

CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

10:00 a.m., Wednesday, January 12, 2022

<https://coei.webex.com/coei/j.php?MTID=mbc19cbd29295c81e305d68a6fce5b2da>

**Meeting Number: 2302 204 7060, Meeting Password: Lerner22
1-415-655-0001**

- 1. ROLL CALL**
- 2. APPROVE AGENDA**
- 3. ELECTION OF 2022 LERNER BOARD OFFICERS**
- 4. MINUTES Regular Meeting December 08, 2021**
- 5. TREASURER'S REPORT**
 - **Financial Report November 30, 2021- Lenndra Helm (Kruggel, Lawton, and Co.)**
 - **Claims and Allowance Docket**
- 6. PRESIDENT'S REPORT**
- 7. FRIENDS OF THE LERNER**
- 8. CRYSTAL BALLROOM CATERING REPORT**
- 9. PREMIER ARTS REPORT**
- 10. GENERAL MANAGER'S REPORT**
- 11. PUBLIC PARTICIPATION**
- 12. ADJOURNMENT**

LERNER THEATRE BOARD
Wednesday, December 08, 2021

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, December 08, 2021. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Dallas Bergl, Ashley Martin, Dina Harris and Diana Lawson attended in-person. Jamie Arce was absent.

1. AGENDA

On motion by Dina Harris, seconded by Diana Lawson and carried 5-0, the agenda was approved.

2. MINUTES: Regular Meeting November 10, 2021

On motion by Dina Harris, seconded by Ashley Martin and carried 5-0, the Board approved the minutes from November 10, 2021.

3. TREASURER'S REPORT

Financials-October 31, 2021

Nick Muller attended the meeting on WebEx. The October 31, 2021 financial report was submitted to the Board for review. 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 compared with 2020 City's contribution of 87% and the Lerner's contribution of 13%. The YTD net income from Theatre operations only (shown as gross profit) at the end of the period was \$205,029 which was an increase of \$77,955 from 2020. The YTD net income for all Lerner operations (including City expenses) at the end of the period was \$325,769 which was an increase of \$487,499 from the net loss on last year's statement of \$161,730. On budgeted City Operational Expenses alone we were under-budget by \$581,629 year to date.

Claims

On motion by Dallas Bergl, seconded by Dina Harris and carried 5-0, the Board approved the claims and allowance docket totaling \$82,479.01 as listed on the register consisting of 28 pages as prepared on December 6, 2021 at 3:21 p.m.

4. PRESIDENT'S REPORT

Gary Boyn was very pleased with the number of shows and the operations sound like they are going very well at the theatre. He reminded the Board Officers for 2022 would be elected at the January meeting.

5. FRIENDS OF THE LERNER

Dallas Bergl reported they have a meeting next week and he will update the Board next month. Gary noticed the fundraising is moving along very nicely and they are approaching the five-million-dollar goal. Friends is doing a good job, and will continue to raise money and promote as many shows that come along as they can.

6. CRYSTAL BALLROOM CATERING

Kurt Janowsky said November was way up from 20 but down from 18 and 19. December will be down. They are getting COVID related cancellations on a regular basis. The first quarter is always slow so Kurt expects it to carry over. Things that are happening in the space are going well, they just wish they had more business. Dina commented the Elkhart Chamber event "My Favorite Things" was wonderful. Gary thanked Kurt for everything he is doing, and everything he has done for us over the years. We are hopeful we will get beyond this soon, pick back up and stay up.

7. GENERAL MANAGER'S REPORT

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

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!

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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!

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**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 Campaign	Emails Per	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

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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.
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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

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- 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

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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

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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!

On motion by Ashley Martin, seconded by Dina Harris and carried 5-0, the Board ratified the Prism FM Inc. Silver Annual Agreement.

8. PREMIER ARTS

Craig Gibson commented on the new box office software and looked forward to working with the Lerner and the Goshen Theatre on the same software.

Christmas is a busy time and they are opening Madeline's Christmas and a Christmas Carol this weekend. The windows look fantastic. This year, they created window units that look like the lobby. It is seamless and keeps the interior looking perfect.

They have a very good response to the 2022 season. They are offering a gold package which includes two shows in the Goshen Theatre.

They are going to the Redevelopment Commission in January to assume the responsibility of ArtWalk. The season is May-October and they are changing it to the last Thursday of the month. It will be heavily themed with non-profit partners for each one. They plan to grow the attendance.

Craig announced the new Premier Arts Charter School and updated the Board on the process. They hope to open in 2023. It is a three-phase project. They passed the first phase. The next phase is a report to the Indiana Department of Education. Ball State University will hold our Charter and they have been helping us with that process. In February we have to present our plan, and in April there will be hearings. It would be project based learning through the lens of the arts. We would start with grades K-5 and add a year every year up to 8. They have had extensive conversations with Elkhart Community Schools and they will work together. They will remain downtown in Elkhart, and the Lerner, the Midwest Museum of American

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Art, the Aquatic Center, the Ruthmere Museum, and the Wellfield Botanic Gardens will all be extensions of the classroom, which the Indiana Department of Education thought was a very cool thing. It's like a campus approach to Elementary School.

Passing of Jane Burns

Diana Lawson spoke about the passing of her dear friend Jane Burns. Jane and her husband opened up all of the collection of art on loan to the Lerner from the Midwest Museum of Art when the Lerner opened after renovations. She was never fully acknowledged for the impact she and her husband had with the Museum, which was one of the first cultural investments in the downtown. She hoped the Mayor would do something special to recognize her for her contributions. Gary said she was someone who never sought recognition. She didn't talk about making something happen, she just did it. She provided so much care and service to the community and her loss will be felt by all of us.

9. ADJOURNMENT

On motion by Dina Harris, seconded by Dallas Bergl and carried 5-0, the Lerner Theatre Governing Board was adjourned at 10:57 a.m.

_____ Gary Boyn, President

Attest: _____ Nancy Wilson, Clerk of the Board

The Lerner Theatre

To: The Lerner Governing Board

From: Michelle Adams (Kruggel, Lawton and Co)

Subject: Notes regarding the November 30, 2021 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending November 30, 2021.

The year-to-date net income from theatre operations only (shown as Gross Profit) at the end of the period is \$244,532, which is an increase of \$115,978 from the Gross Profit on last year's statement of \$128,553.

The year-to-date net income for all Lerner operations (including city expenses) at the end of the period is \$429,700 which is an increase of \$568,854 from the net loss on last year's statement of \$139,154.

On budgeted city Operational Expenses alone were under-budget by \$687,546 year to date.

Total Operational Expenses of \$717,447 were covered by a City contribution of \$441,454 (62%) and a Lerner contribution of \$275,993 (38%). This compares with last year's City contribution of 88% and the Lerner's contribution of 12%.

There were eight shows or events in November that generated the following profit:

1. Kari Jobe (&VIP) - \$17,299.28
2. Stars of the Sixties - \$7,374.03
3. Oaklawn's Got Talent - \$1,105.76
4. MNC Noise - \$5,796.75
5. Cookies, Carols and Cans - \$1,252.39
6. Elkhart County Symphony: New Journeys - \$1,705.21
7. Tutu School: Bravo Bash - \$1,057.40
8. Conservatory of Dance: The Nutcracker - \$7,401.46

The Lerner Theatre

Financial Analysis Through November 30, 2021

	<u>2021</u>	<u>2020</u>	<u>Diff</u>
<i>City Operational Expenses</i>			
Staff & Related	406,084	667,410	(261,326)
Other	<u>311,363</u>	<u>480,131</u>	<u>(168,768)</u>
Total Expenses to be Covered	717,447	1,147,541	(430,094)
Less: City Subsidy (Budgeted)	<u>870,833</u>	<u>870,833</u>	<u>-</u>
Net City Operational Expenses	(153,386)	276,708	(430,094)
<i>Lerner Box Office Operations</i>			
Income	372,472	175,433	197,039
COGS	<u>127,940</u>	<u>46,879</u>	<u>81,061</u>
Gross Profit (Loss)	244,532	128,553	115,978
Lerner Labor Expense	<u>31,461</u>	<u>10,486</u>	<u>20,975</u>
Lerner Contribution from Operations	275,993	139,040	136,953
<i>Additional Subsidy Sources</i>			
City Subsidy (Un-Budgeted)	-	137,668	
Lerner Excess Contribution	429,379	-	

How the Operational Expenses Are Covered:

City Contribution	441,454	62%	1,008,501	88%
Lerner Contribution	<u>275,993</u>	38%	<u>139,040</u>	12%
Total Expenses to be Covered	717,447	100.0%	1,147,541	100%

The Lerner Theatre

P&L - Total Theatre - Summary Comparison

January - November, 2021

	TOTAL			
	JAN - NOV, 2021	JAN - NOV, 2020 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	372,471.69	175,432.68	197,039.01	112.32 %
Total Income	\$372,471.69	\$175,432.68	\$197,039.01	112.32 %
Cost of Goods Sold				
Cost of Sales	127,940.11	46,879.23	81,060.88	172.91 %
Total Cost of Goods Sold	\$127,940.11	\$46,879.23	\$81,060.88	172.91 %
GROSS PROFIT	\$244,531.58	\$128,553.45	\$115,978.13	90.22 %
Expenses				
City Accts by Submission Date	-153,386.34	276,707.52	-430,093.86	-155.43 %
Total Expenses	\$ -153,386.34	\$276,707.52	\$ -430,093.86	-155.43 %
NET OPERATING INCOME	\$397,917.92	\$ -148,154.07	\$546,071.99	368.58 %
Other Expenses				
99996 City Budget Offset Special Acct	-500.00		-500.00	
99998 Show Labor Exp Incl in Budget	-31,282.32	-9,000.57	-22,281.75	-247.56 %
Total Other Expenses	\$ -31,782.32	\$ -9,000.57	\$ -22,781.75	-253.11 %
NET OTHER INCOME	\$31,782.32	\$9,000.57	\$22,781.75	253.11 %
NET INCOME	\$429,700.24	\$ -139,153.50	\$568,853.74	408.80 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - November, 2021

	TOTAL			
	JAN - NOV, 2021	JAN - NOV, 2020 (PY)	CHANGE	% CHANGE
Income				
Theatre Income				
4000 Ticket Sales Collected	506,979.80	376,775.87	130,203.93	34.56 %
4001 Ticket Sales Due/Paid	-506,979.80	-376,775.87	-130,203.93	-34.56 %
4010 Facility Rental - Theatre	44,116.84	10,740.00	33,376.84	310.77 %
4015 Groupon Coupons	224.00		224.00	
40200 Ticket Processing Fees	5,444.24		5,444.24	
40201 Mailing Fee	953.75	174.51	779.24	446.53 %
40202 Phone Order Convenience Fee	1,459.00	410.80	1,048.20	255.16 %
40203 Historical Facility Fee	57,729.00	23,454.00	34,275.00	146.14 %
40204 Box Office Fee	25,447.05	18,443.26	7,003.79	37.97 %
40205 Blended Ticket Transaction Fee	22,463.46	17,433.72	5,029.74	28.85 %
40206 Web Ticket Fees	52,185.00	36,442.00	15,743.00	43.20 %
40207 Handling Fees		365.40	-365.40	-100.00 %
40208 Convenience Fees	28,274.00	16,169.50	12,104.50	74.86 %
Total 40200 Ticket Processing Fees	193,955.50	112,893.19	81,062.31	71.80 %
4050 Equipment Rental	12,190.00	1,550.00	10,640.00	686.45 %
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	8,416.44	7,547.54	868.90	11.51 %
Event Labor				
4030 Stagehands, Etc.	16,495.18	6,296.71	10,198.47	161.97 %
4040 Front of House	16,892.70	3,369.25	13,523.45	401.38 %
Total Event Labor	33,387.88	9,665.96	23,721.92	245.42 %
Non-Ticketed Event Revenue				
41313 Other Events Revenue		4,880.51	-4,880.51	-100.00 %
41314 Crystal Ballroom Events	80,181.03	870.00	79,311.03	9,116.21 %
Total Non-Ticketed Event Revenue	80,181.03	5,750.51	74,430.52	1,294.33 %
Total Theatre Income	372,471.69	175,432.68	197,039.01	112.32 %
Total Income	\$372,471.69	\$175,432.68	\$197,039.01	112.32 %
Cost of Goods Sold				
Cost of Sales				
5010 Ticket Transaction Expense		5,702.82	-5,702.82	-100.00 %
5025 Patron Manager Ticket Fees	30,989.50	10,455.00	20,534.50	196.41 %
5030 Ticket CC Processing Exp - BOA	23,760.36	16,184.63	7,575.73	46.81 %
5035 Merchant Account Fees	41,728.80	940.17	40,788.63	4,338.43 %
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 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - November, 2021

	TOTAL			
	JAN - NOV, 2021	JAN - NOV, 2020 (PY)	CHANGE	% CHANGE
Direct Labor - Events				
5050 Stage Labor	18,511.60	3,403.93	15,107.67	443.83 %
5060 Front of House Labor	12,949.85	7,082.49	5,867.36	82.84 %
Total Direct Labor - Events	31,461.45	10,486.42	20,975.03	200.02 %
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	127,940.11	46,879.23	81,060.88	172.91 %
Total Cost of Goods Sold	\$127,940.11	\$46,879.23	\$81,060.88	172.91 %
GROSS PROFIT	\$244,531.58	\$128,553.45	\$115,978.13	90.22 %
Expenses				
City Accts by Submission Date				
5000000 City Contribution Toward Budget	-870,833.37	-870,833.37	0.00	0.00 %
Capital Outlay				
4420400 Building & Structure		13,073.86	-13,073.86	-100.00 %
4440100 Furniture & Fixtures		96,885.20	-96,885.20	-100.00 %
4440500 Other Equipment-Capital Expense		19,545.00	-19,545.00	-100.00 %
Total Capital Outlay		129,504.06	-129,504.06	-100.00 %
Other Services/Charges				
3472100 Patron Ticket Refunds	1,950.05	723.25	1,226.80	169.62 %
3600000 Concessions		176.25	-176.25	-100.00 %
3620000 Rental Property		50.00	-50.00	-100.00 %
4310400 Professional Services	17,539.75	22,526.73	-4,986.98	-22.14 %
4320300 Travel	309.53	167.68	141.85	84.60 %
4320400 Telephone/Communications	14,953.08	15,809.91	-856.83	-5.42 %
4330300 Advertising/Marketing	34,196.20	27,676.61	6,519.59	23.56 %
4330301 Promotions	277.34	393.65	-116.31	-29.55 %
4350100 Electricity	90,607.75	81,247.21	9,360.54	11.52 %
4350200 Natural Gas	13,961.44	12,370.97	1,590.47	12.86 %
4350400 Water & Sewer	1,761.95	1,768.15	-6.20	-0.35 %
4360100 Repairs & Maintenance-Building	50,917.23	53,875.49	-2,958.26	-5.49 %
4360200 Equipment Repair	3,737.42	12,223.46	-8,486.04	-69.42 %
4370200 Equipment Leases	2,148.19	2,286.69	-138.50	-6.06 %
4390200 Postage	162.64	27.39	135.25	493.79 %
4390300 Subscriptions	2,713.00	2,568.00	145.00	5.65 %
4390800 Memberships & Dues	1,849.50	2,084.83	-235.33	-11.29 %
4390900 Donation Dispersement	313.00		313.00	
4390910 Education	17,395.20		17,395.20	
4390930 Processing Fees	38,589.06		38,589.06	

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - November, 2021

	TOTAL			
	JAN - NOV, 2021	JAN - NOV, 2020 (PY)	CHANGE	% CHANGE
4391000 Minor Misc Small Capital	35.00	88,971.86	-88,936.86	-99.96 %
Total Other Services/Charges	293,417.33	324,948.13	-31,530.80	-9.70 %
Personnel Services				
4110110 Department Head	42,277.20	62,948.22	-20,671.02	-32.84 %
4110130 Full Time	225,025.83	372,582.69	-147,556.86	-39.60 %
4110150 Part Time	39,027.93	50,525.74	-11,497.81	-22.76 %
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	28,193.40	-9,934.65	-35.24 %
4130200 Employer's Medicare	4,270.22	6,593.77	-2,323.55	-35.24 %
4130300 Employer's PERF	32,365.47	61,021.03	-28,655.56	-46.96 %
4130500 Employer's Group & Life	44,336.92	84,809.52	-40,472.60	-47.72 %
Total Personnel Services	406,083.95	667,409.75	-261,325.80	-39.16 %
Supplies				
4210200 Stationary & Print	705.51	125.50	580.01	462.16 %
4210500 Office Supplies	1,341.24	1,323.58	17.66	1.33 %
4220150 Operating Supplies	6,574.28	14,493.15	-7,918.87	-54.64 %
4220310 Household, Laundry	2,850.38	4,334.87	-1,484.49	-34.25 %
4230200 Repair Parts	1,947.82	670.48	1,277.34	190.51 %
4230300 Small Tools/Minor Equipment	4,526.52	4,731.37	-204.85	-4.33 %
Total Supplies	17,945.75	25,678.95	-7,733.20	-30.11 %
Total City Accts by Submission Date	-153,386.34	276,707.52	-430,093.86	-155.43 %
Total Expenses	\$ -153,386.34	\$276,707.52	\$ -430,093.86	-155.43 %
NET OPERATING INCOME	\$397,917.92	\$ -148,154.07	\$546,071.99	368.58 %
Other Expenses				
99996 City Budget Offset Special Acct	-500.00		-500.00	
99998 Show Labor Exp Incl in Budget	-31,282.32	-9,000.57	-22,281.75	-247.56 %
Total Other Expenses	\$ -31,782.32	\$ -9,000.57	\$ -22,781.75	-253.11 %
NET OTHER INCOME	\$31,782.32	\$9,000.57	\$22,781.75	253.11 %
NET INCOME	\$429,700.24	\$ -139,153.50	\$568,853.74	408.80 %

The Lerner Theatre

Budget vs. Actuals: FY_2021 - FY21 P&L

January - November, 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	-870,833.37	-870,833.37	0.00
Capital Outlay			
4420400 Building & Structure		28,416.63	-28,416.63
Total Capital Outlay		28,416.63	-28,416.63
Other Services/Charges			
4310400 Professional Services	17,539.75	32,541.63	-15,001.88
4320300 Travel	309.53	1,558.37	-1,248.84
4320400 Telephone/Communications	14,953.08	20,955.00	-6,001.92
4330300 Advertising/Marketing	34,196.20	52,708.37	-18,512.17
4330301 Promotions	277.34	4,583.37	-4,306.03
4340200 Liability Insurance		46,885.63	-46,885.63
4350100 Electricity	90,607.75	113,300.00	-22,692.25
4350200 Natural Gas	13,961.44	16,958.37	-2,996.93
4350400 Water & Sewer	1,761.95	2,933.37	-1,171.42
4360100 Repairs & Maintenance-Building	50,917.23	44,458.37	6,458.86
4360200 Equipment Repair	3,737.42	1,833.37	1,904.05
4370200 Equipment Leases	2,148.19	2,933.37	-785.18
4390200 Postage	162.64	3,116.63	-2,953.99
4390300 Subscriptions	2,713.00	2,325.62	387.38
4390800 Memberships & Dues	1,849.50	1,590.38	259.12
4390910 Education	17,395.20	20,854.13	-3,458.93
4390930 Processing Fees	38,589.06	46,750.00	-8,160.94
Total Other Services/Charges	291,119.28	416,285.98	-125,166.70
Personnel Services			
4110110 Department Head	42,277.20	71,807.12	-29,529.92
4110130 Full Time	225,025.83	471,509.50	-246,483.67
4110150 Part Time	39,027.93	118,986.12	-79,958.19
4110160 Overtime Wages	521.63	2,508.00	-1,986.37
4110170 Longevity		825.00	-825.00
4130100 Employer's Social Security	18,258.75	41,063.00	-22,804.25
4130200 Employer's Medicare	4,270.22	9,603.00	-5,332.78
4130300 Employer's PERF	32,365.47	78,781.12	-46,415.65
4130500 Employer's Group & Life	44,336.92	124,767.50	-80,430.58
Total Personnel Services	406,083.95	919,850.36	-513,766.41
Supplies			
4210200 Stationary & Print	705.51	870.87	-165.36
4210500 Office Supplies	1,341.24	4,125.00	-2,783.76

The Lerner Theatre

Budget vs. Actuals: FY_2021 - FY21 P&L

January - November, 2021

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
4220150 Operating Supplies	6,574.28	19,396.63	-12,822.35
4220310 Household, Laundry	2,850.38	5,041.63	-2,191.25
4230200 Repair Parts	1,947.82	3,850.00	-1,902.18
4230300 Small Tools/Minor Equipment	4,526.52	4,858.37	-331.85
Total Supplies	17,945.75	38,142.50	-20,196.75
Total City Accts by Submission Date	-155,684.39	531,862.10	-687,546.49
Total Expenses	\$ -155,684.39	\$531,862.10	\$ -687,546.49
NET OPERATING INCOME	\$155,684.39	\$ -531,862.10	\$687,546.49
NET INCOME	\$155,684.39	\$ -531,862.10	\$687,546.49

The Lerner Theatre

Premier Productions: Kari Jobe 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	40,377.40
4001 Ticket Sales Due/Paid	-40,377.40
4010 Facility Rental - Theatre	1,265.00
4015 Groupon Coupons	224.00
40200 Ticket Processing Fees	-773.50
40203 Historical Facility Fee	3,570.00
40204 Box Office Fee	2,018.87
40205 Blended Ticket Transaction Fee	2,016.27
40206 Web Ticket Fees	6,784.00
40208 Convenience Fees	4,760.00
Total 40200 Ticket Processing Fees	18,375.64
4050 Equipment Rental	700.00
4070 Catering	0.00
4140 Miscellaneous Income	-17.40
Event Labor	
4030 Stagehands, Etc.	1,619.00
4040 Front of House	720.00
Total Event Labor	2,339.00
Total Theatre Income	22,886.24
Total Income	\$22,886.24
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	2,059.75
5030 Ticket CC Processing Exp - BOA	2,156.28
Direct Labor - Events	
5050 Stage Labor	1,280.73
5060 Front of House Labor	499.63
Total Direct Labor - Events	1,780.36
Total Cost of Sales	5,996.39
Total Cost of Goods Sold	\$5,996.39
GROSS PROFIT	\$16,889.85
Expenses	
Total Expenses	
NET OPERATING INCOME	\$16,889.85
NET INCOME	\$16,889.85

The Lerner Theatre

Loop Services LLC: Kari Jobe VIP 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	8,008.00
4001 Ticket Sales Due/Paid	-8,008.00
40200 Ticket Processing Fees	29.05
40204 Box Office Fee	400.40
40205 Blended Ticket Transaction Fee	288.29
Total 40200 Ticket Processing Fees	717.74
Total Theatre Income	717.74
Total Income	\$717.74
Cost of Goods Sold	
Cost of Sales	
5030 Ticket CC Processing Exp - BOA	308.31
Total Cost of Sales	308.31
Total Cost of Goods Sold	\$308.31
GROSS PROFIT	\$409.43
Expenses	
Total Expenses	
NET OPERATING INCOME	\$409.43
NET INCOME	\$409.43

The Lerner Theatre

Praia Entertainment: Stars of the Sixties 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	28,514.00
4001 Ticket Sales Due/Paid	-28,514.00
4010 Facility Rental - Theatre	1,265.00
40200 Ticket Processing Fees	165.20
40203 Historical Facility Fee	1,180.00
40204 Box Office Fee	1,425.70
40205 Blended Ticket Transaction Fee	1,209.82
40206 Web Ticket Fees	1,972.00
40208 Convenience Fees	1,888.00
Total 40200 Ticket Processing Fees	7,840.72
4050 Equipment Rental	400.00
4070 Catering	0.00
4140 Miscellaneous Income	3.00
Event Labor	
4030 Stagehands, Etc.	918.00
4040 Front of House	320.00
Total Event Labor	1,238.00
Total Theatre Income	10,746.72
Total Income	\$10,746.72
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	1,035.00
5030 Ticket CC Processing Exp - BOA	1,293.83
Direct Labor - Events	
5050 Stage Labor	788.73
5060 Front of House Labor	255.13
Total Direct Labor - Events	1,043.86
Total Cost of Sales	3,372.69
Total Cost of Goods Sold	\$3,372.69
GROSS PROFIT	\$7,374.03
Expenses	
Total Expenses	
NET OPERATING INCOME	\$7,374.03
NET INCOME	\$7,374.03

The Lerner Theatre

Oaklawn's Got Talent 2021

All Dates

	TOTAL
Income	
Theatre Income	
4010 Facility Rental - Theatre	825.00
4050 Equipment Rental	250.00
Event Labor	
4030 Stagehands, Etc.	414.00
4040 Front of House	168.75
Total Event Labor	582.75
Total Theatre Income	1,657.75
Total Income	\$1,657.75
Cost of Goods Sold	
Cost of Sales	
Direct Labor - Events	
5050 Stage Labor	427.65
5060 Front of House Labor	124.34
Total Direct Labor - Events	551.99
Total Cost of Sales	551.99
Total Cost of Goods Sold	\$551.99
GROSS PROFIT	\$1,105.76
Expenses	
Total Expenses	
NET OPERATING INCOME	\$1,105.76
NET INCOME	\$1,105.76

The Lerner Theatre

Federated Media: MNC Noise 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	22,109.00
4001 Ticket Sales Due/Paid	-22,109.00
40200 Ticket Processing Fees	145.95
40203 Historical Facility Fee	1,251.00
40204 Box Office Fee	1,105.45
40205 Blended Ticket Transaction Fee	969.52
40206 Web Ticket Fees	2,216.00
40208 Convenience Fees	1,668.00
Total 40200 Ticket Processing Fees	7,355.92
4050 Equipment Rental	900.00
4140 Miscellaneous Income	12.30
Event Labor	
4030 Stagehands, Etc.	515.50
4040 Front of House	384.00
Total Event Labor	899.50
Total Theatre Income	9,167.72
Total Income	\$9,167.72
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	978.00
5030 Ticket CC Processing Exp - BOA	1,036.84
Direct Labor - Events	
5050 Stage Labor	848.29
5060 Front of House Labor	507.84
Total Direct Labor - Events	1,356.13
Total Cost of Sales	3,370.97
Total Cost of Goods Sold	\$3,370.97
GROSS PROFIT	\$5,796.75
Expenses	
Total Expenses	
NET OPERATING INCOME	\$5,796.75
NET INCOME	\$5,796.75

The Lerner Theatre

CK Dance Company: Cookies, Carols and Cans (2021)

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	4,406.00
4001 Ticket Sales Due/Paid	-4,406.00
4010 Facility Rental - Theatre	300.00
40200 Ticket Processing Fees	0.00
40203 Historical Facility Fee	0.00
40204 Box Office Fee	220.30
40205 Blended Ticket Transaction Fee	156.10
40206 Web Ticket Fees	0.00
40208 Convenience Fees	0.00
Total 40200 Ticket Processing Fees	376.40
4140 Miscellaneous Income	108.90
Event Labor	
4030 Stagehands, Etc.	148.08
4040 Front of House	319.01
Total Event Labor	467.09
Total Theatre Income	1,252.39
Total Income	\$1,252.39
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	0.00
5030 Ticket CC Processing Exp - BOA	0.00
Total Cost of Sales	0.00
Total Cost of Goods Sold	\$0.00
GROSS PROFIT	\$1,252.39
Expenses	
Total Expenses	
NET OPERATING INCOME	\$1,252.39
NET INCOME	\$1,252.39

The Lerner Theatre

Elkhart County Symphony: New Journeys 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	3,459.70
4001 Ticket Sales Due/Paid	-3,459.70
40200 Ticket Processing Fees	73.50
40203 Historical Facility Fee	525.00
40204 Box Office Fee	172.99
40205 Blended Ticket Transaction Fee	150.33
40206 Web Ticket Fees	184.00
40208 Convenience Fees	424.00
Total 40200 Ticket Processing Fees	1,529.82
4050 Equipment Rental	425.00
4140 Miscellaneous Income	39.15
Event Labor	
4030 Stagehands, Etc.	331.50
4040 Front of House	227.50
Total Event Labor	559.00
Total Theatre Income	2,552.97
Total Income	\$2,552.97
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	146.75
5030 Ticket CC Processing Exp - BOA	160.76
Direct Labor - Events	
5050 Stage Labor	344.12
5060 Front of House Labor	196.13
Total Direct Labor - Events	540.25
Total Cost of Sales	847.76
Total Cost of Goods Sold	\$847.76
GROSS PROFIT	\$1,705.21
Expenses	
Total Expenses	
NET OPERATING INCOME	\$1,705.21
NET INCOME	\$1,705.21

The Lerner Theatre

Tutu School: Bravo Bash 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	288.00
4001 Ticket Sales Due/Paid	-288.00
4010 Facility Rental - Theatre	825.00
40200 Ticket Processing Fees	11.20
40203 Historical Facility Fee	96.00
40204 Box Office Fee	14.40
40205 Blended Ticket Transaction Fee	11.52
40206 Web Ticket Fees	30.00
40208 Convenience Fees	80.00
Total 40200 Ticket Processing Fees	243.12
4140 Miscellaneous Income	5.25
Event Labor	
4030 Stagehands, Etc.	70.00
4040 Front of House	60.00
Total Event Labor	130.00
Total Theatre Income	1,203.37
Total Income	\$1,203.37
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	20.00
5030 Ticket CC Processing Exp - BOA	12.32
Direct Labor - Events	
5050 Stage Labor	68.98
5060 Front of House Labor	44.67
Total Direct Labor - Events	113.65
Total Cost of Sales	145.97
Total Cost of Goods Sold	\$145.97
GROSS PROFIT	\$1,057.40
Expenses	
Total Expenses	
NET OPERATING INCOME	\$1,057.40
NET INCOME	\$1,057.40

The Lerner Theatre

Conservatory of Dance: The Nutcracker 2021

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	11,304.00
4001 Ticket Sales Due/Paid	-11,304.00
4010 Facility Rental - Theatre	995.00
40200 Ticket Processing Fees	243.25
40203 Historical Facility Fee	2,085.00
40204 Box Office Fee	565.20
40205 Blended Ticket Transaction Fee	590.40
40206 Web Ticket Fees	1,654.50
40208 Convenience Fees	1,737.50
Total 40200 Ticket Processing Fees	6,875.85
4050 Equipment Rental	550.00
4140 Miscellaneous Income	0.60
Event Labor	
4030 Stagehands, Etc.	1,115.00
4040 Front of House	787.50
Total Event Labor	1,902.50
Total Theatre Income	10,323.95
Total Income	\$10,323.95
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	815.00
5030 Ticket CC Processing Exp - BOA	631.40
Direct Labor - Events	
5050 Stage Labor	1,131.20
5060 Front of House Labor	344.89
Total Direct Labor - Events	1,476.09
Total Cost of Sales	2,922.49
Total Cost of Goods Sold	\$2,922.49
GROSS PROFIT	\$7,401.46
Expenses	
Total Expenses	
NET OPERATING INCOME	\$7,401.46
NET INCOME	\$7,401.46

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

	October 2021			November 2021			December 2021			2020			2019			2018			2017		
	Guests	Events	Concessions	Guests	Events	Concessions	Guests	Events	Concessions	December 2020	YTD 2020	December 2019	YTD 2019	December 2018	YTD 2018	December 2017	YTD 2017				
Ballroom Sales																					
Food Sales-Ballroom	\$ 64,857.80	\$ 46,069.05	\$ 48,753.00	\$ 46,069.05	\$ 48,753.00	\$ 48,753.00	\$ 259,318.55	\$ 259,318.55	\$ -	\$ -	\$ 88,523.55	\$ 441,360.27	\$ 508,461.44	\$ 80,166.39	\$ 508,461.44	\$ 105,548.25	\$ 538,147.07				
Bar Sales-Ballroom	\$ 20,851.77	\$ 17,415.35	\$ 11,950.99	\$ 17,415.35	\$ 11,950.99	\$ 11,950.99	\$ 92,863.98	\$ 92,863.98	\$ -	\$ -	\$ 27,217.50	\$ 118,810.81	\$ 132,641.21	\$ 31,117.05	\$ 132,641.21	\$ 33,398.46	\$ 168,405.02				
Total Ballroom	\$ 85,709.57	\$ 63,484.40	\$ 60,703.99	\$ 63,484.40	\$ 60,703.99	\$ 60,703.99	\$ 352,182.53	\$ 352,182.53	\$ -	\$ -	\$ 115,741.05	\$ 560,171.08	\$ 641,102.65	\$ 111,283.44	\$ 641,102.65	\$ 138,946.71	\$ 706,552.09				
Concession Sales																					
Food Sales-Concessions	\$ 7,081.29	\$ 5,101.85	\$ 11,200.94	\$ 5,101.85	\$ 11,200.94	\$ 11,200.94	\$ 44,608.25	\$ 44,608.25	\$ -	\$ -	\$ 6,120.50	\$ 80,178.08	\$ 99,345.45	\$ 10,178.12	\$ 99,345.45	\$ 8,770.41	\$ 81,194.15				
Bar Sales-Concessions	\$ 7,585.96	\$ 3,774.73	\$ 20,793.47	\$ 3,774.73	\$ 20,793.47	\$ 20,793.47	\$ 55,028.81	\$ 55,028.81	\$ -	\$ -	\$ 2,840.12	\$ 73,742.82	\$ 86,063.83	\$ 7,940.28	\$ 86,063.83	\$ 8,880.53	\$ 90,219.89				
Total Concessions	\$ 14,667.25	\$ 8,876.58	\$ 31,994.41	\$ 8,876.58	\$ 31,994.41	\$ 31,994.41	\$ 99,637.06	\$ 99,637.06	\$ -	\$ -	\$ 8,960.62	\$ 153,920.90	\$ 185,409.28	\$ 18,118.40	\$ 185,409.28	\$ 17,650.94	\$ 171,413.84				
Room Rents	\$ 8,306.25	\$ 6,600.00	\$ 5,837.50	\$ 6,600.00	\$ 5,837.50	\$ 5,837.50	\$ 50,178.25	\$ 50,178.25	\$ -	\$ -	\$ 11,050.00	\$ 82,624.37	\$ 99,969.37	\$ 12,212.50	\$ 99,969.37	\$ 12,287.50	\$ 110,187.50				
Total Commission Sales	\$ 108,683.07	\$ 78,960.98	\$ 98,535.90	\$ 78,960.98	\$ 98,535.90	\$ 98,535.90	\$ 501,997.84	\$ 501,997.84	\$ -	\$ -	\$ 135,751.67	\$ 796,716.35	\$ 926,481.30	\$ 141,614.34	\$ 926,481.30	\$ 168,885.15	\$ 988,153.43				
Commissions	\$ 21,736.61	\$ 15,792.20	\$ 19,707.18	\$ 15,792.20	\$ 19,707.18	\$ 19,707.18	\$ 100,399.57	\$ 100,399.57	\$ -	\$ -	\$ 27,150.33	\$ 159,343.27	\$ 185,296.26	\$ 28,322.87	\$ 185,296.26	\$ 33,777.03	\$ 197,630.69				
Commissions Payable:																					
\$																					

57,235.99

Lerner Theatre Board Report

January 2022

GENERAL MANAGER REPORT

PREPARED BY: MICHELLE FRANK

Activity (Jan-March)	As % of 90 days	
20 Events	22%	Activity in theatre
12 Ticketed Events	13%	Ticketed events
2 Non-Ticketed Events	2%	Non-Ticketed events
6 Rehearsal Dates	7%	Rehearsal Space

Compare to 2021 Board Report Ticketed Events: 1

Compare to 2021 Board Report Non-Ticketed Events +Rehearsals: 11

- Happy New Year! We ended 2021 with an enormous line-up of shows and put an exclamation point on a great second half of 2021 coming out of our Covid shutdown. I'm proud of the team at The Lerner for how they handled the schedule of events, demanding show day hours and logistics to each individual event, specifically during that stretch of shows from December 2nd to December 18th, where we had 100% occupancy in the theatre.
- During our show schedule in the month of December, members of our management team also began training on Prism. We are now fully operational on the system, with the exception of Kruggel Lawton, who will need to do their orientation once Michelle Adams is back from leave. We are excited for how Prism is integrating into our Lerner operations for shows, specifically around show communication and efficiency.
- The City has launched performance evaluations for all full-time City employees, which is tied to the merit salary raises. Our Lerner management team that oversees full-time employees is completing those performance evaluations. The merit increases should take effect in March 2022.
- I am working on revising job descriptions and writing new job descriptions for positions that do not currently have one created. The positions that we will be posting and hiring for in 2022 are:
 - FT Marketing Coordinator
 - PT Facilities Coordinator - NEW
 - PT Development Coordinator
 - PT Floor Manager
- In December, I presented the concept of "Lerner on The Lawn" to Friends of The Lerner Board Members, which was approved for funding at the December meeting. "Lerner on The Lawn" will be a partnership with Premier Arts, who is taking over ArtWalk in 2022. "Lerner on The Lawn" will be a free series that will provide diverse live entertainment during ArtWalk's from May to October. The Rex and Alice A. Martin Foundation has graciously offered to sponsor the series, along with Inter Cambio Express, who will be sponsoring the artist fee for a pending artist (to be announced).

OPERATIONS MANAGER REPORT

PREPARED BY: SARAH MACER

Accomplished in November:

- Prepared Show Closing documents for every show we were having in December, so our accounting firm was ready for closing purposes.
- Hired additional Ushers and Box Office staff and will continue to do next year.
- Updated shows in December in Show Manager, wrote checks and closed out information for accounting.
- Sent off December facility numbers so the City knows what is going on in the building.
- Updated the Lerner Show files as new shows were added and documents sent out, sent out front of house advances to the team.
- Updated all calendars and contracts for the shows in the theatre.

Goals for January:

Smart Goals for 2022:

I will work on my review and get with Michelle to plan my 2022 Smart Goals for the City.

Peer Committee:

I'll be meeting with Peer Committee to see if they have any issues that need to be addressed after we come out of a very busy December.

Prism Updates:

I want to start educating myself on the ins and outs of Prism which will include contract creation and calendar updates. We did not have time to process this in December and I look forward to diving into it in January.

MEDIA SPECIALIST REPORT

PREPARED BY: SONNY LISI

E-Blast Reporting – December 2021

Email Statistics	
Campaigns Sent	11
Total Emails Sent	47,492
Emails Opened	19,108
Emails Clicked Through	1,338
Starting Subscribers	17,654
Ending Subscribers	19,111
Average Emails Per Campaign	4,317

Tickets Purchased by City

City	Tickets
Elkhart	3,720
Goshen	830
South Bend	510
Bristol	454
Mishawaka	390
Granger	293
Middlebury	222
Osceola	168
Niles	123
Union	97
Edwardsburg	77
Fort Wayne	76

December Accomplishments

- Worked with the rest of management staff to successfully put on nine straight days of events, including four national tours, right before Christmas, with nine performances at over 500 attendees each and three performances at or above 1,000 attendees each.
- Began inventory of The Lerner's full collection of artwork by taking pictures of the photographable pieces and creating a database of piece names, artist names and birth years, and mediums.
- Finalized and mailed our annual Lerner Christmas card to all current and past supporters of the theatre.

January 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.
- Continue inventory of The Lerner's full collection of artwork by completely photo inventory, then creating new labels for all pieces. Finally, designing a brochure for patrons that highlights some of our pieces.
- Continue virtual coursework to become a Certified Administrator in the PatronManager ticketing software.
- Develop a solution for controlling and viewing the auditorium's stage camera via computer and phone while in the building on the Lerner's private network.

BOX OFFICE MANAGER

PREPARED BY: TRISTIN PAUFF

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
12/2/2021	7:00 PM	Kimball Organ Concert and Silent Movie: Grandma's Boy	10/21/2021	35	\$235.00	\$105.00	\$340.00
12/3/2021	8:00 PM	Kansas	9/24/2019	55	\$5,378.50	\$137.50	\$5,516.00
12/10/2021	7:30 PM	Premier Arts: A Christmas Carol (12/10/2021 - 12/12/2021 - 3 performances)	5/25/2021	363	\$8,304.00	\$1,089.00	\$9,393.00
12/11/2021	3:00 PM	Premier Arts: Madeline's Christmas	10/8/2021	80	\$1,880.00	\$240.00	\$2,120.00
12/13/2021	7:30 PM	REO Speedwagon	9/9/2021	348	\$31,301.00	\$1,044.00	\$32,345.00
12/14/2021	7:00 PM	Steven Curtis Chapman Acoustic Christmas	9/9/2021	121	\$5,248.75	\$363.00	\$5,611.75
12/16/2021	7:30 PM	A Motown Christmas	7/16/2021	210	\$10,875.00	\$630.00	\$11,505.00
12/17/2021	8:00 PM	Martina McBride - The Joy of Christmas 2021	9/14/2021	195	\$15,217.50	\$585.00	\$15,802.50
12/18/2021	7:00 PM	Epic Holiday!	12/1/2021	983	\$17,977.25	\$2,949.00	\$20,926.25
12/31/2021	8:00 PM	NJ Live (Rescheduled)	TBD	20	\$1,140.00	\$60.00	\$1,200.00
2/4/2022	7:30 PM	Premier Arts Season Tickets 2022 (Gold Package - 7 Events, Purple Package - 5 Events)	10/29/2021	481	\$65,327.00	\$1,443.00	\$66,770.00
2/4/2022	7:30 PM	Premier Arts: Nonsense the Musical (2/4/2022 - 2/6/2022 - 3 performances at Goshen Theatre)	10/29/2021	6	\$234.00	\$18.00	\$252.00
2/6/2022	4:00 PM	Elkhart County Symphony: Next Generation	8/24/2021	2	\$69.25	\$6.00	\$75.25
2/24/2022	8:00 PM	Get the Led Out	12/2/2021	344	\$17,381.75	\$1,032.00	\$18,413.75
2/25/2022	7:00 PM	Rodney Carrington: Let Me In!	10/6/2021	142	\$9,575.25	\$426.00	\$10,001.25
3/18/2022	8:00 PM	Aaron Lewis: Frayed at Both Ends, The Acoustic Tour	11/9/2021	185	\$12,248.00	\$555.00	\$12,803.00
3/27/2022	4:00 PM	Elkhart County Symphony: New Adventures, Brahms, and Video Games	8/24/2021	6	\$204.00	\$18.00	\$222.00
4/8/2022	7:30 PM	Chicago	11/19/2021	475	\$50,576.75	\$1,425.00	\$52,001.75
4/23/2022	7:00 PM	Zach Williams	11/1/2021	138	\$8,528.25	\$414.00	\$8,942.25
5/15/2021	4:00 PM	Elkhart County Symphony: New Directions, New Possibilities (Comp tickets per Karen Braden)	8/24/2021	4	\$0.00	\$0.00	\$0.00
5/21/2022	8:00 PM	Gordon Lightfoot	12/12/2019	28	\$1,960.85	\$70.00	\$2,030.85
7/26/2022	7:30 PM	"Weird Al" Yankovic	12/9/2021	758	\$67,865.25	\$2,274.00	\$70,139.25
9/9/2022	7:30 PM	Premier Arts: The Odd Couple (9/9/2022 - 9/11/2022 - 3 performances at Goshen Theatre)	10/29/2021	6	\$234.00	\$18.00	\$252.00
10/1/2022	8:00 PM	Napoleon Dynamite: A Conversation with Jon Heder, Efrén Ramirez, and Jon Gries	12/2/2021	378	\$26,476.25	\$1,134.00	\$27,610.25

Total Ticket Revenue	\$276,271.60
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Accomplishments for December 2021

- Successfully trained 1 new part-time Box Office Team Member.
- Completed Premier Arts Season Tickets 2022 returning subscribers.
- Planned and organized a meeting for the part-time staff (Box Office and Usher) to happen in January 2022.
 - Goal is to introduce all Part-time staff to each other.
 - Have a better understanding of each role.

Goals for January 2021

- Successfully train 1 to 2 new part-time Box Office Team Members.
- Start review process for myself and my team.

- Attend meeting for all part-time staff; hopefully come away with a better understanding of each other and roles.

TECHNICAL THEATRE MANAGER

PREPARED BY: ANDREW KREIDER

Overview:

December was a month full of shows. I was very pleased with how the tech in the building held up under the stress of so many shows back-to-back. I was even more pleased with how well the Lerner backstage team worked together to support both national acts and local performers. Two quotes from the month stick with me. One national tour manager said “We play in a lot of older theaters, and this building is by far the cleanest we have been in. Your staff are doing an amazing job.” And the sound engineer with another national tour leaned over to me after sound check and simply said, “Thanks for having a great rig.” That made me so happy. Deen worked hard all month to keep adjusting our lighting to work for each group as they came in. Lerner Services turned dressing rooms around night after night. City IT kept us connected to the internet. All in all, it was a very good month. And everyone richly earned their time off after December 19.

Accomplished in December

- Multiple shows, working seven days a week between Thanksgiving and Dec 19.
- Ongoing meetings regarding Lerner HVAC.
- End of year inventory and ordering.

Upcoming tasks:

- Annual maintenance tasks set for January.
- Network switch adjustments.
- Planning for roll-out of new networked security camera system.

ASSISTANT TECHNICAL COORDINATOR

PREPARED BY: DEEN TUGGLE

Overview:

To quote Madeline’s Christmas, “I am busy, busy, busy, and there’s no relief in sight.” December was by far the busiest month of this year full of non-stop, back-to-back shows, rehearsals, and events. To keep it short and sweet, all of December I was helping facilitate rehearsals, events, and shows. I assisted many national tours in integrating with our lighting system. It was an extremely busy and restless month but went extremely smooth and well.

Accomplished in December:

- Helped facilitate Premier Arts rehearsals and performances.
- Provided lighting for multiple stage shows.
- Provided lighting assist for multiple touring shows.

Upcoming tasks:

- Prepare the 2022 annual maintenance schedule.
- Begin annual maintenance on lighting equipment.
- Clean and reorganize all storage areas.

FACILITIES MANAGER

PREPARED BY: DAN GOULD

2021 was the busiest year I have experienced since I started working at The Lerner and the only way to end your busiest year, is to have your busiest month. December of 2021 was the busiest December since I have been employed at The Lerner; counting the last week of November and the first three weeks of December. Between the auditorium and the ballroom events, Lerner Services had just three days off, performing all the tasks that were required to keep the building clean and functioning. From unloading and loading trucks for the national tours that rolled through to cleaning the entire building every day for a month, it was routine to work until midnight after a show then return at 8 AM to prepare the building for the show that night. Then, take a break, only to return at 8 PM to work that night's show. Then start the whole process all over again. We also spent some time helping the Tech Department because they were even busier than we were. Andrew Kreider and Deen Tuggle showed what they are made of in December. Quite often they were here when we left at midnight only to see them again when we returned in the morning. When you have the best team in the city. It makes it possible to have a month like December and not miss a beat. I have always taken pride in my duties here at The Lerner. What our team accomplished at the end of 2021, makes me feel proud to be a member of the best team in the city.

With all the shows we had in November and December, it made it difficult to work on the projects I am working to complete. I did manage to replace the can emergency lights in the restrooms and grand hallway to LED. I still have seven can lights that need to be changed to LED. Those fixtures are in the box office entrance and the Premier Arts entrance. When I started the project of switching the can emergency lights to LED, I always planned on switching the fixtures in the entrances last mainly because they are still functioning. A lot of the fixtures in the restrooms had stopped working - or were about to stop working - and both of those entrances have traffic at night because of ballroom events or Premier Arts rehearsals. And of course, I spent time working on our HVAC system. I took advantage of some warm weather in November and December to do some more troubleshooting in the system to try and work out some bugs before the cold weather arrived. My main duty in December was cleaning. I knew with the size and frequency of the events in both the auditorium, and the ballroom. That Lerner Services would be swamped, so I made assisting Lerner Services my top priority. I am proud of the way they performed, and I still say. They are the best crew this city has. I might be slightly biased on that opinion.

January brings the cold weather with the new year, so when we are not clearing snow and ice we will be concentrating on inside tasks. Finishing the LED emergency light project will be a top priority. We will also take advantage of the lack of events in January, to deep clean the restrooms, dressing rooms, carpets, and concrete floors. We will also be fixing wall damage and touching up paint. Can't forget deep clean the auditorium. No rest for the wicked. If we want The Lerner Theatre to remain

the premier theater for concerts and other events, we know we cannot rest. Thank you for the opportunity to be part of the great team that The Lerner family has become.

LERNER SERVICES COORDINATOR

PREPARED BY: DANIEL REECER

We expected to be busy in December and our expectations were met. With a steady cluster of back-to-back events, I am proud to say my team and I successfully maintained our standard of cleanliness throughout the building. In times like this a large crowd attending your venue is equal parts inspiring and frightening. Our routines of building turnover, thorough disinfecting, and no short supply of elbow grease saw us through. All elements considered, the Lerner team worked together for an amazing month of community, festivities, and revelry abounding. Now, a new year and familiar winter projects are coming into focus. We will be treating our carpets and our concrete, as well as restoring the brass kick plates.

Accomplished:

- Great Shows

Upcoming:

- Shampoo Carpets
- Restore Brass Kick Plates
- Basement Wax + Restripe