\$ 34,536.70	\$ 432,598.82
Bar Sales-Ballroom	\$ 20,851.77	\$ 17,415.35					\$ 80,912.99	\$	\$ -	\$ -	\$ 23,886.94	\$ 91,593.61	\$ 21,918.83	\$ 101,524.16	\$ 19,485.98	\$ 135,006.56
Total Ballroom	\$ 85,709.57	\$ 63,484.40	\$ -	\$ -	\$ -	\$ 290,151.04	\$ -	\$ -	\$ -	\$ -	\$ 84,619.23	\$ 444,430.33	\$ 68,169.28	\$ 529,819.21	\$ 54,022.68	\$ 567,605.38
Concession Sales																
Food Sales-Concessions	\$ 7,081.29	\$ 5,101.85					\$ 33,117.60	\$	\$ -	\$ -	\$ 17,961.69	\$ 74,057.58	\$ 22,102.89	\$ 89,167.33	\$ 12,409.03	\$ 72,423.74
Bar Sales-Concessions	\$ 7,585.96	\$ 3,774.73					\$ 34,128.80	\$	\$ -	\$ -	\$ 6,285.01	\$ 70,902.70	\$ 6,947.12	\$ 78,123.55	\$ 5,069.52	\$ 81,339.16
Total Concessions	\$ 14,667.25	\$ 8,876.58	\$ -	\$ -	\$ -	\$ 67,246.40	\$ -	\$ -	\$ -	\$ -	\$ 24,246.70	\$ 144,960.28	\$ 29,050.01	\$ 167,290.88	\$ 17,478.55	\$ 153,762.90
Room Rents	\$ 8,306.25	\$ 6,600.00	\$ -	\$ -	\$ -	\$ 43,507.75	\$ -	\$ -	\$ -	\$ -	\$ 9,350.00	\$ 71,574.37	\$ 10,800.00	\$ 87,756.87	\$ 7,837.50	\$ 97,900.00
Total Commission Sales	\$ 108,683.07	\$ 78,960.98	\$ -	\$ -	\$ 400,905.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 118,215.93	\$ 660,964.98	\$ 108,019.29	\$ 784,866.96	\$ 79,338.73	\$ 819,268.28
Commissions	\$ 21,736.61	\$ 15,792.20	\$ -	\$ -	\$ 80,181.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,643.19	\$ 132,193.00	\$ 21,603.86	\$ 156,973.39	\$ 15,867.75	\$ 163,853.66
Commissions Payable:																
\$																

37,528.81

Lerner Theatre Board Report

December 2021

GENERAL MANAGER REPORT

PREPARED BY: MICHELLE FRANK

Activity (Dec-Feb)	As % of 90 days	
36 Events	40%	Activity in theatre
18 Ticketed Events	20%	Ticketed events
6 Non-Ticketed Events	7%	Non-Ticketed events
10 Rehearsal Dates	13%	Rehearsal Space

Compare to 2020 Board Report Ticketed Events: 1

Compare to 2020 Board Report Non-Ticketed Events +Rehearsals: 11

- Our first co-promotion show for the Friends of The Lerner for the national tour of Kansas was on December 3rd. What a fantastic show and a great success for Friends of The Lerner and The Lerner! I received compliments from the tour directly, but also through the following night's promoter for Kansas, who sent me a message that the band and crew were extremely happy at The Lerner the night before. They had high praises for the team that helped them throughout the whole day!
- For 2022, FOL's series of Lunchtime Live and Late Night Live, will be transformed into a new partnership series with Premier Arts', who is taking over ArtWalk. ArtWalk will now be the last Thursday of each month and in conjunction with ArtWalk, I am working on a free series called, "Lerner on the Lawn." This series will be free to the community, encompass a diverse line-up of artists and will be on the last Thursday of the month. This series will feature regional artists to the Central Green stage in the center of Downtown. In the off months of ArtWalk, we will have Lunchtime Live, primarily with an organ concert on the Kimball Organ with Celia Weiss, which tends to have a nice draw during the daytime. I am working with a potential sponsor for the series to help underwrite costs for Friends of The Lerner.
- We are preparing to post the position of Marketing Manager and the newly created position of Facilities Assistant in advance of 2022's new budget. Coming out of a dark period in the theatre from Covid, it was a struggle to take on the Marketing Manager role, so I'm looking forward to adding this position back, in conjunction with our stellar team of public relations with Stephanie Krol and social media with EyeDart.
- We are in the training phase with Prism, our new calendar management and show financial software. The show build team at The Lerner, which consists of Media Specialist, Box Office Manager, Office Manager, Operations Manager and General Manager, were on the initial call and there was a lot of excitement for how this system will be able to streamline our show building process and show closing process. At this point, Prism is migrating our information over from the booking calendar and our build templates. We are continuing our training and will be live within the new few weeks!

OPERATIONS MANAGER REPORT

PREPARED BY: SARAH MACER

Accomplished in November:

- Organized information for Show Closing Information sheets for the shows in the month
- Continuing training of Ushers and hiring of Box Office staff
- Updated all shows in November and closed out information for accounting
- Sent off November facility numbers
- Finished the December schedules for ushers and floor managers – It's going to be a fun busy month!
- Updating Lerner Show files, sent out front of house advances to the team and updated all calendars and contracts for the shows in the theatre
- Trained new volunteers and prepped them for the busy month of December

Goals for December:

Peer Committee meeting:

Meeting with the Peer Committee to organize for the month. We'll work on getting tours scheduled and make sure our Volunteers have their complaints and concerns addressed.

...still hiring part time staff, especially Box Office:

We're still not at numbers and want to make sure that the current staff isn't burnt out. Because of this, we'll continue hiring and working towards a full part time staff!

Peer Committee:

After updating the Volunteer Newsletter, I wanted to address some concerns from staff about policies that needed to be updated for Volunteers and fellow staff members. I'm excited about working together with them and seeing how they feel about working together toward unparalleled customer service toward every guest that enters our building!

Shows:

December is going to be so much fun! We have something on the stage every day starting on the 2nd and going until the 18th. I'm excited to get all of the details in place and work together with our team to make sure each performance runs as smooth as possible. We have a variety of events coming up so I'm hoping everyone in the community has an opportunity to come out and see what's going on in our building. From the free movies, to the national tours, to all of the holiday music I'm excited for December!

MEDIA SPECIALIST REPORT

PREPARED BY: SONNY LISI

E-Blast Reporting – November 2021

Email Statistics	
Campaigns Sent	13
Total Emails Sent	132,471
Emails Opened	42,958
Emails Clicked Through	3,601
Starting Subscribers	17,237
Ending Subscribers	17,383
Average Emails Per Campaign	10,190

Tickets Purchased by City

City	Tickets
Elkhart	2,080
Goshen	711
Granger	411
South Bend	371
Middlebury	356
Mishawaka	300
Bristol	281
Osceola	206
Edwardsburg	114
Niles	103
Plymouth	89
Union	52

November Accomplishments

- Created a new dashboard report format to send to event promoters daily breaking out ticket sales, complimentary ticket counts, and full ticket inventories at each price level including all holds, original ticket quantities, and remaining tickets at each level.
- Recreated donation forms for Friends of The Lerner in our ticketing system. The current donation form underlying architecture is being phased out in January and it was required to recreate all forms using the new system.
- Redesigned our annual Lerner Christmas card to feature last year's holiday display windows, and prepared the cards for printing and mailing to all supporters of the theatre.

December Goals

- Program a solution to automate the turning off of lights throughout the theatre at a specified time every night. This way, if any lights are missed when the building is closed, they will automatically turn off to save energy and utility cost.
- Begin inventory of The Lerner's full collection of artwork, create new labels for each, and design a brochure for patrons that highlights some of our pieces.
- Continue virtual coursework to become a Certified Administrator in the PatronManager ticketing software.
- Continue virtual coursework to become a Certified Administrator in the PatronManager ticketing software.

BOX OFFICE MANAGER

PREPARED BY: TRISTIN PAUFF

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
11/4/2021	7:00 PM	Kari Jobe - The Blessing USA Tour 2021	8/17/2021	120	\$3,864.40	\$300.00	\$4,164.40
11/12/2021	7:30 PM	Stars of the Sixties	3/5/2020	144	\$7,951.25	\$360.00	\$8,311.25
11/13/2021	4:00 PM	95.3 MNC's Noise with Special Guest Brian Kilmeade	9/17/2021	195	\$5,405.50	\$487.50	\$5,893.00
11/19/2021	5:30 PM	4th Annual Cookies, Carols, and Cans	11/1/2021	726	\$2,609.25	\$1,815.00	\$4,424.25
11/21/2021	4:00 PM	Elkhart County Symphony - New Journeys	8/24/2021	363	\$2,429.50	\$907.50	\$3,337.00
11/27/2021	10:00 AM	Tutu School Winter Bravo Bash	10/19/2021	67	\$326.50	\$167.50	\$494.00
11/27/2021	7:00 PM	The Nutcracker (11/27/2021 @ 7:00 PM - 11/28/2021 @ 3:00 PM)	10/19/2021	539	\$12,349.25	\$1,347.50	\$13,696.75
12/2/2021	7:00 PM	Kimball Organ Concert and Silent Movie: Grandma's Boy	10/21/2021	74	\$455.25	\$185.00	\$640.25
12/3/2021	8:00 PM	Kansas	9/24/2019	223	\$12,875.00	\$557.50	\$13,432.50
12/10/2021	7:30 PM	Premier Arts: A Christmas Carol (12/10/2021 - 12/12/2021 - 3 performances)	5/25/2021	384	\$9,249.00	\$960.00	\$10,209.00
12/11/2021	3:00 PM	Premier Arts: Madeline's Christmas	10/8/2021	141	\$2,671.75	\$352.50	\$3,024.25
12/13/2021	7:30 PM	REO Speedwagon	9/9/2021	215	\$17,032.00	\$537.50	\$17,569.50
12/14/2021	7:00 PM	Steven Curtis Chapman Acoustic Christmas	9/9/2021	123	\$5,522.50	\$307.50	\$5,830.00
12/16/2021	7:30 PM	A Motown Christmas	7/16/2021	131	\$7,719.00	\$327.50	\$8,046.50
12/17/2021	8:00 PM	Martina McBride - The Joy of Christmas 2021	9/14/2021	323	\$23,354.40	\$807.50	\$24,161.90
12/31/2021	8:00 PM	MJ Live	9/23/2021	30	\$1,885.75	\$75.00	\$1,960.75
2/4/2022	7:30 PM	Premier Arts Season Tickets 2022 (Gold Package - 7 Events, Purple Package - 5 Events)	10/29/2021	136	\$18,922.00	\$340.00	\$19,262.00
2/6/2022	4:00 PM	Elkhart County Symphony: Next Generation	8/24/2021	5	\$160.00	\$12.50	\$172.50
2/25/2022	7:00 PM	Rodney Carrington: Let Me In!	10/6/2021	131	\$8,377.25	\$327.50	\$8,704.75
3/18/2022	8:00 PM	Aaron Lewis: Frayed at Both Ends, The Acoustic Tour	11/9/2021	1,044	\$78,336.25	\$2,610.00	\$80,946.25
4/8/2022	7:30 PM	Chicago	11/19/2021	835	\$98,680.25	\$2,087.50	\$100,767.75
4/23/2022	7:00 PM	Zach Williams	11/1/2021	566	\$33,762.50	\$1,415.00	\$35,177.50
5/21/2022	8:00 PM	Gordon Lightfoot	12/12/2019	31	\$2,509.20	\$77.50	\$2,586.70
Total Ticket Revenue					\$372,812.75		

Accomplishments for November 2021

- Successfully trained 2 new part-time Box Office Team Members
- Implemented new strategy for better training and successfully trained 1 new employee, 1 training day ahead of time
- Currently half way through the Premier Arts Season Tickets 2022 returning subscribers

Goals for December 2021

- Successfully train 1 to 2 new part-time Box Office Team Members
- Take new implemented strategy and update Training Binder for new training sessions
- Complete all order forms for Premier Arts Season Tickets 2022 and distribute in time for Christmas

TECHNICAL THEATRE MANAGER

PREPARED BY: ANDREW KREIDER

Overview:

November and December will be busy months on stage, and the tech department has focused its attention on making sure the stage is ready for each group in turn. In November, the variety of shows - from full orchestra to dance companies to talking-heads - has meant careful choreography on stage from day to day. December will be more of the same, but on a larger scale as we welcome three national tours along with regular local partners like Premier Arts, the Municipal Band, and Epic Dance.

Accomplished in November

- Ten Main Stage performances, plus multiple rehearsals.
- Tech support for several large-scale Ballroom events.
- Fiber-optic installation in building, ready for new network connection.

Upcoming tasks:

- A busy month of shows, including three national tours.
- Support for large ballroom events.

ASSISTANT TECHNICAL COORDINATOR

PREPARED BY: DEEN TUGGLE

Overview:

November was quite the busy month for all of us at The Lerner. We started the month with Kari Jobe, helping them put on a wonderful concert. Following this, I assisted in running a Crystal Ballroom event for the South Bend/Elkhart Regional Partnership. We then had Lunchtime Live with Celia which I ran the tech for. Later that week we had Stars of the 60s and MNC's Noise in which I ran lights for both events. We closed out the month with multiple local dance companies performing their holiday shows. I provided lighting for both of those events as well. November was very busy but very rewarding. It is always great to be able to provide unparalleled customer service to those who rent our space.

Accomplished in November:

- Helped facilitate a ballroom event
- Provided lighting for multiple stage shows
- Provided lighting assist for multiple touring shows

Upcoming tasks:

- Ensure all theatre lighting remains in proper working order for the rest of the year
- Help facilitate many upcoming theatre events
- Aid Premier Arts for their holiday shows

FACILITIES MANAGER

PREPARED BY: DAN GOULD

They say time flies when you're having fun. We have been having a blast here at the Lerner. It is almost Christmas, and the next three weeks are going to fly by like the last eleven months did. I have been working at the Lerner for almost six years and this has been the busiest year of them all. It started in January, when we started converting light fixtures to LED, and has continued through the year. We have hosted more acts on a national tour than any of my previous years and we have had some big ones - The Price Is Right Live is the first to come to mind. That show was so entertaining, I think everyone in the building had fun at that show, the performers, our patrons, and everyone working the show. Not to mention the recitals we did with local dance studios and the municipal band and the county symphony. It was a very rewarding time to be working at the Lerner. Knowing all our hard work was creating a place that people could come and enjoy life in this great city is far more rewarding than I ever dreamed it would be.

In November we continued our project of converting our emergency lighting to LED. This project is down to light fixtures in very high traffic areas, such as the Box Office entrance and the Premier Arts entrance. Both of these areas are extremely high traffic and hard to access. This will create a challenge to work on these areas while still allowing safe access to the building. Of course we have a plan to accomplish this task and we anticipate completion before the end of the month. With those areas being the last fixtures that need converting, that project is ninety-five percent completed. It has been one of the biggest challenges I have ever faced. Another big challenge has been our HVAC system. In November we took advantage of some warm weather in the beginning of the month to finish our inspection of the heating side of our HVAC system. Winter is not a fun time to work on the roof. We are happy to have a few minor tasks to complete to be ready for winter.

And this year is not over! We are going to finish the year just as busy as the previous months. In December we have five national acts in three busy weeks. It starts with "Kansas" on the third. In between we have two Premier Arts plays. Madeline's Christmas, and A Christmas Carol. Then we have REO Speedwagon, Steven Curtis Chapman, A Motown Christmas, and Martina McBride's Christmas show. Talk about busy and what a lineup. Our general manager wore out her phone and her computer keyboard. Nothing but the best for our patrons. In between all of these events, we will continue working to complete our projects that will make our patron's visit to the Lerner more enjoyable and more safe. As I previously mentioned, our project to convert our emergency lighting fixtures to LED is ninety-five percent completed. We will be pushing to complete this project before

the end of the year. We also have some minor tasks on the roof that can wait for mild weather to complete. Looking at the upcoming weather forecast, I anticipate having them completed next week. When I took this job, I knew I was facing challenges like I had never faced before. I did not know the satisfaction that would come with working through those challenges. Another thing I knew when I took this job, is how lucky I was to find this job. And really, it found me. So I am closing this month's report as the luckiest employee of the city of Elkhart. Thank you for allowing me to take care of this beautiful, historic theater.

LERNER SERVICES COORDINATOR

PREPARED BY: DANIEL REECER

As always, a new month brings new challenges but there was a lot to be thankful for this November. We had enough time to get ourselves ready for the winter weather with a gentle season so far, and we have been able to maintain a clean, timely turnover between events. In efforts of my door repairs I was able to replace several screws in door hinges throughout the building. Additionally, on a couple doors I scraped chipping paint, buffed out residue marks, and polished as needed. I also replaced a few broken lock rings for our under-counter fed soap dispensers, which had worn thin over time. Looking to what's coming next, we have a very busy December ahead of us with a wall of back-to-back events right in the middle. My team and I will be focusing greatly on the cleanliness, health, and overall satisfaction of patrons during and between every event.

Accomplished:

- Minor Door Repairs
- Replaced Soap Fixtures

Upcoming:

- A busy December!



The Lerner Theatre - Silver Annual

Quote created on November 18, 2021 - Reference: 20211118-170354539

The Lerner Theatre
410 South Main Street
Elkhart, IN 46516
United States

Gary Boyn
Board President
gboyn@warrickandboyn.com
(574) 294-7491

Comments

Non-profit discount applied.

Invoice will be issued once the Order Form is finalized. Payment will be due Net 45 Days from date of issue.

Adrian Edmonds - Account Executive at Prism.fm



Products & Services

Prism Silver Pricing - Annual

1 x ~~\$8,000.00~~ / year

Service:

\$800.00 discount **\$7,200.00 / year**

- Dedicated Client Success Rep with ongoing online support
- Prism creates up to 6 deal templates and any productions templates needed
- Access to Prism FAQ Support Documents

Platform: Includes all current features. Future releases are to be determined

Minimum Term: 1 Year

Recurring discount \$800.00 / year

Recurring subtotal \$7,200.00 / year

Total **\$7,200.00**

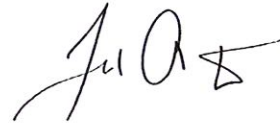
This quote expires on December 18, 2021.

Purchase Terms

This Order Form is made and entered into as of the Effective Date set forth above by and between Prism FM Inc., a Delaware corporation ("Prism"), and the customer identified above ("Customer"). By entering into this Order Form, Customer agrees to be bound by the attached Terms and Conditions (together with this Order Form, the "Agreement"). Capitalized terms used but not otherwise defined in this Order Form will have the meaning ascribed to such terms in the Terms and Conditions.



Gary Boyn
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Juan Torres
juan@prism.fm

Questions? Contact me



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