

# **CITY OF ELKHART LERNER BOARD MEETING AGENDA**

**Common Council Chambers**

**10:00 a.m., Wednesday, June 8, 2022**

<https://coei.webex.com/coei/j.php?MTID=mf044c3ba2dea00ae9907b7e3c527de72>

**Meeting Number: 2302 602 3570, Meeting Password: Lerner22**

**1-415-655-0001**

- 1. ROLL CALL**
- 2. APPROVE AGENDA**
- 3. MINUTES Regular Meeting May 11, 2022**
- 4. TREASURER'S REPORT**
  - **Financial Report April 30, 2022- Michelle Adams (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**
- 10. NEW BUSINESS**
- 11. PUBLIC PARTICIPATION**
- 12. ADJOURNMENT**

LERNER THEATRE BOARD  
Wednesday, May 11, 2022

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, May 11, 2022. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Ashley Martin, Diana Lawson, and Dina Harris and attended in-person. Dallas Bergl and Jamie Arce were absent.

1. AGENDA

On motion by Dina Harris, seconded by Diana Lawson and carried 4-0, the agenda was amended by adding the Stephanie Krol Public Relations contract to the Manager's report.

2. MINUTES: Regular Meeting April 13, 2022

On motion by Dina Harris, seconded by Ashley Martin and carried 4-0, the Board approved the minutes from April 13, 2022.

3. TREASURER'S REPORT

Financials-March 31, 2022

Michelle Adams of Kruggel, Lawton and Co. attended the meeting on WebEx. The March 31, 2022 financial report was submitted to the Board for review. Total operational expenses of \$88,992 were covered by a City contribution of \$0 (0%) and a Lerner contribution of \$88,992 (100%). This compared with 2021 City's contribution of 100% and the Lerner's contribution of 0%. The net income from Theatre operations only (shown as gross profit) at the end of the period was \$139,369 which was an increase of \$138,660 from 2021. The YTD net income for all Lerner operations (including City expenses) at the end of the period was \$299,622 which was an increase of \$306,005 from the net loss on last year's statement of \$6,383. On budgeted City Operational Expenses alone we were under-budget by \$294,683 year to date. On motion by Dina Harris, seconded by Diana Lawson and carried 4-0, the Treasurer's Report for March 31, 2022 was accepted and placed on file.

Claims

On motion by Dina Harris, seconded by Ashley Martin and carried 4-0, the Board approved the claims and allowance docket totaling \$269,242.42 as listed on the register consisting of 22 pages as prepared on May 6, 2022 at 3:38 p.m.

4. CRYSTAL BALLROOM CATERING

Kurt Janowsky attended on WebEx. April was a decent month with \$61,000 in revenue. The big national shows helped with concessions. Kurt said the Friends of the Lerner sponsoring national shows was a very good decision. Hats off to Michelle and the team!

5. PREMIER ARTS

Tanner Smale represented Premier Arts. One of the events they held was Sponge Bob. It was a huge success and everyone loved it. They are taking their Ambassadors to the World Theaterfest in Florida next month. The first ArtWalk was in April and it went well even though the weather was not perfect.

Tanner was thrilled to announce they were approved for the new Charter School!

6. GENERAL MANAGER'S REPORT

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

GENERAL MANAGER REPORT PREPARED BY: MICHELLE FRANK



LERNER THEATRE BOARD  
 Wednesday, May 11, 2022

Activity (April-June)	As % of 90 days	
64 Events	71%	Activity in theatre
31 Ticketed Events	34%	Ticketed events
13 Non-Ticketed Events	14%	Non-Ticketed events
20 Rehearsal Dates	22%	Rehearsal Space

Compare to 2021 Board Report Ticketed Events: 20

Compare to 2021 Board Report Non-Ticketed Events +Rehearsals:  
 30

- The Lerner team had an exceptional month in April, hosting another two sold out shows in 2022 for the national tours of Chicago and Zach Williams.
- May, June and July are jam packed with activity, including nearly a dozen dance recitals, pending announcements of additional sold-out national tours, plus the Elkhart Jazz Festival.

On a personal note, I want to thank my incredible team of staff and volunteers at The Lerner that jumped in and handled everything at the theatre with the sudden passing of my father. My world stopped for two weeks while I dealt with his passing and all that followed, but the amazing team at the theatre kept the shows going in my absence, including the facilitation of a sold-out national tour for Zach Williams. I'm proud of the team we have, but more importantly, of the family we've built at The Lerner.

OPERATIONS MANAGER REPORT PREPARED BY: SARAH MACER

Accomplished in April:

- I updated Show Manager, Lerner Show Folders, and the Google calendar with all of the shows that are coming up and have been doing this from Prism.
- I've added more details to the shows and all pertinent information for the team to Prism.
- I continue working with Show Manager, our accounting firm and the promoters to make sure shows are closed and checks are written.
- I've been working on confirming mobile food vendors, recycling and portable restrooms lined up for each Lerner on the Lawn event.
- May Facility Occupancy numbers have been updated and sent off.

Goals for May:

Continue to make plans for Lerner on the Lawn:

All mobile food vendors have been lined up and I have reached out to the Health Department so they're aware of the vendors selling downtown. I'm hoping to start getting everything in place for the outdoor concert so my staff is prepared for anything!

Planning the Lerner's parts in Rivers and Rails:

May 27th we'll have free tours all day running from 10-4:30pm, Lunchtime Live with Clark Wilson from 11-1pm, and then the Silent Film series: The General with

LERNER THEATRE BOARD  
Wednesday, May 11, 2022

Chasing Choo Choo's at 7:00pm. I'm scheduling docents and staff for all of these events so it's a successful event downtown for anyone that chooses to partake!

Peer Committee:

We are working through the plans for the Volunteer Appreciation Dinner and I hope to get a date on the calendar!

Prism:

I'm adding more to Prism events so I'm feeling more confident; however, it is always on my list of things to master. I've made a point of using every day to try and hope to familiarize myself with different parts of the program.

Staff Appreciation:

We're at the RSVP stage and hope to see as many staff and board members at this event!

MEDIA SPECIALIST REPORT PREPARED BY: SONNY LISI  
E-Blast Reporting – April 2022

Email Statistics	
Campaigns Sent	7
Total Emails Sent	48,998
Emails Opened	22,106
Emails Clicked Through	791
Starting Subscribers	20,471
Ending Subscribers	20,995
Average Emails Per Campaign	7,000

Tickets Purchased by City

City	Tickets
ELKHART	1064
Goshen	330
south bend	294
Granger	196
Mishawaka	170
Middlebury	117
Bristol	96
Osceola	61
Edwardsburg	60
Niles	57
Wakarusa	27



LERNER THEATRE BOARD  
 Wednesday, May 11, 2022

April Accomplishments

- Improved the setup and quality of our Lunchtime Kimball Organ Concert live stream by adjusting camera locations. Instead of streaming from the edges of the front of the stage, we routed cabling to our Box Seats to shoot better angles for both the organ and piano during the live stream.
- Designed a new logo for our new Lerner on the Lawn series and created promotional graphics for each event in our 2022 series.
- Started researching new software for our lobby displays to promote upcoming events. Our current software has had unreliable connectivity and display issues and I am currently looking for an alternative that will not require constant maintenance and troubleshooting that is also free or affordable.

May Goals

- Research virtual courses to further education in fields related to programming and different software and hardware standards in order to better utilize the equipment we have in the building and develop more automation.
- Continue inventory of The Lerner's collection of artwork with photo inventory and label information for all pieces.

BOX OFFICE MANAGER PREPARED BY: TRISTIN PAUFF

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
4/8/2022	7:30 PM	Chicago	11/19/2021	25	-\$1,424.00	\$75.00	-\$1,349.00
4/23/2022	7:00 PM	Zach Williams	11/1/2021	96	\$2,967.50	\$288.00	\$3,255.50
4/29/2022	6:00 PM	Baby Shark Live! 2022 Splash Tour	2/25/2022	319	\$17,418.00	\$957.00	\$18,375.00
4/30/2022	2:00 PM	6th Annual "A Year in Dance"	3/28/2022	191	\$3,849.25	\$573.00	\$4,422.25
5/6/2022	7:30 PM	Premier Arts: Spongebob SquarePants (5/6/22 - 5/8/22 - 3 performances)	1/7/2022	388	\$8,505.75	\$1,164.00	\$9,669.75
5/7/2022	3:00 PM	Premier Arts: The SpongeBob Musical - All Youth Production	3/18/2022	217	\$4,577.25	\$651.00	\$5,228.25
5/8/2022	10:30 AM	Mother's Day Brunch (10:30am, 11:30am, 12:30pm, and 1pm)	4/1/2022	416	\$15,442.00	\$1,248.00	\$16,690.00
5/15/2021	4:00 PM	Elkhart County Symphony: New Directions, New Possibilities	8/24/2021	109	\$0.00	\$0.00	\$0.00
5/19/2022	6:30 PM	Continuing the Conversation - 'Si, Se Puede' with Dolores Huerta	2/21/2022	265	\$0.00	\$0.00	\$0.00
5/20/2022	7:00 PM	Oaklawn's Got Talent	2/11/2022	136	\$283.00	\$340.00	\$623.00
5/21/2022	8:00 PM	Gordon Lightfoot	12/12/2019	217	\$15,413.00	\$542.50	\$15,955.50
6/17/2022	9:00 AM	34th Elkhart Jazz Fest (6/17/22 - 6/19/22 - 3 Days of Events)	4/1/2022	106	\$9,008.00	\$265.00	\$9,273.00
6/17/2022	6:00 PM	The Queens Cartoonist / Gunhild Carlling	4/1/2022	88	\$9,117.50	\$220.00	\$9,337.50
6/18/2022	8:00 PM	Bruce Hornsby & The Noisemakers	4/1/2022	314	\$27,636.25	\$785.00	\$28,421.25
6/24/2022	7:30 PM	The Hodgetwins	4/1/2022	347	\$21,523.00	\$867.50	\$22,390.50
6/25/2022	8:00 PM	Hotel California: A Salute to the Eagles	2/10/2022	21	\$929.00	\$52.50	\$981.50
7/1/2022	8:00 PM	Big Bad Voo Doo Daddy	3/3/2022	45	\$3,041.50	\$112.50	\$3,154.00
7/9/2022	7:30 PM	Todd Rundgren: Unpredictable	4/28/2022	207	\$20,564.50	\$517.50	\$21,082.00
7/15/2022	7:30 PM	Premier Arts: Something Rotten (7/15/22 - 7/17/22 - 3 performances)	1/7/2022	6	\$165.25	\$18.00	\$183.25
7/16/2022	3:00 PM	Premier Arts: Disney's Camp Rock the Musical - All Youth Performance	4/9/2022	10	\$216.00	\$30.00	\$246.00
7/26/2022	7:30 PM	"Weird Al" Yankovic	12/9/2021	125	\$14,671.25	\$375.00	\$15,046.25
9/9/2022	7:30 PM	Premier Arts: The Odd Couple (9/9/2022 - 9/11/2022 - 3 performances at Goshen Theatre)	1/7/2022	2	\$52.00	\$6.00	\$58.00
10/1/2022	8:00 PM	Napoleon Dynamite: A Conversation with Jon Heder, Efrén Ramírez, and Jon Gries	12/2/2021	7	\$1,040.00	\$21.00	\$1,061.00
10/14/2022	7:30 PM	Premier Arts: Little House on the Prairie (10/14/22 - 10/16/22 - 3 performances)	1/7/2022	9	\$188.50	\$27.00	\$215.50
12/16/2022	7:30 PM	Premier Arts: Elf The Musical (12/16/22 - 12/18/2022 - 3 performances)	1/7/2022	17	\$391.00	\$51.00	\$442.00
<b>Total Ticket Revenue</b>					\$184,762.00		



## LERNER THEATRE BOARD

Wednesday, May 11, 2022

### Accomplishments for April 2022

- Planned and scheduled the Box Office meeting happening on May 24th
- Productively added a TV to the Box Office so that my Team can better communicate to Patrons on what is taking place on-stage
- Updated the Venue Comps Form (to keep track of comps for each show/event)
- Successfully navigated the Box Office through 2 sold out shows

### Goals for May 2022

- Hire and/or train at least 2 new Part-Time Box Office team member to make a full team
- Create a better avenue for Box Office to look up procedures that will encompass different learning styles
- Continue to update all Box Office SOP's

## TECHNICAL THEATRE MANAGER PREPARED BY: ANDREW KREIDER

### Overview:

The tech department worked steadily throughout April, with a focus on support for larger-scale shows on the main stage. A highlight was our three-day visit from the band Chicago.

### Accomplished in April

- Several sold-out national shows. Use of the theater by Chicago as a rehearsal space before their concert.
- Network changes, under the care of City IT.
- Collaboration with Premier Arts on special effects in preparation for SpongeBob the Musical.

### Upcoming tasks:

- May will have a full schedule of shows, and tech staff will be busy all month flipping the room several times each week.

## ASSISTANT TECHNICAL COORDINATOR PREPARED BY: DEEN TUGGLE

### Overview:

Spring is here! April provided a fair amount of time to finish up on a lot of tech maintenance tasks for me. I was able to complete the installation of a new display in the main lobby for advertising and lobby viewing of the stage. I was also able to install a display in the box office area for viewing of the stage. Alongside that, I completed some routine maintenance on some of our tech equipment throughout the month. During Spring Break, we hosted Chicago for 3 days. I helped facilitate any technical requests they had and we were able to provide them with a great start to their next leg of the tour. Later in the month I provided tech facilitation for the Municipal Band and Zach Williams. The tech department then provided sound and A/V for a ballroom event with the RVIA, recording their panel discussion for them. At the end of April, I helped facilitate our first dance recital of the year. I provided lighting for 3 nights of rehearsals prior to their recital and took lead tech on the show.



## LERNER THEATRE BOARD

Wednesday, May 11, 2022

Towards the end, we also managed to squeeze in Baby Shark Live which I assisted in facilitating. It was a very busy month for the tech department.

Accomplished in April:

- Installed additional lobby display for patrons.
- Provided technical facilitation for many events.
- Performed routine maintenance on tech equipment.

Upcoming tasks:

- Install additional display on stage.
- Perform a building walkthrough to check on needed paint touchups.
- Provide technical assistance to many upcoming events.

### FACILITIES MANAGER PREPARED BY: DAN GOULD

As this year continues to unfold, it is clear what the rest of the year is going to be - BUSY BUSY BUSY. Since I started working here at the Lerner, April has been the month when we start getting ready for warmer weather and turn our attention to the exterior of the building - inspecting the seals on the entrance doors and exterior windows, checking the caulking around the foundation and where the new and old building join together. It makes for an interesting challenge, when there is a line through your building. On one side is an eleven-year-old building and on the other side is a ninety eight year old building. This year Mother Nature had her own ideas on how we were going to spend our time. Cooperative is not how I would describe the weather we had in April. I shoveled snow on two separate occasions in April. Not the weather we were hoping for. Optimistic would be the best way to describe our outlook for May. Although we don't have any shows like Baby Shark or Chicago, we still have back to back shows on two different weekends in May. When you have the best team in the city. We know we can meet these challenges head on.

Despite the weather and the sold out shows, we still managed to start our spring inspections of our building exterior and our roof. We suffered a serious setback when our freight elevator's propulsion system broke down. Of course, it contains hard to find parts, which have been made harder to find, due to the present supply chain issues. That means unless we have an unusual stroke of luck, our freight elevator will not be operational until the middle of June. Everyone at the Lerner relies heavily on that elevator - Lerner Tech, Lerner Services, The Ballroom, Concessions, and not to forget Premier Arts. Fortunately, we still have a way to transport heavy items up and down to the basement but the time required goes way up. Again, when you have the best team in the city, you just turn them loose, and get out of their way. Some important accomplishments in April were the inspection of our fire suppression system and a preliminary inspection of our emergency lighting system. Once again passing the State Fire Marshall inspection for our Arts and Entertainment Permit. That is an inspection we pretty much spend the whole year preparing for. We also passed our elevator safety inspection. That is another high priority. We also scheduled our pit lift inspection and our fire detection system inspection. The safety of everyone that enters our building has always been, and will always be, our top priority.

Now that May is here, we will be hoping for weather that is more cooperative as we



## LERNER THEATRE BOARD

Wednesday, May 11, 2022

will be trying to continue the inspection of the building's exterior. While we are performing our spring cleaning, with high priority on the windows and sidewalk, if mother nature decides not to cooperate, there is always something to do inside. We can put a big emphasis on the floors and the inside of the windows. With the Jazz Festival quickly approaching, everything has a bullseye on it. If anyone from the office or the tech department stand in one place too long, I am sure Lerner Services will thoroughly clean them and give them a fresh coat of paint. As May progresses, we will be turning our attention to inspecting and cleaning our HVAC system, making sure it will continue to keep our patrons, performers, and employees cool and comfortable. Thank you for the opportunity to care for one of the icons of this city. I know I am not the only Lerner staff member that feels the pride that comes with working here and we all hope that everyone who enters the building shares that pride in this piece of living history. We know that everyday we are here, we are not just honoring this building's past, we are continuing its historical importance to downtown Elkhart.

### LERNER SERVICES COORDINATOR PREPARED BY: DANIEL REECER

I find myself saying "accidents happen" quite often in my line of work. Accidents do, seemingly at random and despite our best efforts, happen. With everything from someone throwing up to putting a hole in the wall accidents happening keep people like myself employed. This April at the Lerner saw some accidents, thankfully most of which could be resolved with gentle understanding and a mop. A few walls with scuffs needed to be cleaned and one occasion a detailed piece of finishing had been broken off within the auditorium. After securing the piece with adhesive I was able to fill in the cracks and pits, restoring the original shaping to fully conceal the repair. On a less aesthetic note, efforts are underway to resolve the leaks we are finding in our plumbing/toilet fixtures. I have found the various causes of these leaks to be bad/failing rubber seals, improper fitting/alignment of shafts, or mineral build up at the connections. Replacements and repairs are being done as needed but time itself seems to be the factor wearing most heavily.

#### Accomplished:

- Restored wall design
- Furthered pipe work

#### Upcoming:

- Exterior checks and inspections
- Reseal/Restripe Basement
- Restripe basement

#### Stephanie Krol Public Relations

On motion by Dina Harris, seconded by Diana Lawson and carried 4-0, the Lerner Theatre Governing Board approved a resolution approving a contract with Stephanie Krol Public Relations.



LERNER THEATRE BOARD  
Wednesday, May 11, 2022

7. ADJOURNMENT

On motion by Dina Harris, seconded by Ashley Martin 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 (Kruggel, Lawton and Co)

Subject: Notes regarding the April 30th, 2022 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending April 30, 2022.

The net income from theatre operations only (shown as Gross Profit) at the end of the period is \$240,226, which is an increase of \$240,958 from the Gross Loss on last year's statement of \$733.

The year-to-date net income for all Lerner operations (including city expenses) at the end of the period is \$461,965 which is an increase of \$475,537 from the net loss on last year's statement of \$13,572.

On budgeted city Operational Expenses alone were under-budget by \$395,561 year-to-date.

Total Operational Expenses of \$115,632 were covered by a City contribution of \$0 (0%) and a Lerner contribution of \$115,632 (100%). This compares with last year's City contribution of 100% and the Lerner's contribution of 0%.

There were 6 shows or events in March that generated the following profit:

- Chicago \$20,632
- Zach Williams \$24,693
- Baby Shark Live \$15,301
- CK Dance: 6<sup>th</sup> Annual Dance Recital \$11,646



# The Lerner Theatre

## Financial Analysis Through April 30, 2022

	<u>2022</u>		<u>2021</u>		<u>Diff</u>
<b><i>City Operational Expenses</i></b>					
Staff & Related	-		212,361		(212,361)
Other	<u>115,632</u>		<u>117,144</u>		<u>(1,512)</u>
Total Expenses to be Covered	115,632		329,505		(213,873)
Less: City Subsidy (Budgeted)	<u>316,666</u>		<u>316,666</u>		<u>-</u>
Net City Operational Expenses	(201,034)		12,839		(213,873)
<b><i>Lerner Box Office Operations</i></b>					
Income	301,867		5,718		296,149
COGS	<u>61,641</u>		<u>6,451</u>		<u>55,190</u>
Gross Profit (Loss)	240,226		(733)		240,959
Lerner Labor Expense	<u>20,705</u>		<u>-</u>		<u>20,705</u>
Lerner Contribution from Operations	260,931		(733)		261,664
<b><i>Additional Subsidy Sources</i></b>					
City Subsidy (Un-Budgeted)	(461,965)		13,572		
Lerner Excess Contribution	-		-		
<b>How the Operational Expenses Are Covered:</b>					
City Contribution	-	0%	330,238		100%
Lerner Contribution	<u>115,632</u>	100%	<u>-</u>		0%
Total Expenses to be Covered	115,632	100.0%	330,238		100%

# The Lerner Theatre

## P&L - Total Theatre - Summary Comparison

January - April, 2022

	TOTAL			
	JAN - APR, 2022	JAN - APR, 2021 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	301,866.80	5,718.14	296,148.66	5,179.11 %
<b>Total Income</b>	<b>\$301,866.80</b>	<b>\$5,718.14</b>	<b>\$296,148.66</b>	<b>5,179.11 %</b>
Cost of Goods Sold				
Cost of Sales	61,640.96	6,450.64	55,190.32	855.58 %
<b>Total Cost of Goods Sold</b>	<b>\$61,640.96</b>	<b>\$6,450.64</b>	<b>\$55,190.32</b>	<b>855.58 %</b>
GROSS PROFIT	\$240,225.84	\$ -732.50	\$240,958.34	32,895.34 %
Expenses				
City Accts by Submission Date	-201,034.57	12,839.45	-213,874.02	-1,665.76 %
<b>Total Expenses</b>	<b>\$ -201,034.57</b>	<b>\$12,839.45</b>	<b>\$ -213,874.02</b>	<b>-1,665.76 %</b>
NET OPERATING INCOME	\$441,260.41	\$ -13,571.95	\$454,832.36	3,351.27 %
Other Expenses				
99998 Show Labor Exp Incl in Budget	-20,704.69		-20,704.69	
<b>Total Other Expenses</b>	<b>\$ -20,704.69</b>	<b>\$0.00</b>	<b>\$ -20,704.69</b>	<b>0.00%</b>
NET OTHER INCOME	\$20,704.69	\$0.00	\$20,704.69	0.00%
NET INCOME	\$461,965.10	\$ -13,571.95	\$475,537.05	3,503.82 %

# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January - April, 2022

	TOTAL			
	JAN - APR, 2022	JAN - APR, 2021 (PY)	CHANGE	% CHANGE
<b>Income</b>				
Theatre Income				
4000 Ticket Sales Collected	627,422.90		627,422.90	
4001 Ticket Sales Due/Paid	-627,422.90		-627,422.90	
4010 Facility Rental - Theatre	23,953.13	3,538.99	20,414.14	576.84 %
40200 Ticket Processing Fees	3,297.34		3,297.34	
40201 Mailing Fee	537.50	88.75	448.75	505.63 %
40202 Phone Order Convenience Fee	505.00	138.00	367.00	265.94 %
40203 Historical Facility Fee	39,666.00		39,666.00	
40204 Box Office Fee	27,663.12		27,663.12	
40205 Blended Ticket Transaction Fee	27,108.86		27,108.86	
40206 Web Ticket Fees	69,473.00		69,473.00	
40208 Convenience Fees	43,966.50		43,966.50	
<b>Total 40200 Ticket Processing Fees</b>	<b>212,217.32</b>	<b>226.75</b>	<b>211,990.57</b>	<b>93,490.88 %</b>
4050 Equipment Rental	5,775.00		5,775.00	
4060 Outside Lighting & Advertising	2,602.50		2,602.50	
4090 Merchandise Commissions	6,376.50		6,376.50	
4100 Merchandise Sales	999.00		999.00	
4140 Miscellaneous Income	3,307.60	268.40	3,039.20	1,132.34 %
Event Labor				
4030 Stagehands, Etc.	9,708.25	1,684.00	8,024.25	476.50 %
4040 Front of House	9,200.81		9,200.81	
<b>Total Event Labor</b>	<b>18,909.06</b>	<b>1,684.00</b>	<b>17,225.06</b>	<b>1,022.87 %</b>
Non-Ticketed Event Revenue				
41314 Crystal Ballroom Events	27,726.69		27,726.69	
<b>Total Non-Ticketed Event Revenue</b>	<b>27,726.69</b>		<b>27,726.69</b>	
<b>Total Theatre Income</b>	<b>301,866.80</b>	<b>5,718.14</b>	<b>296,148.66</b>	<b>5,179.11 %</b>
<b>Total Income</b>	<b>\$301,866.80</b>	<b>\$5,718.14</b>	<b>\$296,148.66</b>	<b>5,179.11 %</b>
Cost of Goods Sold				
Cost of Sales				
5025 Patron Manager Ticket Fees	22,828.75	3,455.50	19,373.25	560.65 %
5030 Ticket CC Processing Expense	30,135.98		30,135.98	
5035 Merchant Account Fees	-13,054.57	2,995.14	-16,049.71	-535.86 %
5080 Advertising Expense	765.00		765.00	
5110 Merchandise Expense	261.08		261.08	



# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January - April, 2022

	TOTAL			
	JAN - APR, 2022	JAN - APR, 2021 (PY)	CHANGE	% CHANGE
Direct Labor - Events				
5050 Stage Labor	12,489.23		12,489.23	
5060 Front of House Labor	8,215.49		8,215.49	
<b>Total Direct Labor - Events</b>	<b>20,704.72</b>		<b>20,704.72</b>	
<b>Total Cost of Sales</b>	<b>61,640.96</b>	<b>6,450.64</b>	<b>55,190.32</b>	<b>855.58 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$61,640.96</b>	<b>\$6,450.64</b>	<b>\$55,190.32</b>	<b>855.58 %</b>
<b>GROSS PROFIT</b>	<b>\$240,225.84</b>	<b>\$ -732.50</b>	<b>\$240,958.34</b>	<b>32,895.34 %</b>
Expenses				
City Accts by Submission Date				
5000000 City Contribution Toward Budget	-316,666.68	-316,666.68	0.00	0.00 %
Other Services/Charges				
4310400 Professional Services	17,614.50	8,356.93	9,257.57	110.78 %
4320300 Travel	55.93	52.16	3.77	7.23 %
4320400 Telephone/Communications	3,112.69	571.24	2,541.45	444.90 %
4330300 Advertising/Marketing	12,364.27	8,995.69	3,368.58	37.45 %
4330301 Promotions		119.00	-119.00	-100.00 %
4350100 Electricity	30,465.96	31,089.51	-623.55	-2.01 %
4350200 Natural Gas	12,240.17	8,141.32	4,098.85	50.35 %
4350400 Water & Sewer	515.18	492.25	22.93	4.66 %
4360100 Repairs & Maintenance-Building	25,457.16	7,508.82	17,948.34	239.03 %
4360200 Equipment Repair	553.95	602.31	-48.36	-8.03 %
4370200 Equipment Leases	402.96	948.75	-545.79	-57.53 %
4390200 Postage	129.35		129.35	
4390300 Subscriptions	1,150.00	2,713.00	-1,563.00	-57.61 %
4390800 Memberships & Dues	779.00		779.00	
4390900 Donation Dispersement	1,122.32	0.00	1,122.32	
4390910 Education	249.00	500.00	-251.00	-50.20 %
4390930 Processing Fees		38,589.06	-38,589.06	-100.00 %
<b>Total Other Services/Charges</b>	<b>106,212.44</b>	<b>108,680.04</b>	<b>-2,467.60</b>	<b>-2.27 %</b>
Personnel Services				
4110110 Department Head		24,158.40	-24,158.40	-100.00 %
4110130 Full Time		122,620.04	-122,620.04	-100.00 %
4110150 Part Time		13,118.25	-13,118.25	-100.00 %
4130100 Employer's Social Security		9,941.59	-9,941.59	-100.00 %
4130200 Employer's Medicare		2,325.09	-2,325.09	-100.00 %
4130300 Employer's PERF		16,691.94	-16,691.94	-100.00 %
4130500 Employer's Group & Life		23,506.10	-23,506.10	-100.00 %
<b>Total Personnel Services</b>		<b>212,361.41</b>	<b>-212,361.41</b>	<b>-100.00 %</b>

# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January - April, 2022

	TOTAL			
	JAN - APR, 2022	JAN - APR, 2021 (PY)	CHANGE	% CHANGE
Supplies				
4210200 Stationary & Print		227.94	-227.94	-100.00 %
4210500 Office Supplies	374.50	574.82	-200.32	-34.85 %
4220150 Operating Supplies	2,879.40	4,165.94	-1,286.54	-30.88 %
4220310 Household, Laundry	1,213.70	1,088.53	125.17	11.50 %
4230200 Repair Parts	1,010.90	227.36	783.54	344.63 %
4230300 Small Tools/Minor Equipment	3,941.17	2,180.09	1,761.08	80.78 %
<b>Total Supplies</b>	<b>9,419.67</b>	<b>8,464.68</b>	<b>954.99</b>	<b>11.28 %</b>
<b>Total City Accts by Submission Date</b>	<b>-201,034.57</b>	<b>12,839.45</b>	<b>-213,874.02</b>	<b>-1,665.76 %</b>
<b>Total Expenses</b>	<b>\$ -201,034.57</b>	<b>\$12,839.45</b>	<b>\$ -213,874.02</b>	<b>-1,665.76 %</b>
NET OPERATING INCOME	\$441,260.41	\$ -13,571.95	\$454,832.36	3,351.27 %
Other Expenses				
99998 Show Labor Exp Incl in Budget	-20,704.69		-20,704.69	
<b>Total Other Expenses</b>	<b>\$ -20,704.69</b>	<b>\$0.00</b>	<b>\$ -20,704.69</b>	<b>0.00%</b>
NET OTHER INCOME	\$20,704.69	\$0.00	\$20,704.69	0.00%
NET INCOME	\$461,965.10	\$ -13,571.95	\$475,537.05	3,503.82 %



# The Lerner Theatre

Budget vs. Actuals

January - April, 2022

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
<b>Total Income</b>			<b>\$0.00</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Expenses			
City Accts by Submission Date			
5000000 City Contribution Toward Budget	-316,666.68	-316,666.68	0.00
Capital Outlay			
4420400 Building & Structure		10,333.32	-10,333.32
<b>Total Capital Outlay</b>		<b>10,333.32</b>	<b>-10,333.32</b>
Other Services/Charges			
4310400 Professional Services	17,614.50	11,833.32	5,781.18
4320300 Travel	55.93	566.68	-510.75
4320400 Telephone/Communications	3,112.69	7,620.00	-4,507.31
4330300 Advertising/Marketing	12,364.27	19,166.68	-6,802.41
4330301 Promotions		1,666.68	-1,666.68
4340200 Liability Insurance		17,049.32	-17,049.32
4350100 Electricity	30,465.96	41,200.00	-10,734.04
4350200 Natural Gas	12,240.17	6,166.68	6,073.49
4350400 Water & Sewer	515.18	1,066.68	-551.50
4360100 Repairs & Maintenance-Building	25,457.16	16,166.68	9,290.48
4360200 Equipment Repair	553.95	666.68	-112.73
4370200 Equipment Leases	402.96	1,066.68	-663.72
4390200 Postage	129.35	1,133.32	-1,003.97
4390300 Subscriptions	1,150.00	845.68	304.32
4390800 Memberships & Dues	779.00	578.32	200.68
4390910 Education	249.00	7,583.32	-7,334.32
4390930 Processing Fees		17,000.00	-17,000.00
<b>Total Other Services/Charges</b>	<b>105,090.12</b>	<b>151,376.72</b>	<b>-46,286.60</b>
Personnel Services			
4110110 Department Head		26,111.68	-26,111.68
4110130 Full Time		171,458.00	-171,458.00
4110150 Part Time		43,267.68	-43,267.68
4110160 Overtime Wages		912.00	-912.00
4110170 Longevity		300.00	-300.00
4130100 Employer's Social Security		14,932.00	-14,932.00
4130200 Employer's Medicare		3,492.00	-3,492.00
4130300 Employer's PERF		28,647.68	-28,647.68
4130500 Employer's Group & Life		45,370.00	-45,370.00
<b>Total Personnel Services</b>		<b>334,491.04</b>	<b>-334,491.04</b>
Supplies			
4210200 Stationary & Print		316.68	-316.68
4210500 Office Supplies	374.50	1,500.00	-1,125.50

# The Lerner Theatre

Budget vs. Actuals

January - April, 2022

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
4220150 Operating Supplies	2,879.40	7,053.32	-4,173.92
4220310 Household, Laundry	1,213.70	1,833.32	-619.62
4230200 Repair Parts	1,010.90	1,400.00	-389.10
4230300 Small Tools/Minor Equipment	3,941.17	1,766.68	2,174.49
<b>Total Supplies</b>	<b>9,419.67</b>	<b>13,870.00</b>	<b>-4,450.33</b>
<b>Total City Accts by Submission Date</b>	<b>-202,156.89</b>	<b>193,404.40</b>	<b>-395,561.29</b>
<b>Total Expenses</b>	<b>\$ -202,156.89</b>	<b>\$193,404.40</b>	<b>\$ -395,561.29</b>
<b>NET OPERATING INCOME</b>	<b>\$202,156.89</b>	<b>\$ -193,404.40</b>	<b>\$395,561.29</b>
<b>NET INCOME</b>	<b>\$202,156.89</b>	<b>\$ -193,404.40</b>	<b>\$395,561.29</b>



# The Lerner Theatre

Friends of the Lerner: Chicago 2022

All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	155,644.50
4001 Ticket Sales Due/Paid	-155,644.50
4010 Facility Rental - Theatre	300.00
40200 Ticket Processing Fees	
40203 Historical Facility Fee	4,160.00
40204 Box Office Fee	5,076.42
40205 Blended Ticket Transaction Fee	5,824.30
40206 Web Ticket Fees	8,169.00
40208 Convenience Fees	6,656.00
<b>Total 40200 Ticket Processing Fees</b>	<b>29,885.72</b>
4060 Outside Lighting & Advertising	2,602.50
Event Labor	
4030 Stagehands, Etc.	829.25
4040 Front of House	831.75
<b>Total Event Labor</b>	<b>1,661.00</b>
<b>Total Theatre Income</b>	<b>34,449.22</b>
<b>Total Income</b>	<b>\$34,449.22</b>
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	3,767.00
5030 Ticket CC Processing Expense	7,171.70
Direct Labor - Events	
5050 Stage Labor	2,500.60
5060 Front of House Labor	908.04
<b>Total Direct Labor - Events</b>	<b>3,408.64</b>
<b>Total Cost of Sales</b>	<b>14,347.34</b>
<b>Total Cost of Goods Sold</b>	<b>\$14,347.34</b>
<b>GROSS PROFIT</b>	<b>\$20,101.88</b>
Expenses	
Hourly Costs	0.00
City Accts by Submission Date	
Other Services/Charges	
4330300 Advertising/Marketing	375.00
<b>Total Other Services/Charges</b>	<b>375.00</b>
<b>Total City Accts by Submission Date</b>	<b>375.00</b>
<b>Total Expenses</b>	<b>\$375.00</b>
<b>NET OPERATING INCOME</b>	<b>\$19,726.88</b>
<b>NET INCOME</b>	<b>\$19,726.88</b>

# The Lerner Theatre

Chicago Live Events: Chicago VIP

All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	13,569.50
4001 Ticket Sales Due/Paid	-13,569.50
40200 Ticket Processing Fees	
40204 Box Office Fee	407.09
40205 Blended Ticket Transaction Fee	497.70
<b>Total 40200 Ticket Processing Fees</b>	<b>904.79</b>
<b>Total Theatre Income</b>	<b>904.79</b>
<b>Total Income</b>	<b>\$904.79</b>
<b>GROSS PROFIT</b>	<b>\$904.79</b>
<b>Expenses</b>	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$904.79</b>
<b>NET INCOME</b>	<b>\$904.79</b>



# The Lerner Theatre

Awakening Events: Zach Williams 2022

All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	70,094.00
4001 Ticket Sales Due/Paid	-70,094.00
4010 Facility Rental - Theatre	2,675.00
40200 Ticket Processing Fees	
40203 Historical Facility Fee	4,872.00
40204 Box Office Fee	3,000.00
40205 Blended Ticket Transaction Fee	3,366.35
40206 Web Ticket Fees	9,151.00
40208 Convenience Fees	8,120.00
<b>Total 40200 Ticket Processing Fees</b>	<b>28,509.35</b>
Event Labor	
4030 Stagehands, Etc.	1,809.50
4040 Front of House	864.00
<b>Total Event Labor</b>	<b>2,673.50</b>
<b>Total Theatre Income</b>	<b>33,857.85</b>
<b>Total Income</b>	<b>\$33,857.85</b>
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	3,386.75
5030 Ticket CC Processing Expense	3,600.13
Direct Labor - Events	
5050 Stage Labor	1,310.13
5060 Front of House Labor	867.40
<b>Total Direct Labor - Events</b>	<b>2,177.53</b>
<b>Total Cost of Sales</b>	<b>9,164.41</b>
<b>Total Cost of Goods Sold</b>	<b>\$9,164.41</b>
<b>GROSS PROFIT</b>	<b>\$24,693.44</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$24,693.44</b>
<b>NET INCOME</b>	<b>\$24,693.44</b>

# The Lerner Theatre

Premier Productions: Baby Shark Live!

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	49,462.50
4001 Ticket Sales Due/Paid	-49,462.50
4010 Facility Rental - Theatre	1,265.00
40200 Ticket Processing Fees	353.50
40203 Historical Facility Fee	3,030.00
40204 Box Office Fee	2,473.13
40205 Blended Ticket Transaction Fee	2,308.16
40206 Web Ticket Fees	6,404.00
40208 Convenience Fees	4,040.00
<b>Total 40200 Ticket Processing Fees</b>	<b>18,608.79</b>
4140 Miscellaneous Income	1.80
Event Labor	
4030 Stagehands, Etc.	926.00
4040 Front of House	680.00
<b>Total Event Labor</b>	<b>1,606.00</b>
<b>Total Theatre Income</b>	<b>21,481.59</b>
<b>Total Income</b>	<b>\$21,481.59</b>
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	2,254.50
5030 Ticket CC Processing Expense	2,468.45
Direct Labor - Events	
5050 Stage Labor	954.43
5060 Front of House Labor	503.61
<b>Total Direct Labor - Events</b>	<b>1,458.04</b>
<b>Total Cost of Sales</b>	<b>6,180.99</b>
<b>Total Cost of Goods Sold</b>	<b>\$6,180.99</b>
<b>GROSS PROFIT</b>	<b>\$15,300.60</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$15,300.60</b>
<b>NET INCOME</b>	<b>\$15,300.60</b>



# The Lerner Theatre

CK Dance: 6th Annual Recital

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	14,224.50
4001 Ticket Sales Due/Paid	-14,224.50
4010 Facility Rental - Theatre	1,520.00
40200 Ticket Processing Fees	343.35
40203 Historical Facility Fee	2,943.00
40204 Box Office Fee	711.23
40205 Blended Ticket Transaction Fee	820.26
40206 Web Ticket Fees	3,365.00
40208 Convenience Fees	2,452.50
<b>Total 40200 Ticket Processing Fees</b>	<b>10,635.34</b>
4050 Equipment Rental	1,200.00
4140 Miscellaneous Income	4.50
Event Labor	
4030 Stagehands, Etc.	805.50
4040 Front of House	1,244.00
<b>Total Event Labor</b>	<b>2,049.50</b>
<b>Total Theatre Income</b>	<b>15,409.34</b>
<b>Total Income</b>	<b>\$15,409.34</b>
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	971.00
5030 Ticket CC Processing Expense	877.22
Direct Labor - Events	
5050 Stage Labor	944.08
5060 Front of House Labor	971.20
<b>Total Direct Labor - Events</b>	<b>1,915.28</b>
<b>Total Cost of Sales</b>	<b>3,763.50</b>
<b>Total Cost of Goods Sold</b>	<b>\$3,763.50</b>
<b>GROSS PROFIT</b>	<b>\$11,645.84</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$11,645.84</b>
<b>NET INCOME</b>	<b>\$11,645.84</b>

# 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.

June 6<sup>th</sup>

2022



JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$119,137.47** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 4 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 8TH DAY OF JUNE 2022 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



# Expense Approval Report

By Fund

Post Dates 6/8/2022 - 6/8/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2511 - LERNER THEATRE</b>					
MENARD, INC	6084	06/08/2022	4 20 A 250V LOCKING CONNE	2511-5-502-4230200	137.80
SERVICE PRINTERS INC	28916011	06/08/2022	5 posters-various shows	2511-5-502-4330300	145.00
KRUGGEL, LAWTON & COMPA	354251	06/08/2022	ACCOUNTING SERVICES MAY	2511-5-502-4310400	2,732.50
RICOH USA, INC	5064509618	06/08/2022	COPIER APRIL 2022 BW/COLO	2511-5-502-4370200	69.32
MENARD, INC	7498	06/08/2022	LIGHT BULBS	2511-5-502-4220310	12.93
MENARD, INC	7498	06/08/2022	RECIPROC SAW & BLADES, BA	2511-5-502-4230300	188.96
FULL COMPASS SYSTEMS LTD.	INC02153122	06/08/2022	2 BASE - 50 LB	2511-5-502-4220150	515.62
STAPLES CONTRACT & COMM	3507625708	06/08/2022	WT BRD CLEANER, COPY PAPE	2511-5-502-4210500	123.75
STAPLES CONTRACT & COMM	3507625708	06/08/2022	FINGER COT FIRST AID	2511-5-502-4220150	6.42
STAPLES CONTRACT & COMM	3507625708	06/08/2022	TRASH BAGS, TP	2511-5-502-4220310	266.42
MENARD, INC	7842	06/08/2022	DIST. WATER, RAGS, DISINFEC	2511-5-502-4220310	57.48
MENARD, INC	7842	06/08/2022	BULBS	2511-5-502-4360100	7.94
STEPHANIE KROL	APRIL	06/08/2022	PUBLICITY WORK APRIL 2022	2511-5-502-4330300	1,250.00
AMAZON CAPITAL SERVICES I	1QV4-7WHR-DWPW	06/08/2022	2 SILENT FILMS FOR KIMBALL	2511-5-502-4220150	30.97
AMAZON CAPITAL SERVICES I	1QV4-7WHR-DWPW	06/08/2022	STAGE & TECH EQUIPMENT	2511-5-502-4230300	497.74
AMAZON CAPITAL SERVICES I	1QV4-7WHR-DWPW	06/08/2022	SHIPPING	2511-5-502-4390200	9.98
FULL COMPASS SYSTEMS LTD.	INC02161865	06/08/2022	5 GAFFERS TAPE, 10 DANCE FL	2511-5-502-4230300	226.25
STAPLES CONTRACT & COMM	3508705416	06/08/2022	TOILET SEAT COVERS, MULTIF	2511-5-502-4220310	103.36
LIVING GRAPHICS INC.	00041984	06/08/2022	125 prints, 1000 parking map	2511-5-502-4330300	361.10
SHOFF SECURITY SERVICES , I	139368	06/08/2022	MONTHLY BURGLARY, FIRE, &	2511-5-502-4310400	122.00
EYEDART STUDIO LLC	5294	06/08/2022	Monthly Digital Promotion 6/	2511-5-502-4330300	1,795.00
<b>Fund 2511 - LERNER THEATRE Total:</b>					<b>8,660.54</b>
<b>Grand Total:</b>					<b>8,660.54</b>



## Report Summary

### Fund Summary

Fund	Expense Amount
2511 - LERNER THEATRE	8,660.54
<b>Grand Total:</b>	<b>8,660.54</b>

### Account Summary

Account Number	Account Name	Expense Amount
2511-5-502-4210500	Office Supplies	123.75
2511-5-502-4220150	Operating Supplies	553.01
2511-5-502-4220310	Household, Laundry, & C	440.19
2511-5-502-4230200	Repair Parts	137.80
2511-5-502-4230300	Small Tools/minor Equip	912.95
2511-5-502-4310400	Professional Services	2,854.50
2511-5-502-4330300	Advertising/marketing	3,551.10
2511-5-502-4360100	Repairs & Maint - Bldg	7.94
2511-5-502-4370200	Equipment Leases	69.32
2511-5-502-4390200	Postage	9.98
<b>Grand Total:</b>		<b>8,660.54</b>

### Project Account Summary

Project Account Key	Expense Amount
**None**	8,660.54
<b>Grand Total:</b>	<b>8,660.54</b>



City of Elkhart, IN

City of Elkhart

# Expense Approval Report

By Fund

Post Dates 5/12/2022 - 6/8/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2511 - LERNER THEATRE</b>					
FRONTIER NORTH INC.	5742961180-042522	05/27/2022	PHONE SVC- MAY- LERNER	2511-5-502-4320400	135.56
j2 CLOUD SERVICES, LLC	4110964-LER	05/27/2022	FAX FEES- LERNER	2511-5-502-4320400	7.96
COMCAST BUSINESS	145968446-LER-5122	05/20/2022	PHONE SVC- MAY- LERNER	2511-5-502-4320400	1,336.65
UNITED PARCEL SERVICE	0000Y1860V192	05/20/2022	SHIPPING CHARGES- LERNER	2511-5-502-4390200	4.90
NORTHERN INDIANA PUBLIC S	0517660086-051022	05/20/2022	410 S MAIN- LERNER	2511-5-502-4350200	1,153.69
INDIANA MICHIGAN POWER	04680727429-051722	05/27/2022	410 S MAIN- LERNER	2511-5-502-4350100	11,753.51
<b>Fund 2511 - LERNER THEATRE Total:</b>					<b>14,392.27</b>
<b>Fund: 8853 - LERNER THEATRE BOX OFFICE</b>					
LOOP SERIVCES LLC	I-2347	05/16/2022	05.16.22 JEREMY CAMP - VIP	8853-5-502-4310101	7,677.60
SHOUT! ENTERTAINMENT & P	I - 2348	05/17/2022	ADVANCE - BIG BAD VOODOO	8853-5-502-4310101	5,000.00
SHOUT! ENTERTAINMENT & P	I - 2348	05/17/2022	ADVANCE - HOTEL CALIFORNI	8853-5-502-4310101	10,000.00
PATRONMANAGER LLC	051522PATRONMNG	05/18/2022	05.15.22 LERNER PROCESSIN	8853-5-502-4390925	2,135.25
PREMIER ARTS INC	I-2349	05/18/2022	FINAL SETTLEMENT - SPONGE	8853-5-502-4310101	23,101.83
ELKHART COUNTY SYMPHON	I-2352	05/20/2022	ELKHART SYMPHONY MAY 20	8853-5-502-4310101	1,600.63
ZACHARY HARRINGTON	I-2353	05/20/2022	LERNER - OAKLAWN (SOUND	8853-5-502-4310401	200.00
TREVOR WILLIAM MILLER	I-2354	05/20/2022	OAKLAWN - POLICE OFFICER	8853-5-502-4310401	170.00
STEVEN E JONES	I-2355	05/20/2022	OAKLAWN - POLICE OFFICER	8853-5-502-4310401	170.00
THE VALYREAN GROUP LLC	I-2356	05/21/2022	GORDON LIGHTFOOT - OVER	8853-5-502-4310401	614.40
EYEDART STUDIO LLC	I-2357	05/21/2022	SOCIAL MEDIA - GORDON LIG	8853-5-502-4310101	300.00
SHOUT! ENTERTAINMENT & P	I-2358	05/21/2022	GORDON LIGHTFOOT - FINAL	8853-5-502-4310101	23,121.45
SCOTT HAIGH	I-2359	05/21/2022	GORDON LIGHTFOOT - POLIC	8853-5-502-4310401	180.00
CRYSTAL BALLROOM CATERIN	I-2360``	05/21/2022	GORDON LIGHTFOOT - CATERI	8853-5-502-4310101	1,101.09
CRYSTAL BALLROOM CATERIN	I-2661	05/24/2022	MOTHER'S DAY BRUNCH - FIN	8853-5-502-4310101	15,088.16
PATRONMANAGER LLC	052222PATRONMGR	05/25/2022	PROCESSING FEES ENDING 05	8853-5-502-4390925	5,624.25
<b>Fund 8853 - LERNER THEATRE BOX OFFICE Total:</b>					<b>96,084.66</b>
<b>Grand Total:</b>					<b>110,476.93</b>

**Report Summary****Fund Summary**

Fund	Payment Amount
2511 - LERNER THEATRE	14,392.27
8853 - LERNER THEATRE BOX OFFICE	96,084.66
<b>Grand Total:</b>	<b>110,476.93</b>

**Account Summary**

Account Number	Account Name	Payment Amount
2511-5-502-4320400	Telephone/communicati	1,480.17
2511-5-502-4350100	Electricity	11,753.51
2511-5-502-4350200	Natural Gas	1,153.69
2511-5-502-4390200	Postage	4.90
8853-5-502-4310101	Show Closing	86,990.76
8853-5-502-4310401	Show Security	1,334.40
8853-5-502-4390925	Processing Fees	7,759.50
<b>Grand Total:</b>		<b>110,476.93</b>

**Project Account Summary**

Project Account Key	Payment Amount
**None**	110,476.93
<b>Grand Total:</b>	<b>110,476.93</b>



# Lerner Theatre Board Report

## June 2022

### GENERAL MANAGER REPORT

PREPARED BY: MICHELLE FRANK

Activity (June-August)	As % of 90 days	
51 Events	57%	Activity in theatre
21 Ticketed Events	23%	Ticketed events
10 Non-Ticketed Events	11%	Non-Ticketed events
20 Rehearsal Dates	22%	Rehearsal Space

Compare to 2021 Board Report Ticketed Events: 17

Compare to 2021 Board Report Non-Ticketed Events +Rehearsals: 26

- On Friday, May 27<sup>th</sup>, we held “Community Day at The Lerner Theatre.” Community Day consisted of free behind-scenes-tours of The Lerner facilitated by our Lerner Volunteer docents from 10am to 4:30pm, a free Kimball Organ concert with Clark Wilson at 11am and a ticketed silent movie with Clark Wilson. We are happy to report that over 100 people attended the tours throughout the day on Friday and over 150 people attended the silent movie in the evening. We will look forward to making this an annual event.
- The May “Lerner on the Lawn” with Hooked Like Helen, coinciding with Downtown ArtWalk ended up moving into The Lerner. We worked in tandem with the team from Premier Arts to move the event indoors when the weather called for rain and storms. ArtWalk utilized The Lerner lobby for their artists and Hooked Like Helen performed on The Lerner stage. Despite the disappointment that we couldn’t be outdoors, it was a tremendous event and actively attended.
- In May, Mayor Rod presented his State of the City to the community at Hotel Elkhart and I wanted to share some of the information that I provided for his speech as it pertains to The Lerner:

“The Lerner Theatre opened its’ doors to our community in May 2021 following a successful Covid health approval plan from the Elkhart County Health Department. Despite operating for shows and events for only seven months in 2021, the team at The Lerner facilitated 137 events in the theatre, which topped 2019’s record breaking number of 131 events in a full calendar year of programming, the highest number of events since the re-opening of The Lerner in 2011.”

- Following the delivery of this information for the Mayor’s State of the City, I dove into our current year of 2022, wanting to see how we were performing compared to last year. When I pulled this information in May, from January 2022 through the end of 2022, the year is not fully completed with programming, as we will continue to book shows until the end of the year. For the year 2022, at the time the information was pulled in May 2022, we have 164 confirmed events. That is nearly a 20% increase over last year’s record year.
- June has The Lerner team preparing for nearly a dozen dance recitals, the Elkhart Jazz Festival, and several national tours. I am doing a hard analysis on labor and staffing as I head into budget preparation season for the City. We are stretched thin with available staffing for

the theatre and are issuing more overtime than previously issued for this period. I will be evaluating and forecasting next year's programming numbers and establishing the need for increased budgeting in part-time and full-time staffing to adjust for the increase of shows.

- Conferences are booked and scheduled for this year:
  - League of Historic American Theatres National Conference in Cleveland, Ohio will be July 10<sup>th</sup> through the 13<sup>th</sup>. There will be five total staff members attending this conference.
  - International Entertainment Buyers Association National Conference in Nashville, Tennessee will be October 9<sup>th</sup> through the 11<sup>th</sup>. There will be three or four staff members attending this conference.

## **OPERATIONS MANAGER REPORT**

PREPARED BY: SARAH MACER

### **Accomplished in May:**

- All of Show Manager, the Lerner Show Folders, and the Google calendar have all been updated with all of the shows that are coming up.
- I've added more details in the shows on Prism and have begun adding tours to the calendar
- I continue working with Show Manager, our accounting firm and the promoters to make sure shows are closed and checks are written
- We're still waiting on kicking off Lerner on the Lawn outside so I'm excited to see how this month's concert goes! However, I did contact all of the different vendors for last month's event to let them know that we had to reschedule due to inclement weather
- June Facility Occupancy numbers have been updated and sent off and I've started working on the schedules for Ushers and Managers.

### **Goals for June:**

#### **Continue to make plans for Lerner on the Lawn:**

All mobile food vendors have been lined up and I have reached out to the Health Department so they're aware of the vendors selling downtown. I'm hoping to start getting everything in place for the outdoor concert so my staff is prepared for anything!

#### **Prism:**

Prism has become much more comfortable for me and I would love to start having more team members join in on that fun. I would like to start working on a new front of house advance so that everyone could be on the same page for each show.

#### **Volunteer Appreciation Dinner:**

I have reached out to the Crystal Ballroom to see about confirming a date for our Volunteer Appreciation Dinner and will start organizing that with the Peer Committee as soon as a date is confirmed.



**SMART Goals:** I want to start working on getting my SMART Goals in place for this year which includes working on that budget again 😊 I can't wait to start diving into the particulars!

## **MEDIA SPECIALIST REPORT**

PREPARED BY: SONNY LISI

**E-Blast Reporting – May 2022**

<b>Email Statistics</b>	
Campaigns Sent	13
Total Emails Sent	120,887
Emails Opened	48,606
Emails Clicked Through	1,147
Starting Subscribers	21,002
Ending Subscribers	21,297
Average Emails Per Campaign	9,299

### **Tickets Purchased by City**

<b>City</b>	<b>Tickets</b>
Elkhart	2918
Goshen	738
Mishawaka	376
Granger	363
South bend	353
Bristol	270
Middlebury	183
Osceola	147
Edwardsburg	122
Nappanee	77
Niles	70
Indianapolis	51

### **May Accomplishments**

- Completed research into new software for our lobby displays to promote upcoming events. Our current software has had unreliable connectivity and display issues, so I sought out alternatives that do not require constant maintenance and troubleshooting at an affordable cost.
- Finalized lobby maps with available areas for placement of tables and displays for promoters and artists, as well as spaces reserved for egress.



## June Goals

- Research virtual courses to further education in fields related to programming and different software and hardware standards in order to better utilize the equipment we have in the building and develop more automation.
- Continue inventory of The Lerner's collection of artworks with photo inventory and label information for all pieces.

## BOX OFFICE MANAGER

PREPARED BY: TRISTIN PAUFF

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
5/6/2022	7:30 PM	Premier Arts: Spongebob SquarePants (5/6/22 - 5/8/22 - 3 performances)	1/7/2022	529	\$10,751.00	\$1,587.00	\$12,338.00
5/7/2022	3:00 PM	Premier Arts: The SpongeBob Musical - All Youth Production	3/18/2022	210	\$2,973.00	\$630.00	\$3,603.00
5/8/2022	10:30 AM	Mother's Day Brunch (10:30am, 11:30am, 12:30pm, and 1pm)	4/1/2022	137	\$5,014.75	\$411.00	\$5,425.75
5/15/2021	4:00 PM	Elkhart County Symphony: New Directions, New Possibilities	8/24/2021	292	\$2,991.20	\$876.00	\$3,867.20
5/19/2022	6:30 PM	Continuing the Conversation - 'Si, Se Puede' with Dolores Huerta	2/21/2022	73	\$0.00	\$0.00	\$0.00
5/20/2022	7:00 PM	Oaklawn's Got Talent	2/11/2022	149	\$2,292.50	\$447.00	\$2,739.50
5/21/2022	8:00 PM	Gordon Lightfoot	12/12/2019	187	\$12,002.45	\$561.00	\$12,563.45
5/22/2022	11:00 AM	The Beat Goes On (2 performances - 11am & 3pm)	5/7/2022	1289	\$29,456.00	\$3,867.00	\$33,323.00
5/27/2022	7:00 PM	Kimball Organ Silent Film Series: The General with Chasing Choo Choo	4/4/2022	147	\$1,572.00	\$441.00	\$2,013.00
6/3/2022	6:30 PM	Oh The Places You'll Go	5/16/2022	396	\$8,940.00	\$1,188.00	\$10,128.00
6/4/2022	3:00 PM	Epic Dance Studios presents: BOLD! (2 performances - 3pm & 7:30pm)	5/16/2022	913	\$19,554.25	\$2,739.00	\$22,293.25
6/11/2022	10:00 AM	Conservatory of Dance Recital	5/16/2022	4	\$90.00	\$12.00	\$102.00
6/12/2022	10:00 AM	Tutu School Bravo Bash	5/16/2022	54	-\$98.00	\$162.00	\$64.00
6/12/2022	3:00 PM	Coppelia and Repertory	5/16/2022	18	\$340.00	\$54.00	\$394.00
6/17/2022	9:00 AM	34th Elkhart Jazz Fest (6/17/22 - 6/19/22 - 3 Days of Events)	4/1/2022	147	\$7,827.75	\$441.00	\$8,268.75
6/17/2022	6:00 PM	The Queens Cartoonist / Gunhild Carling	4/1/2022	60	\$6,614.00	\$180.00	\$6,794.00
6/18/2022	8:00 PM	Bruce Hornsby & The Noisemakers	4/1/2022	108	\$11,114.75	\$324.00	\$11,438.75
6/24/2022	7:30 PM	The Hodgetwins	4/1/2022	104	\$5,487.25	\$312.00	\$5,799.25
6/25/2022	8:00 PM	Hotel California: A Salute to the Eagles	2/10/2022	57	\$2,871.75	\$171.00	\$3,042.75
7/1/2022	8:00 PM	Big Bad Voo Doo Daddy	3/3/2022	102	\$5,910.00	\$306.00	\$6,216.00
7/8/2022	7:00 PM	Steve-O: The Bucket List Tour	5/17/2022	1159	\$63,742.00	\$3,477.00	\$67,219.00
7/9/2022	7:30 PM	Todd Rundgren: Unpredictable	4/28/2022	183	\$12,925.00	\$549.00	\$13,474.00
7/15/2022	7:30 PM	Premier Arts: Something Rotten (7/15/22 - 7/17/22 - 3 performances)	1/7/2022	37	\$1,015.25	\$111.00	\$1,126.25
7/16/2022	3:00 PM	Premier Arts: Disney's Camp Rock the Musical - All Youth Performance	4/9/2022	57	\$1,180.25	\$171.00	\$1,351.25
7/26/2022	7:30 PM	'Weird Al' Yankovic	12/9/2021	94	\$6,929.50	\$282.00	\$7,211.50
8/8/2022	7:30 PM	Melissa Etheridge: One Way Out Tour	5/10/2022	220	\$22,459.25	\$660.00	\$23,119.25
9/9/2022	7:30 PM	Premier Arts: The Odd Couple (9/9/2022 - 9/11/2022 - 3 performances at Goshen Theatre)	1/7/2022	2	\$53.25	\$6.00	\$59.25
9/27/2022	7:30 PM	Menopause The Musical	5/17/2022	351	\$19,884.50	\$1,053.00	\$20,937.50
10/1/2022	8:00 PM	Napoleon Dynamite: A Conversation with Jon Heder, Efen Ramirez, and Jon Gries	12/2/2021	6	\$240.00	\$18.00	\$258.00
10/14/2022	7:30 PM	Premier Arts: Little House on the Prairie (10/14/22 - 10/16/22 - 3 performances)	1/7/2022	4	\$114.50	\$12.00	\$126.50
11/11/2022	8:00 PM	Whose Live Anyway	5/12/2022	536	\$36,474.25	\$1,608.00	\$38,082.25
12/16/2022	7:30 PM	Premier Arts: Elf The Musical (12/16/22 - 12/18/2022 - 3 performances)	1/7/2022	38	\$777.25	\$114.00	\$891.25
<b>Total Ticket Revenue</b>					\$324,269.65		

### **Accomplishments for May 2022**

- Hosted the Box Office meeting on May 24th – Discussed numerous topics of discussion, primarily Jazz Fest and new procedures
- Supplied new folders to the Box Office so that each Team Member can quickly research any material they may need for a transaction
- Successfully navigated the Box Office through 5 pre-sales/on-sales in one week (3 in one day)

### **Goals for June 2022**

- Hire and/or train at least 2 new Part-Time Box Office team members to make a full team
- Create a better avenue for Box Office to look up procedures that will encompass different learning styles
- Prepare each Box Office and all Team Members to have a successful Jazz Fest
- Continue to update all Box Office SOP's

## **TECHNICAL THEATRE MANAGER**

PREPARED BY: ANDREW KREIDER

### **Overview:**

May was a busy month on stage, with a run of shows from Premier Arts, a long-postponed performance by Gordon Lightfoot, and the start of our season of dance recitals.

The tech department worked steadily, flipping the theater for new shows several times a week.

### **Accomplished in May:**

- 12 mainstage performances, including a week of rehearsals followed by a run of performances of SpongeBob the Musical.
- Maintenance and repair of door keypads, ensuring security for upcoming touring shows.
- Network adjustments, in conjunction with City IT.

### **Upcoming tasks:**

- Stage in use by three different dance schools in the first part of June.
- Jazz Festival in mid-June
- Several larger performances at the end of June.

## **ASSISTANT TECHNICAL COORDINATOR**

PREPARED BY: DEEN TUGGLE

### **Overview:**

It's gonna be May! May was a very busy and successful month. The month started with Premier Arts' productions of SpongeBob and SpongeBob Jr. I helped throughout the week with facilitating their event and assisting with technical needs. We then moved into a multi-day rehearsal process with the



Symphony who performed with the Tumbleweed Jumpers. That provided us with multiple tech challenges of amplifying a live band alongside the orchestra. Luckily, it went off without a hitch! Following that, we moved right into the Thought Leadership Conference, in which we provided our technical capabilities for a daylong conference, holding multiple different events in the theatre. The next day, we held Oaklawn's Got Talent. This was a unique event with a mixture of bands, dance, magic, and more! It was a wonderful event. We then hosted Gordon Lightfoot's farewell tour the following day, where I was able to provide lighting assistance to the tour. After that, we moved right into Robin's School of Dance. A day full of multiple dance recitals and lighting on the go! It is always a fun challenge to light a show you have never seen before. Things then took a turn as the first Lerner on the Lawn was moved indoors due to rain. I took lead tech position for this and facilitated the event alongside TechnoWorks who came in to run sound. Then we moved into the day full of free tours, a lunchtime organ concert, and finally the silent movie. May was a very busy month, which did not leave much time for any other maintenance needs.

#### **Accomplished in May:**

- Assisted Premier Arts in their production.
- Provided technical facilitation for many events.
- Facilitated an event originally planned for outdoors.

#### **Upcoming tasks:**

- Perform an emergency light visual check.
- Inspect the marquee and blade signs.
- Provide technical assistance to many upcoming events.

## **FACILITIES MANAGER**

PREPARED BY: DAN GOULD

At the beginning of May, I felt like all I have been doing this year is clean, clean, clean. Maybe that is because, so far this year, we have done more shows than in the same amount of time last year. Our team in the office is working overtime lining up the best local talent and national tours for your entertainment. That means the Tech Department and Lerner Services were spending a lot of time doing what they do best, keeping the best theater in the area clean and ready to rock. We are looking forward to June, with the first two weekends featuring recitals by Epic Dance, Music and Dance Academy, and Conservatory of Dance. The third weekend in June is the event we work all year for - The Elkhart Jazz Festival. The Jazz festival is our pride and joy. We have been hosting the jazz festival since long before I started here and this will be my sixth jazz festival. I have had five years to learn how to prepare so we have already started to prepare for this year. I have also learned preparing for such a festival requires help from other City departments. We have already enlisted the help of Buildings and Grounds and we will be receiving help from the Street Department very soon. I have seen some amazing acts at the Jazz festival, and I am expecting this year to be no different.

As I said earlier, May was a busy month. The first two weeks were a little cooler and wetter than we were hoping for so we concentrated on doing the things we needed to do inside... cleaning carpets, painting walls, fixing the HVAC. Once the warmer weather showed up, we moved outside. We power



washed the exterior of the building, repaired voids in the exterior caulk, and got the sidewalk re-treated. Then we moved to the roof to do our annual HVAC inspection and start power washing the rubber that keeps our roof nice and dry. Of course, we found some new problems with some of the HVAC units. We have managed to make a few repairs, and we are waiting for parts to make the other repairs that are needed though there is delay with the current supply chain. We also made some repairs to the ventilation fans that keep our restrooms from smelling like a restroom. All this happened while we were presenting three shows a week. When I said May was busy, I wasn't kidding. While we were doing our Jobs, we never forgot who we do it for. We want everyone that buys a ticket to an event at the Lerner to be confident that they can enjoy the show in comfort, and safety.

I personally am very excited now that June is here. Bruce Hornsby is coming to the Jazz Festival, and a week after that, we have the Hodge Twins doing their podcast from our auditorium. The very next night we will have Hotel California, the best Eagles tribute in the country and the following week we will try again to host "Lerner On the Lawn" outside. Follow that up the next night with Big Bad Voodoo Daddy. With all that great entertainment, it won't be all fun and games at the Lerner. We will be doing another cleaning of the exterior, including washing the windows. And don't forget the cleaning that will happen on the inside. All the while we will be continuing to clean and repair the HVAC system and replace light bulbs. If you stand still too long in our lobby, you will be very clean and have a fresh coat of paint. After spending almost thirty years in the RV and Manufactured Housing Industry, I was looking for a change. I never realized that working as a City employee would come with the satisfaction that I feel when walking out of this building at the end of the day. Watching my friends and neighbors smile as they walk out of the auditorium, I almost feel guilty for taking a paycheck. ALMOST!!! I feel like my coworkers here get a similar sense of satisfaction. See You at the Jazz Festival.

## **LERNER SERVICES COORDINATOR**

PREPARED BY: DANIEL REECER

I wanted to write that May was like a rollercoaster but that would imply down time between high-speed twists and turns. May was really more like a freefall, everything rushing past you as you become more aware of something important quickly approaching. Weekend shows and weekday events have kept me and my team on a constant loop of cleaning the building. We are quite happy to be busy, but I've had to take some time to look forward. With June is Jazz Fest and a lot of preparation. There's no shortage of brass to polish, wood to finish, floors to prep, and glass to clean. In the coming weeks I will be dedicating myself to those goals and whatever needs arise for our successful involvement with Jazz Fest. But further than that, we've been taking the time to look at the years coming and develop an informed plan on what's next for the building overall. It's exciting to be a small part of this team, maintaining a treasure and a legacy for the people of Elkhart.

**Accomplished:**

- Cleaned Building, Often
- Maintenance Planning

**Upcoming:**

- Jazz Fest Prep!
- Restripe basement