

CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

10:00 a.m., Wednesday, April 10, 2024

<https://coei.webex.com/coei/j.php?MTID=m7422794e783af9c586dea8aa50271e45>

Meeting Number: 2313 627 9246, Meeting Password: Lerner24

1-415-655-0001

1. ROLL CALL
2. APPROVE AGENDA
3. MINUTES Regular Meeting March 13, 2024
4. TREASURER'S REPORT
 - Financial Report February 29, 2024- 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
 - Shambaugh & Son, L.P. Contract
11. PUBLIC PARTICIPATION
12. ADJOURNMENT

LERNER THEATRE BOARD
Wednesday, March 13, 2024

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, March 13, 2024. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Jamie Arce, Diana Lawson, and Dina Harris attended in-person. Carrie Berghoff attended on WebEx. Dallas Bergl and Ashley Martin were absent.

1. AGENDA

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

2. MINUTES: Regular Meeting February 14, 2024

On motion by Jamie Arce, seconded by Diana Lawson and carried 5-0, the Board approved the minutes from February 14, 2024.

3. TREASURER'S REPORT

Financials January 31, 2024

Michelle Adams of Kruggel, Lawton and Co. attended the meeting on WebEx. The January 31, 2023 financial report was submitted to the Board for review. Total operational expenses of \$133,412 were covered by a City contribution of \$128,795 (97%) and a Lerner contribution of \$4,618 (3%). This compared with 2023 City's contribution of 85% and the Lerner's contribution of 15%. The net income from Theatre operations only (shown as Gross Profit) at the end of the period was \$4,618 which was a decrease of (\$10,955) from 2023. The YTD net loss for all Lerner operations (including City expenses) at the end of the period was (\$45,461) which was an increase of \$27,938 from the net income on last year's statement of \$17,523. On budgeted City Operational Expenses alone we were under-budget by \$73,900 year to date. On motion by Diana Lawson, seconded by Dina Harris and carried 5-0, the Financials from January 31, 2024 were approved.

Claims

On motion by Jamie Arce, seconded by Diana Lawson and carried 5-0, the Board approved the claims and allowance docket totaling \$251,736.78 as listed on the register consisting of 5 pages, prepared on March 11, 2024 at 8:31 a.m.

4. CRYSTAL BALLROOM CATERING

Kurt Janowsky attended the meeting on WebEx. He said February was a good month for the Ballroom. Year to date compares \$1,000 more than last year, and it was better than 2022. The rest of the year looks promising.

5. GENERAL MANAGER'S REPORT

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

GENERAL MANAGER REPORT PREPARED BY: MICHELLE FRANK

Activity (March-May)	As % of 90 days	
46 Events	51%	Activity in theatre
22 Ticketed Events	24%	Ticketed events
6 Non-Ticketed Events	7%	Non-Ticketed events
18 Rehearsal Dates	20%	Rehearsal Space

Compare to 2023 Board Report Ticketed Events: 27

Compare to 2023 Board Report Non-Ticketed Events +Rehearsals: 23

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DIRECTOR OF EVENTS PREPARED BY: SARAH MACER

Accomplished in February:

- Our usual calendars are up to date, so the team is on the same page: Google Calendar, Show Manager, and the Lerner Show Folders. I've also updated the Facility Occupancy numbers and sent them off to other city departments so they're aware of what's going on in the building.
- Facilitated shows and worked with promoters on getting details in place for successful events in the building next month.
- We've officially closed shows and are working with KL to make sure we're following Internal Controls for the City.
- Ticketmaster is in place and we're moving right along. Tristin, Brittany, and Holly have been doing a great job working on show builds and making sure everything is on our selling platforms and communicated to our patrons with Jenna and, again, Holly's help. Rachel is doing a great job with Show Closings and practicing on local shows and assisting Michelle and I on the national tours that come through.

Goals for March:

KultureCity!

I'm excited to say that we're almost done with getting everything in place with KultureCity! We received our bags last month and those signs were put up around the building. Holly and Jenna have been working on the social story and I'm hoping that will be completed soon. We ran into a bit of a problem with our network and accessing the KultureCity website but I'm hoping IT will fix the issue ASAP so we can reach out and access the back end without having to rely as heavily on the KultureCity team.

Ticketmaster and Show Closings:

Rachel, Michelle and I will be working with TM and KL to close out shows according to internal controls with the City based off from the issued contracts and agreements. I'm also working on Box Office Audits with Brittany and making sure the weekly payments are accounted for accordingly with the Controller's Office and that we're able to be transparent about all financials with the move over to TM.

Venue and Event Safety and Security Training:

We are offering a free safety and security training to the public and fellow departments within the City on April 9th and I'm excited to assist with the planning and organizing of the event. The training will be led by Mark Herrera, a Director of Safety and Security with IAVM and cover topics such as situational awareness, de-escalation for frontline teams, active threat preparedness and the best practices for building our security culture. I'll be speaking about the meeting at an upcoming Department Head meeting and hope to see some fellow City employees at this free training.

LERNER THEATRE BOARD
Wednesday, March 11, 2024

OPERATIONS MANAGER
PREPARED BY: WAYNE NEFF

Overview for February:

I was able to work on many of the first-of-the-year walk-thru items that were found that needed our attention. I am still trying to hire more for the janitorial side.

Accomplished in February:

- sprinkler inspection
- Backflow inspections
- started on the brass kick plate polishing
- finished the emergency lighting inspection
- Multiple cleaning an organization
- finished the reconnection of lights in the theater

Upcoming Tasks:

- Elevator renew permits
- finish finding last person for Lerner services.

TECHNICAL AND FACILITIES DIRECTOR
PREPARED BY: DEEN TUGGLE

Overview:

“Only do what your heart tells you” – Princess Diana. February started to slowly ramp up with events. We had the symphony, the Conservatory of Dance’s Valentines ballet, Colin and Brad, Magic of Motown, and Rodney Carrington. During the month, we had some minor repairs done to the organ for general upkeep and maintenance. Throughout February, we were able successfully knock out a lot of general maintenance items around the building and preventative maintenance tasks. We are now only awaiting the manufacturing completion of a few items to be able to fully test the flex seating space in the theatre. There are a lot of exciting things on the horizon. Looking forward to *Spring* into action!

Accomplished in February:

- Organ repairs.
- Technical support for shows.
- Routine maintenance.

Upcoming tasks:

- Installation of new audio equipment.
- Testing of the flex space changeover process.
- Lots of events!

COMMUNICATIONS & MARKETING COORDINATOR
PREPARED BY: JENNA BROUILLETTE

It’s finally starting to feel like spring! As we gear up for a busy few months for shows, we also have been working to finalize some of our winter projects! We are fully into Ticketmaster now and are working to improve on and set up the

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additional marketing pieces that will be especially helpful moving forward.

This month I got back into floor managing with Magic of Motown, Rodney Carrington, and LunchtimeLive with Celia Weiss. This was a fun variety of shows and got us right back into the swing of managing regularly.

Throughout the beginning of this month, Holly and I worked on the Promoter Guide, an informational document that can be sent to promoters with booking details and facility information. This guide will have building details, marketing opportunities, seat maps, and more to help promoters see The Lerner all in one place.

In March, I will be taking some time off at the beginning of the month to rest and travel before the busier season.

	December 2023	January 2024	February 2024	1-Month Change
Total Audience	36,238	36,428	36,543	0.4% Increase
Total Impressions	360,200	730,457	934,843	45.5% Increase
Total Engagement	21,949	25,365	39,566	62.6% Increase

Done in February

- Finalize information for the creation of The Lerner's Promoter Guide – an informational document that can be sent to promoters with booking details and facility information.
- Continued work on the KultureCity Story and PR for implementation.
- Continued work on the Lerner's "Year in Review," "Community Update," and mailing information for the 2023 year to be sent in March.

Goals for March

- Continue the transition to Ticketmaster and learning how to implement marketing tools that will help The Lerner, our promoters, and our customers.
- Finalize annual "Year in Review," "Community Update" and mailer for 2023.
- Take some time off at the beginning of the month!

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MEDIA SPECIALIST PREPARED BY: HOLLY COWAN

The month of February has been a whirlwind with attending shows. So far I've been able to work Colin & Brad, Rodney Carrington, and the Elkhart Symphony shows. I'm starting to feel much more confident with floor managing and actually am leading my first show this weekend for PostModern Jukebox. I'm very excited to see how this goes.

My biggest focus this month has been on creating assets for our Kulture City release. During the shows I was able to get some new photographs of the venue and what this looks like during a national tour to develop our social story. I'm hoping to get this finalized and released by the beginning of March.

For the month of March, I've already received several show builds and graphics that will be developed for a range of shows. I'll also begin to shift my focus to advertising needs for The Lerner involving Jazz Fest 2024.

Accomplishments in February

- Created venue badges for our entire team
- Created a Promoter Guide for The Lerner
- Started working on the patron survey emails for events
- Started taking photos for Kulture City and developing our story

Upcoming Goals for March

- Finalize Kulture City project and get live on the website
- Finalize 2023 Year End Review document
- Create Volunteer Newsletter template
- Jazz Fest – Graphics and show builds upcoming
- Create flyers for Silent Movies with the new graphics
- New headshots for The Lerner staff

BOX OFFICE MANAGER PREPARED BY: BRITTANY WEINGART

Accomplishments:

- I was able to successfully build 2 shows alone
- We finished mailing out all P.A. Season Subscriptions

Goals:

- Hire/Train box office staff
- Build Jazz Fest Headliner shows
- Catch up on audits

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Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
1/6/2024	7:30 PM	Magic of Motown (RESCHEDULED TO 2/17/2024)	11/9/2023	141	\$8,926.00	\$423.00	\$9,349.00
2/4/2024	4:00 PM	Elkhart County Symphony - Operatic Reveries	7/21/2023	177	\$4,201.00	\$531.00	\$4,732.00
2/10/2024	7:30 PM	Colin Mochrie & Brad Sherwood: Asking for Trouble	9/21/2023	212	\$10,272.00	\$636.00	\$10,908.00
2/11/2024	1:00 PM	Aurinko Ballet Valentine Ballet and Repertory	9/15/2023	250	\$5,218.80	\$750.00	\$5,968.80
2/11/2024	11:00 AM	Valentine Tea Party	9/15/2023	23	\$1,108.50	\$69.00	\$1,177.50
2/23/2024	7:00 PM	Rodney Carrington: The Greatest Tits Tour	10/20/2023	352	\$18,880.50	\$1,056.00	\$19,936.50
3/2/2024	8:00 PM	SCOTT BRADLEE'S POSTMODERN JUKEBOX - THE '10' TOUR	9/28/2023	395	\$23,223.50	\$1,185.00	\$24,408.50
3/8/2024	7:30 PM	The Magic of Bill Blagg Live!	1/18/2024	237	\$8,499.00	\$711.00	\$9,210.00
3/15/2024	7:30 PM	Premier Arts Friday Season Subscription Package (5 Shows)	1/1/2024	173	\$20,816.00	\$519.00	\$21,335.00
3/15/2024	7:30 PM	Premier Arts All-Youth Season Subscription Package (3 Shows)	1/1/2024	24	\$1,023.00	\$72.00	\$1,095.00
3/15/2024	7:30 PM	Premier Arts Saturday Season Subscription Package (5 Shows)	1/1/2024	109	\$12,438.00	\$327.00	\$12,765.00
3/15/2024	7:30 PM	Premier Arts Sunday Season Subscription Package (5 Shows)	1/1/2024	136	\$15,597.00	\$408.00	\$16,005.00
3/15/2024	7:30 PM	Premier Arts: Peter Pan	1/1/2024	173	\$3,568.00	\$519.00	\$4,087.00
3/16/2024	2:00 PM	Premier Arts: Peter Pan All-Youth Performance	1/1/2024	534	\$10,665.00	\$1,602.00	\$12,267.00
3/16/2024	7:30 PM	Premier Arts: Peter Pan	1/1/2024	148	\$3,059.00	\$444.00	\$3,503.00
3/17/2024	2:00 PM	Premier Arts: Peter Pan	1/1/2024	198	\$3,843.00	\$594.00	\$4,437.00
3/21/2024	7:00 PM	Kimball Organ - Laurel & Hardy	2/1/2024	15	\$162.50	\$45.00	\$207.50
3/24/2024	4:00 PM	Elkhart County Symphony - Symphonic Horizons	7/21/2023	73	\$1,997.00	\$219.00	\$2,216.00
4/2/2024	7:30 PM	Croce Plays Croce	1/26/2024	175	\$10,984.50	\$525.00	\$11,509.50
4/6/2024	7:30 PM	KANSAS: 50th Anniversary Tour - Another Fork in the Road	9/12/2023	125	\$12,731.00	\$375.00	\$13,106.00
4/14/2024	7:00 PM	ZACH WILLIAMS A HUNDRED	11/2/2023	224	\$10,459.85	\$672.00	\$11,131.85

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Organ Upgrade

Dean Tuggle explained the opportunity to trade the current English horn for an Orchestral Oboe as requested by Clark Wilson. On motion by Dina Harris, seconded by Jamie Arce and carried 5-0, the Board approved the exchange of the Organ's English horn for an Orchestral Oboe. All of the labor was donated.

8. ADJOURNMENT

On motion by Dina Harris, seconded by Jamie Arce and carried 5-0, the Lerner Theatre Governing Board was adjourned at 10:15 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 February 29, 2024 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending February 29, 2024.

The net income from theatre operations only (shown as Gross Profit) at the end of the period is \$86,115, which is an increase of \$42,539 from the Gross Profit on last year's statement of \$43,576.

The year-to-date net loss for all Lerner operations (including city expenses) at the end of the period is (\$17,724) which is a decrease of \$47,637 from the net loss on last year's statement of (\$65,361).

On budgeted city Operational Expenses alone are under-budget by \$137,535 year-to-date.

Total Operational Expenses of \$277,090 were covered by a City contribution of \$184,391 (67%) and a Lerner contribution of \$92,699 (33%). This compares with last year's City contribution of 82% and the Lerner's contribution of 18%.

There were 6 shows and events in February that generated the following profit:

- Colin and Brad - \$13,772.45
- Magic of Motown - \$14,468.17
- Operatic Reveries - \$4,470.78
- Rodney Carrington - \$23,607.31
- Valentine Ballet - \$4,608.78
- Valentine Tea Party - \$809.40

The Lerner Theatre

Financial Analysis Through February 29, 2024

	<u>2024</u>	<u>2023</u>	<u>Diff</u>
<i>City Operational Expenses</i>			
Staff & Related	185,615	168,139	17,475
Other	<u>91,476</u>	<u>103,121</u>	<u>(11,646)</u>
Total Expenses to be Covered	277,090	271,261	5,830
Less: City Subsidy (Budgeted)	<u>166,667</u>	<u>158,333</u>	<u>8,333</u>
Net City Operational Expenses	110,424	112,927	(2,504)
<i>Lerner Box Office Operations</i>			
Income	95,343	62,843	32,500
COGS	<u>9,229</u>	<u>19,268</u>	<u>(10,039)</u>
Gross Profit (Loss)	86,115	43,576	42,539
Lerner Labor Expense	<u>6,585</u>	<u>3,990</u>	<u>2,594</u>
Lerner Contribution from Operations	92,699	47,566	45,133
<i>Additional Subsidy Sources</i>			
City Subsidy (Un-Budgeted)	17,724	65,361	
Lerner Excess Contribution	-	-	

How the Operational Expenses Are Covered:

City Contribution	184,391	67%	223,695	82%
Lerner Contribution	<u>92,699</u>	33%	<u>47,566</u>	18%
Total Expenses to be Covered	277,090	100%	271,261	100%

The Lerner Theatre

P&L - Total Theatre - Summary Comparison

January - February, 2024

	TOTAL			
	JAN - FEB, 2024	JAN - FEB, 2023 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	95,343.30	62,843.11	32,500.19	51.72 %
Total Income	\$95,343.30	\$62,843.11	\$32,500.19	51.72 %
Cost of Goods Sold				
Cost of Sales	9,228.52	19,267.58	-10,039.06	-52.10 %
Total Cost of Goods Sold	\$9,228.52	\$19,267.58	\$ -10,039.06	-52.10 %
GROSS PROFIT	\$86,114.78	\$43,575.53	\$42,539.25	97.62 %
Expenses				
City Accts by Submission Date	277,090.37	271,260.62	5,829.75	2.15 %
Total Expenses	\$277,090.37	\$271,260.62	\$5,829.75	2.15 %
NET OPERATING INCOME	\$ -190,975.59	\$ -227,685.09	\$36,709.50	16.12 %
Other Expenses				
5000000 City Contribution Toward Budget	-166,666.66	-158,333.34	-8,333.32	-5.26 %
99998 Show Labor Exp Incl in Budget	-6,584.58	-3,990.33	-2,594.25	-65.01 %
Total Other Expenses	\$ -173,251.24	\$ -162,323.67	\$ -10,927.57	-6.73 %
NET OTHER INCOME	\$173,251.24	\$162,323.67	\$10,927.57	6.73 %
NET INCOME	\$ -17,724.35	\$ -65,361.42	\$47,637.07	72.88 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - February, 2024

	TOTAL			
	JAN - FEB, 2024	JAN - FEB, 2023 (PY)	CHANGE	% CHANGE
Income				
Theatre Income				
4000 Ticket Sales Collected	181,712.50	95,130.50	86,582.00	91.01 %
4001 Ticket Sales Due/Paid	-181,712.50	-95,130.50	-86,582.00	-91.01 %
4010 Facility Rental - Theatre	7,390.00	3,058.76	4,331.24	141.60 %
40200 Ticket Processing Fees	-415.71	435.40	-851.11	-195.48 %
40201 Mailing Fee		128.75	-128.75	-100.00 %
40202 Phone Order Convenience Fee		186.00	-186.00	-100.00 %
40203 Historical Facility Fee	9,750.00	5,799.50	3,950.50	68.12 %
40204 Box Office Fee	10,135.63	3,717.00	6,418.63	172.68 %
40205 Blended Ticket Transaction Fee	7,982.40	4,450.49	3,531.91	79.36 %
40206 Web Ticket Fees	16,243.40	13,309.00	2,934.40	22.05 %
40208 Convenience Fees	12,961.00	8,663.00	4,298.00	49.61 %
Total 40200 Ticket Processing Fees	56,656.72	36,689.14	19,967.58	54.42 %
4050 Equipment Rental	3,800.00	1,800.00	2,000.00	111.11 %
4060 Outside Lighting & Advertising	-200.00	-335.00	135.00	40.30 %
4140 Miscellaneous Income	1,249.65	225.75	1,023.90	453.55 %
Event Labor				
4030 Stagehands, Etc.	4,549.50	2,015.99	2,533.51	125.67 %
4040 Front of House	2,698.00	1,253.09	1,444.91	115.31 %
Total Event Labor	7,247.50	3,269.08	3,978.42	121.70 %
Non-Ticketed Event Revenue				
41314 Crystal Ballroom Events	19,199.43	18,135.38	1,064.05	5.87 %
Total Non-Ticketed Event Revenue	19,199.43	18,135.38	1,064.05	5.87 %
Total Theatre Income	95,343.30	62,843.11	32,500.19	51.72 %
Total Income	\$95,343.30	\$62,843.11	\$32,500.19	51.72 %
Cost of Goods Sold				
Cost of Sales				
5025 Patron Manager Ticket Fees	0.00	8,803.50	-8,803.50	-100.00 %
5030 Ticket CC Processing Expense	10,546.34	4,759.55	5,786.79	121.58 %
5035 Merchant Account Fees	-7,902.40	1,714.19	-9,616.59	-561.00 %
Direct Labor - Events				
5050 Stage Labor	4,470.87	2,885.12	1,585.75	54.96 %
5060 Front of House Labor	2,113.71	1,105.22	1,008.49	91.25 %
Total Direct Labor - Events	6,584.58	3,990.34	2,594.24	65.01 %
Total Cost of Sales	9,228.52	19,267.58	-10,039.06	-52.10 %
Total Cost of Goods Sold	\$9,228.52	\$19,267.58	\$ -10,039.06	-52.10 %
GROSS PROFIT	\$86,114.78	\$43,575.53	\$42,539.25	97.62 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - February, 2024

	TOTAL			
	JAN - FEB, 2024	JAN - FEB, 2023 (PY)	CHANGE	% CHANGE
Expenses				
City Accts by Submission Date				
Capital Outlay				
4440100 Furniture & Fixtures		45,134.32	-45,134.32	-100.00 %
4440500 Other Equipment-Capital Expense	22,337.41		22,337.41	
Total Capital Outlay	22,337.41	45,134.32	-22,796.91	-50.51 %
Other Services/Charges				
4310400 Professional Services	7,485.75	4,922.00	2,563.75	52.09 %
4320300 Travel		62.51	-62.51	-100.00 %
4320400 Telephone/Communications	3,084.61	471.00	2,613.61	554.91 %
4330300 Advertising/Marketing	1,985.79	11,133.11	-9,147.32	-82.16 %
4330301 Promotions	117.49	36.90	80.59	218.40 %
4350100 Electricity	29,233.92	20,452.80	8,781.12	42.93 %
4350200 Natural Gas	5,488.60	5,301.45	187.15	3.53 %
4350400 Water & Sewer	411.52	677.20	-265.68	-39.23 %
4360100 Repairs & Maintenance-Building	1,963.91	6,836.71	-4,872.80	-71.27 %
4370200 Equipment Leases		111.83	-111.83	-100.00 %
4390200 Postage	176.54	10.00	166.54	1,665.40 %
4390300 Subscriptions	2,007.40	1,104.00	903.40	81.83 %
4390910 Education	7,519.96		7,519.96	
4390912 Contract Services	150.00		150.00	
Total Other Services/Charges	59,625.49	51,119.51	8,505.98	16.64 %
Personnel Services				
4110130 Full Time	122,685.78	112,470.82	10,214.96	9.08 %
4110150 Part Time	16,258.80	13,379.81	2,878.99	21.52 %
4110160 Overtime Wages	6.68		6.68	
4130100 Employer's Social Security	8,313.48	7,442.78	870.70	11.70 %
4130200 Employer's Medicare	1,944.30	1,740.71	203.59	11.70 %
4130300 Employer's PERF	16,893.16	15,437.27	1,455.89	9.43 %
4130500 Employer's Group & Life	19,512.65	17,668.01	1,844.64	10.44 %
Total Personnel Services	185,614.85	168,139.40	17,475.45	10.39 %
Supplies				
4210200 Stationary & Print		378.25	-378.25	-100.00 %
4210500 Office Supplies	170.42	488.18	-317.76	-65.09 %
4220150 Operating Supplies	6,435.35	1,779.37	4,655.98	261.66 %
4220310 Household, Laundry	1,353.86	1,586.18	-232.32	-14.65 %
4230200 Repair Parts	794.46	584.06	210.40	36.02 %
4230300 Small Tools/Minor Equipment	758.53	2,051.35	-1,292.82	-63.02 %
Total Supplies	9,512.62	6,867.39	2,645.23	38.52 %
Total City Accts by Submission Date	277,090.37	271,260.62	5,829.75	2.15 %
Total Expenses	\$277,090.37	\$271,260.62	\$5,829.75	2.15 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - February, 2024

	TOTAL			
	JAN - FEB, 2024	JAN - FEB, 2023 (PY)	CHANGE	% CHANGE
NET OPERATING INCOME	\$ -190,975.59	\$ -227,685.09	\$36,709.50	16.12 %
Other Expenses				
5000000 City Contribution Toward Budget	-166,666.66	-158,333.34	-8,333.32	-5.26 %
99998 Show Labor Exp Incl in Budget	-6,584.58	-3,990.33	-2,594.25	-65.01 %
Total Other Expenses	\$ -173,251.24	\$ -162,323.67	\$ -10,927.57	-6.73 %
NET OTHER INCOME	\$173,251.24	\$162,323.67	\$10,927.57	6.73 %
NET INCOME	\$ -17,724.35	\$ -65,361.42	\$47,637.07	72.88 %

The Lerner Theatre

Budget vs. Actuals: FY_2024 - FY24 P&L

January - February, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
Total Income			\$0.00
GROSS PROFIT	\$0.00	\$0.00	\$0.00
Expenses			
City Accts by Submission Date			
Capital Outlay			
4420400 Building & Structure		33,333.34	-33,333.34
4440100 Furniture & Fixtures		545.84	-545.84
4440500 Other Equipment-Capital Expense	22,337.41	15,344.20	6,993.21
Total Capital Outlay	22,337.41	49,223.38	-26,885.97
Other Services/Charges			
4310400 Professional Services	7,485.75	7,116.66	369.09
4320300 Travel		2,283.34	-2,283.34
4320400 Telephone/Communications	3,084.61	4,191.00	-1,106.39
4330300 Advertising/Marketing	1,985.79	11,693.34	-9,707.55
4330301 Promotions	117.49	833.34	-715.85
4340200 Liability Insurance		9,383.34	-9,383.34
4350100 Electricity	29,233.92	22,660.00	6,573.92
4350200 Natural Gas	5,488.60	3,391.66	2,096.94
4350400 Water & Sewer	411.52	586.66	-175.14
4360100 Repairs & Maintenance-Building	1,963.91	26,333.00	-24,369.09
4360200 Equipment Repair		333.34	-333.34
4370200 Equipment Leases		533.34	-533.34
4390200 Postage	176.54	233.34	-56.80
4390300 Subscriptions	2,007.40	493.66	1,513.74
4390800 Memberships & Dues		289.16	-289.16
4390900 Other Services & Charges		8,333.34	-8,333.34
4390910 Education	7,519.96	5,091.66	2,428.30
4390912 Contract Services	150.00	1,483.34	-1,333.34
4390930 Processing Fees		8,500.00	-8,500.00
Total Other Services/Charges	59,625.49	113,763.52	-54,138.03
Personnel Services			
4110130 Full Time	122,685.78	142,200.00	-19,514.22
4110150 Part Time	16,258.80	37,666.66	-21,407.86
4110160 Overtime Wages	6.68	966.66	-959.98
4130100 Employer's Social Security	8,313.48	11,216.66	-2,903.18
4130200 Employer's Medicare	1,944.30	2,633.34	-689.04
4130300 Employer's PERF	16,893.16	20,633.34	-3,740.18
4130500 Employer's Group & Life	19,512.65	25,400.00	-5,887.35
Total Personnel Services	185,614.85	240,716.66	-55,101.81
Supplies			
4210200 Stationary & Print		158.34	-158.34

The Lerner Theatre

Budget vs. Actuals: FY_2024 - FY24 P&L

January - February, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
4210500 Office Supplies	170.42	750.00	-579.58
4220150 Operating Supplies	6,435.35	4,463.30	1,972.05
4220310 Household, Laundry	1,353.86	1,583.34	-229.48
4230200 Repair Parts	794.46	700.00	94.46
4230300 Small Tools/Minor Equipment	758.53	3,266.66	-2,508.13
Total Supplies	9,512.62	10,921.64	-1,409.02
Total City Accts by Submission Date	277,090.37	414,625.20	-137,534.83
Total Expenses	\$277,090.37	\$414,625.20	\$ -137,534.83
NET OPERATING INCOME	\$ -277,090.37	\$ -414,625.20	\$137,534.83
Other Expenses			
5000000 City Contribution Toward Budget	-166,666.66	-166,666.66	0.00
Total Other Expenses	\$ -166,666.66	\$ -166,666.66	\$0.00
NET OTHER INCOME	\$166,666.66	\$166,666.66	\$0.00
NET INCOME	\$ -110,423.71	\$ -247,958.54	\$137,534.83

The Lerner Theatre
Mills Entertainment: Colin and Brad
All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	37,700.00
4001 Ticket Sales Due/Paid	-37,700.00
4010 Facility Rental - Theatre	1,420.00
40200 Ticket Processing Fees	252.70
40203 Historical Facility Fee	2,166.00
40204 Box Office Fee	1,885.00
40205 Blended Ticket Transaction Fee	1,550.80
40206 Web Ticket Fees	4,294.60
40208 Convenience Fees	2,888.00
Total 40200 Ticket Processing Fees	13,037.10
4050 Equipment Rental	625.00
4140 Miscellaneous Income	4.65
Event Labor	
4030 Stagehands, Etc.	865.50
4040 Front of House	544.00
Total Event Labor	1,409.50
Total Theatre Income	16,496.25
Total Income	\$16,496.25
Cost of Goods Sold	
Cost of Sales	
5030 Ticket CC Processing Expense	1,550.80
Direct Labor - Events	
5050 Stage Labor	739.08
5060 Front of House Labor	433.92
Total Direct Labor - Events	1,173.00
Total Cost of Sales	2,723.80
Total Cost of Goods Sold	\$2,723.80
GROSS PROFIT	\$13,772.45
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$13,772.45
NET INCOME	\$13,772.45

The Lerner Theatre
Moxie Events: Magic of Motown
All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	47,685.00
4001 Ticket Sales Due/Paid	-47,685.00
4010 Facility Rental - Theatre	1,575.00
40200 Ticket Processing Fees	250.60
40203 Historical Facility Fee	2,148.00
40204 Box Office Fee	2,734.25
40205 Blended Ticket Transaction Fee	2,044.88
40206 Web Ticket Fees	3,125.05
40208 Convenience Fees	2,864.00
Total 40200 Ticket Processing Fees	13,166.78
4050 Equipment Rental	975.00
4140 Miscellaneous Income	603.45
Event Labor	
4030 Stagehands, Etc.	930.00
4040 Front of House	714.00
Total Event Labor	1,644.00
Total Theatre Income	17,964.23
Total Income	\$17,964.23
Cost of Goods Sold	
Cost of Sales	
5030 Ticket CC Processing Expense	2,044.88
Direct Labor - Events	
5050 Stage Labor	932.48
5060 Front of House Labor	518.70
Total Direct Labor - Events	1,451.18
Total Cost of Sales	3,496.06
Total Cost of Goods Sold	\$3,496.06
GROSS PROFIT	\$14,468.17
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$14,468.17
NET INCOME	\$14,468.17

The Lerner Theatre
Elkhart County Symphony's: Operatic Reveries
All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	4,608.00
4001 Ticket Sales Due/Paid	-4,608.00
4010 Facility Rental - Theatre	1,560.00
40200 Ticket Processing Fees	90.65
40203 Historical Facility Fee	777.00
40204 Box Office Fee	580.40
40205 Blended Ticket Transaction Fee	215.09
40206 Web Ticket Fees	119.75
40208 Convenience Fees	380.00
Total 40200 Ticket Processing Fees	2,162.89
4050 Equipment Rental	650.00
4140 Miscellaneous Income	341.55
Event Labor	
4030 Stagehands, Etc.	610.00
4040 Front of House	276.00
Total Event Labor	886.00
Total Theatre Income	5,600.44
Total Income	\$5,600.44
Cost of Goods Sold	
Cost of Sales	
5030 Ticket CC Processing Expense	215.09
Direct Labor - Events	
5050 Stage Labor	671.94
5060 Front of House Labor	242.63
Total Direct Labor - Events	914.57
Total Cost of Sales	1,129.66
Total Cost of Goods Sold	\$1,129.66
GROSS PROFIT	\$4,470.78
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$4,470.78
NET INCOME	\$4,470.78

The Lerner Theatre
 Outback Concerts: Rodney Carrington 2024
 All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	83,712.00
4001 Ticket Sales Due/Paid	-83,712.00
4010 Facility Rental - Theatre	1,575.00
40200 Ticket Processing Fees	-1,166.91
40203 Historical Facility Fee	3,654.00
40204 Box Office Fee	4,185.60
40205 Blended Ticket Transaction Fee	3,795.26
40206 Web Ticket Fees	8,106.30
40208 Convenience Fees	6,090.00
Total 40200 Ticket Processing Fees	24,664.25
4050 Equipment Rental	850.00
Event Labor	
4030 Stagehands, Etc.	1,135.00
4040 Front of House	924.00
Total Event Labor	2,059.00
Total Theatre Income	29,148.25
Total Income	\$29,148.25
Cost of Goods Sold	
Cost of Sales	
5030 Ticket CC Processing Expense	3,795.26
Direct Labor - Events	
5050 Stage Labor	1,035.03
5060 Front of House Labor	710.65
Total Direct Labor - Events	1,745.68
Total Cost of Sales	5,540.94
Total Cost of Goods Sold	\$5,540.94
GROSS PROFIT	\$23,607.31
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$23,607.31
NET INCOME	\$23,607.31

The Lerner Theatre
 Conservatory of Dance: Valentine Ballet 2024
 All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	5,085.50
4001 Ticket Sales Due/Paid	-5,085.50
4010 Facility Rental - Theatre	1,260.00
40200 Ticket Processing Fees	96.25
40203 Historical Facility Fee	825.00
40204 Box Office Fee	604.28
40205 Blended Ticket Transaction Fee	246.65
40206 Web Ticket Fees	294.40
40208 Convenience Fees	580.00
Total 40200 Ticket Processing Fees	2,646.58
4050 Equipment Rental	700.00
4060 Outside Lighting & Advertising	0.00
4070 Catering	0.00
4140 Miscellaneous Income	300.00
Event Labor	
4030 Stagehands, Etc.	1,009.00
4040 Front of House	240.00
Total Event Labor	1,249.00
Total Theatre Income	6,155.58
Total Income	\$6,155.58
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	0.00
5030 Ticket CC Processing Expense	246.65
Direct Labor - Events	
5050 Stage Labor	1,092.34
5060 Front of House Labor	207.81
Total Direct Labor - Events	1,300.15
Total Cost of Sales	1,546.80
Total Cost of Goods Sold	\$1,546.80
GROSS PROFIT	\$4,608.78
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$4,608.78
NET INCOME	\$4,608.78

The Lerner Theatre
 Conservatory of Dance: Tea Party 2024
 All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	2,922.00
4001 Ticket Sales Due/Paid	-2,922.00
4010 Facility Rental - Theatre	0.00
40200 Ticket Processing Fees	21.00
40203 Historical Facility Fee	180.00
40204 Box Office Fee	146.10
40205 Blended Ticket Transaction Fee	129.72
40206 Web Ticket Fees	303.30
40208 Convenience Fees	159.00
Total 40200 Ticket Processing Fees	939.12
4050 Equipment Rental	0.00
4060 Outside Lighting & Advertising	0.00
4070 Catering	0.00
4140 Miscellaneous Income	0.00
Event Labor	
4030 Stagehands, Etc.	0.00
4040 Front of House	0.00
Total Event Labor	0.00
Total Theatre Income	939.12
Total Income	\$939.12
Cost of Goods Sold	
Cost of Sales	
5025 Patron Manager Ticket Fees	0.00
5030 Ticket CC Processing Expense	129.72
Direct Labor - Events	
5050 Stage Labor	0.00
5060 Front of House Labor	0.00
Total Direct Labor - Events	0.00
Total Cost of Sales	129.72
Total Cost of Goods Sold	\$129.72
GROSS PROFIT	\$809.40
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$809.40
NET INCOME	\$809.40

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.

April 8th, 2024 
JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$52,807.68 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 10TH DAY OF APRIL 2024 BY:

PRESIDENT _____
GARY BOYN

VICE PRESIDENT _____
DINA HARRIS

TREASURER _____
DALLAS BERGL

MEMBER _____
ASHLEY MARTIN

MEMBER _____
DIANA LAWSON

MEMBER _____
JAMIE ARCE

MEMBER _____
CARRIE BERGHOFF

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE

Crystal Ballroom Catering, LLC
Commission Report for March and YTD 2024

	January 2024		February 2024		March 2024		YTD 2024		March 2023		YTD 2023		March 2022		YTD 2022		March 2021		YTD 2021		March 2020		YTD 2020			
	Guests		Guests		Guests		Guests		Guests		Guests		Guests		Guests		Guests		Guests		Guests		Guests			
	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions	Events	Concessions		
Ballroom Sales																										
03/01/2024 Greater Elkhart Chamber	\$ 3,875.00	\$ 1,160.00	\$ 8,820.00																							
03/08/2024 Indiana Black Expo	\$ 26,341.00	\$ 12,345.23	\$ 1,350.93																							
03/09/2024 Blair Basquin	\$ 4,200.00	\$ 7,200.00	\$ 2,000.00																							
03/13/2024 Lacasa			\$ 7,360.00																							
03/15/2024 Premier Arts			\$ 568.00																							
03/19/2024 welmpact Group			\$ 4,587.80																							
03/26/2024 Kiwanis			\$ 2,240.00																							
Total Food Sales-Ballroom	\$ 34,416.00	\$ 20,705.23	\$ 26,926.73	\$ 82,047.96																						
03/08/2024 Indiana Black Expo	\$ 3,092.56	\$ 660.00	\$ 3,330.84																							
03/09/2024 Blair Basquin	\$ 1,142.99	\$ 3,366.10	\$ 1,150.00																							
03/15/2024 Premier Arts			\$ 55.00																							
03/19/2024 welmpact Group			\$ 227.10																							
Total Bar Sales-Ballroom	\$ 4,235.55	\$ 4,026.10	\$ 4,762.94	\$ 13,024.59																						
Total Ballroom	\$ 38,651.55	\$ 24,731.33	\$ 31,689.67	\$ 95,072.55																						
Concession Sales																										
03/02/2024 Scott Bradlee	\$ -	\$ 451.40	\$ 1,567.29																							
03/03/2024 Elkhart Band		\$ 1,990.65	\$ 105.61																							
03/08/2024 Bill Blagg		\$ 840.19	\$ 1,892.52																							
03/15/2024 Premier Arts		\$ 1,343.93	\$ 1,708.41																							
03/16/2024 Premier Arts		\$ 2,837.38	\$ 4,623.36																							
03/17/2024 Premier Arts			\$ 2,425.23																							
03/21/2024 Silent Movie			\$ 387.85																							
03/24/2024 Symphony			\$ 431.78																							
Total Food Sales-Concessions	\$ -	\$ 7,463.55	\$ 13,142.05	\$ 20,605.60																						
03/02/2024 Scott Bradlee		\$ 250.47	\$ 3,294.39																							
03/03/2024 Elkhart Band		\$ 2,451.40	\$ 42.99																							
03/08/2024 Bill Blagg		\$ 150.47	\$ 1,229.91																							
03/15/2024 Premier Arts		\$ 2,877.57	\$ 712.15																							
03/16/2024 Premier Arts		\$ 8,603.74	\$ 1,709.35																							
03/17/2024 Premier Arts			\$ 676.64																							
03/21/2024 Silent Movie			\$ 189.72																							
03/24/2024 Symphony			\$ 257.00																							
Total Bar Sales-Concessions	\$ -	\$ 14,333.65	\$ 8,112.15	\$ 22,445.80																						
Total Concessions	\$ -	\$ 21,797.20	\$ 21,254.20	\$ 43,051.40																						
Room Rents	\$ 3,350.00	\$ 3,137.50	\$ 2,975.00	\$ 9,462.50																						
Total Commission Sales	\$ 42,001.55	\$ 49,666.03	\$ 55,918.87	\$ 147,586.45																						
Commissions	\$ 6,300.23	\$ 12,899.20	\$ 13,701.38	\$ 32,900.82																						
Commissions Payable:																										
\$																										

32,900.82

Lerner Theatre Board Report

April 2024

GENERAL MANAGER REPORT

PREPARED BY: MICHELLE WEIR

Activity (April-June)	As % of 90 days	
53 Events	59%	Activity in theatre
28 Ticketed Events	31%	Ticketed events
7 Non-Ticketed Events	8%	Non-Ticketed events
18 Rehearsal Dates	20%	Rehearsal Space

Compare to 2023 Board Report Ticketed Events: 22

Compare to 2023 Board Report Non-Ticketed Events +Rehearsals: 23

- The Lerner hosted a community-wide training for Venue and Event Safety and Security on April 9th with Mark Herrera, Director of Security for the International Association of Venue Managers. We had over 150 community leaders, emergency responders and event organizers in attendance from the City of Elkhart, Elkhart County and St. Joe County. IAVM is an important industry organization that The Lerner has become more involved in over the last several years. This organization has been intracule in continuing education and networking for our Lerner staff and this training with Mark Herrera was a testament to why continuing education is important for venues and event organizers to stay connected to developing industry standards and procedures. Thank you to all who helped make this great event happen!
- March kicked off several national tours, leading right into April with some high attendance events. There are hours and hours of preparation from the team that go into making these events happen, which can make for long days, far above a typical 8am to 5pm position. The reward for our team is executing a memorable day for the tour and our patrons.
 - This past week, we hosted AJ Croce and I wanted to share the feedback that we received from the Tour Manager:
 - Michelle, I would like to thank you & your whole team for a great show on April 2. Your venue is amazing. All aspects of the show went without a hitch. This includes social media, advertising, Production & catering. Great to see a venue that has so many volunteers that are willing to help. You should all be proud of having such an amazing venue. Once again Thanks for a great show. Hopefully we can do it again.

DIRECTOR OF EVENTS

PREPARED BY: SARAH MACER

Accomplished in March:

- All calendars remain up to date with new incoming show details, so the team is on the same page; Google Calendar, Show Manager, and each of the Lerner Show Folders. I also update the Facility Occupancy numbers monthly and these have been sent off to the other city departments so they're aware of what's going on in the building in case of an emergency.
- I've worked on facilitating shows and working with promoters to get details in place for all our events in the building.
- I'm continuing to close shows with Michelle and Rachel and were working with KL to make sure we're following Internal Controls for the City.
- Ticketmaster is in place and with Tristin out on leave, Brittany and Holly have been doing a great job working on show builds and having everything up for sale on our platforms. Rachel is doing a great job working through Show Closings and practicing on local shows while assisting Michelle and I on the national tours.

Updates for April:

KultureCity:

We are officially certified with KultureCity and have been successfully rolled out! We have worked on our social story and that is active. We'll be able to use this partnership with all of our events moving forward. I'm proud of my team's hard work and can't wait for the citizens of Elkhart to be able to use the new products.

Box Office and Ticketmaster:

With Tristin out, I've been working with Brittany more on the builds and trying to help her stay caught up on Box Office tasks. She has been doing an amazing job and the part-time staff have been doing a great job following her lead on tasks that need to be completed. Though the Box Office hours have changed, our full-time staff are still working our regular week hours along with the additional show hours; for example, Croce was a fun 9am to 11:30pm shift. I'm still assisting Brittany with Box Office Audits and making sure the weekly payments are accounted for. We recently chatted with both TM and the Controller's Office about needed reports for audits, ensuring everyone is up to speed on the needs for each department for accounting purposes.

Event Planning:

April is full of shows and I'm in the midst of closing out prior shows, while advancing with upcoming events. We'll have our first high school graduation on stage and Deen and I are working on ensuring that will be a great event for the graduates and their families.

OPERATIONS MANAGER

PREPARED BY: WAYNE NEFF

Overview March

I was able to get both facility and service managers now, helping take on a lot on the care of the building. Many inspections came through this month. Still working on filling all the part-time service positions with many bigger shows coming.

Accomplished in March:

- Retiled the concrete part of the floor in the kitchen
- Cleaned the roof
- cleaned and re-organized multiple storage areas in the building
- worked on lighting throughout the building

Upcoming tasks:

- Filling 2 part-time positions for the service department
- Lift inspections
- continue on the lighting through the building
- painting and drywall touch up throughout the building

TECHNICAL AND FACILITIES DIRECTOR

PREPARED BY: DEEN TUGGLE

Overview:

March was a good month for the tech department. We started off the month with Postmodern Jukebox, swiftly moving into a performance by the Elkhart Municipal Band. Afterwards, we welcomed Bill Blagg back for another excellent performance, followed by 8 days of Premier Arts' production of Peter Pan. This production included flying actors over the stage and over the audience, which provided some initial difficulties, but I was able to work through them with the flying company. Throughout the week, I had to conduct numerous safety inspections of all the flying equipment, harnesses, operators, and fliers to ensure that everyone remained safe. After that, we welcomed Clark Wilson back to the theatre for another great selection of silent films. During his visit, Clark, our organ tuners, and a generous donor were able to swap out the English Horn for the Kimball Orchestral Oboe that was approved at the prior board meeting. Clark was very happy to have the Orchestral Oboe in the organ's arsenal of instruments. That following Sunday, we hosted the Elkhart County Symphony's concert in partnership with Elkhart High School. It is always great to see local students sharing the stage with local professionals. To round out the month, we are performing routine maintenance and preparing for the post-Easter concert with AJ Croce.

Accomplished in March:

- Organ Orchestral Oboe installation.
- Rigging inspections.
- Technical show support.

Upcoming tasks:

- Community Safety Training.
- Rigging adjustments.
- Ballroom tech support.

COMMUNICATIONS & MARKETING COORDINATOR

PREPARED BY: JENNA BROUILLETTE

During the month of March, I took a deeper look into Lerner History, connecting with The Elkhart Public Library for community partnership in the 100th anniversary, Elkhart History materials, and archives of The Elkhart Truth dating back to the Lerner’s Grand Opening in 1924. These sources have offered incredible insight into our story, and I cannot wait to share more about our history throughout the coming months. I also connected with Kathryn Fuller, professor of Media History at the University of Austin, Texas, who sent us an original 1938 scrapbook from ELCO manager Sid Holland about the world premiere of “Blockade.” She also sent us a few online resources for historical research that will be of great use here shortly!

Aside from day-to-day work support for promoter/rental shows, expanding media connections, and creating marketing and social media content, I floor managed for six of this month’s events, including the first Youth Education Series show of 2024, where we welcomed over 900 students into The Lerner for Peter Pan! I also interviewed on WSBT’s Hometown Living to promote upcoming events and filmed a piece for ABC57’s story on Jon Simmons and Judy Johnsons’ lifesaving efforts at an event in the building.

We’re currently gearing up for several exciting announcements in the upcoming weeks, and I’m looking forward to sharing about these events soon!

Here is a snapshot of The Lerner Theatre’s Socials:

	January 2024	February 2024	March 2024	1-Month Change
Total Audience	36,428	36,543	36,657	0.3% Increase
Total Impressions	730,457	934,843	764,967	18.2% Decrease
Total Engagement	25,365	39,566	22,220	43.8% Decrease

Context: I was out of the office in the first part of the month and scheduled more awareness posts-reminding fans of upcoming events and filling in with cross-posts from other pages that do not report in our metrics. *Additionally, there is currently a reporting issue between our social software and Instagram where our metrics are not being added to the total summary.*

Done in March

- Made new connections in partnership for research and promotion of The Lerner's 100th Anniversary.
- Continued work sharing with and inviting Downtown Merchants to The Lerner's Venue and Event Safety and Security Training coming up in April
- Worked with Stephanie Krol, SKPR on press opportunities for artists and interviewed on WSBT's Hometown Living to discuss upcoming events

Goals for April

- Host and Complete the IAVM Venue and Event Safety and Security Training – receiving a certification in crowd management.
- Create a more diverse selection of social media content for the month of April – focusing on engagement and history
- Publicly announce the KultureCity project – working to educate the public about this new offering at The Lerner and the importance of Sensory Inclusivity, especially in event spaces

MEDIA SPECIALIST

PREPARED BY: HOLLY COWAN

The month of March has led to several show confirmations and announcements. I've been spending the last few weeks working on graphics for these upcoming announcements. I've also been working with Brittany to create the show builds in Ticketmaster.

My biggest focus for the month of March has been creating assets for our Kulture City release. I was able to get our social story finalized and posted to Kulture City's website. I will now be working on adding this information to The Lerner's website for public release. This is an exciting initiative and I know it will benefit several patrons that attend shows at The Lerner.

For the month of April, I'm also shifting my focus to graphic needs for The Lerner involving Jazz Fest 2024. I've already been assisting with the show builds for these headliners and will be working with Ticketmaster to create the offers and passes for Jazz Fest week.

I would also like to start taking an inventory of The Lerner's website this month. I intend to go through and create an audit of items that need to be updated. I would also like to work on updating the Friends of The Lerner website. Along with this project, I will be focusing on creating our Account Manager site with Ticketmaster to provide more options for patrons when it comes to purchasing tickets.

Accomplishments in March

- Kulture City social story is completed
- Show Builds within Ticketmaster and creating show graphics for new events

Upcoming Goals for April

- Finalize 2023 Year End Review document
- Jazz Fest – Graphics and show builds upcoming
- Graphics and show builds for upcoming events
- Adding Kulture City information to the website
- Ongoing – update The Lerner Website and Friends of The Lerner Website
- Help create a new Ticketmaster SOP

BOX OFFICE MANAGER

PREPARED BY: BRITTANY WEINGART (BOX OFFICE ASSISTANT)

Goals:

- Create SOP's on how to build shows in Ticketmaster and Archtics
- Get box office staff set up and trained on selling, reporting, and looking up Patron's in TM1

Accomplishments:

- Built Jazz Fest passes and shows!
- Successfully built 5 additional shows in archtics and on Ticketmaster

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
3/2/2024	8:00 PM	SCOTT BRADLEE'S POSTMODERN JUKEBOX - THE '10' TOUR	9/28/2023	82	\$4,656.00	\$246.00	\$4,902.00
3/8/2024	7:30 PM	The Magic of Bill Blagg Live!	1/18/2024	209	\$6,888.00	\$627.00	\$7,515.00
3/15/2024	7:30 PM	Premier Arts Friday Season Subscription Package (5 Shows)	1/1/2024	173	\$20,816.00	\$519.00	\$21,335.00
3/15/2024	7:30 PM	Premier Arts All-Youth Season Subscription Package (3 Shows)	1/1/2024	24	\$1,023.00	\$72.00	\$1,095.00
3/15/2024	7:30 PM	Premier Arts Saturday Season Subscription Package (5 Shows)	1/1/2024	109	\$12,438.00	\$327.00	\$12,765.00
3/15/2024	7:30 PM	Premier Arts FSunday Season Subscription Package (5 Shows)	1/1/2024	136	\$15,597.00	\$408.00	\$16,005.00
3/15/2024	7:30 PM	Premier Arts: Peter Pan	1/1/2024	251	\$5,171.00	\$753.00	\$5,924.00
3/16/2024	2:00 PM	Premier Arts: Peter Pan All-Youth Performance	1/1/2024	343	\$6,567.00	\$1,029.00	\$7,596.00
3/16/2024	7:30 PM	Premier Arts: Peter Pan	1/1/2024	233	\$4,762.00	\$699.00	\$5,461.00
3/17/2024	2:00 PM	Premier Arts: Peter Pan	1/1/2024	323	\$6,125.00	\$969.00	\$7,094.00
3/21/2024	7:00 PM	Kimball Organ - Laurel & Hardy	2/1/2024	109	\$1,135.50	\$327.00	\$1,462.50
3/24/2024	4:00 PM	Elkhart County Symphony - Symphonic Horizons	7/21/2023	364	\$8,025.00	\$1,092.00	\$9,117.00
4/2/2024	7:30 PM	Croce Plays Croce	1/26/2024	287	\$15,566.50	\$861.00	\$16,427.50
4/6/2024	7:30 PM	KANSAS: 50th Anniversary Tour - Another Fork in the Road	9/12/2023	282	\$25,435.00	\$846.00	\$26,281.00
4/14/2024	7:00 PM	ZACH WILLIAMS A HUNDRED HIGHWAYS TOUR	11/2/2023	351	\$14,022.25	\$1,053.00	\$15,075.25

4/26/2024	8:00 PM	TUSK: The World's #1 Tribute to Fleetwood Mac	12/8/2023	129	\$5,250.00	\$387.00	\$5,637.00
4/27/2024	2:00 PM	8th Annual "A Year in Dance"	3/27/2024	519	\$12,253.50	\$1,557.00	\$13,810.50
5/3/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	69	\$1,384.00	\$207.00	\$1,591.00
5/4/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	38	\$775.00	\$114.00	\$889.00
5/5/2024	2:00 PM	Premier Arts: School of Rock	1/2/2024	35	\$705.00	\$105.00	\$810.00
5/10/2024	7:30 PM	Oaklawn's Got Talent	2/27/2024	629	\$6,839.00	\$1,887.00	\$8,726.00
5/12/2024	7:00 PM	SAXON & URIAH HEPP - HELL, FIRE, AND CHAOS	1/10/2024	45	\$2,745.50	\$135.00	\$2,880.50
5/16/2024	7:00 PM	Kimball Organ - The General & Chasing Choo Choo's	2/1/2024	4	\$33.00	\$12.00	\$45.00
5/19/2024	4:00 PM	Elkhart County Symphony - Fiesta Sinfonica	7/21/2023	3	\$84.00	\$9.00	\$93.00
5/30/2024	7:00 PM	Brad Williams Tour '24	11/16/2023	59	\$2,475.50	\$177.00	\$2,652.50
6/8/2024	10:00 AM	Conservatory of Dance Annual School Concert	4/3/2024	8	\$147.00	\$24.00	\$171.00
6/12/2024	7:00 PM	Aaron Lewis the American Patriot Tour	1/25/2024	82	\$6,672.00	\$246.00	\$6,918.00
6/21/2024	8:00 PM	Keb' Mo'	3/15/2024	212	\$13,788.00	\$636.00	\$14,424.00
6/22/2024	8:00 PM	Count Basie	3/15/2024	8	\$372.00	\$24.00	\$396.00
7/19/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	39	\$790.00	\$117.00	\$907.00
7/20/2024	2:00 PM	Premier Arts: Oklahoma! All-Youth Performance	1/1/2024	4	\$192.00	\$12.00	\$204.00
7/20/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	18	\$364.00	\$54.00	\$418.00
7/21/2024	2:00 PM	Premier Arts: Oklahoma!	1/1/2024	10	\$228.00	\$30.00	\$258.00
10/18/2024	7:30 PM	Premier Arts: Dreamgirls	1/1/2024	34	\$690.00	\$102.00	\$792.00
10/19/2024	7:30 PM	Premier Arts: Dreamgirls	1/1/2024	16	\$320.00	\$48.00	\$368.00
10/20/2024	2:00 PM	Premier Arts: Dreamgirls	1/1/2024	10	\$208.00	\$30.00	\$238.00
11/1/2024	7:30 PM	Finding Nemo Jr	3/27/2024	10	\$240.00	\$30.00	\$270.00
11/7/2024	7:00 PM	World Ballet Series: Swan Lake	4/2/2024	51	\$2,028.00	\$153.00	\$2,181.00
12/13/2024	7:30 PM	Premier Arts: Elf the Musical	1/1/2024	42	\$830.00	\$126.00	\$956.00
12/14/2024	2:00 PM	Premier Arts: Elf the Musical All-Youth Performance	1/1/2024	5	\$86.00	\$15.00	\$101.00
12/14/2024	7:30 PM	Premier Arts: Elf the Musical	1/1/2024	16	\$316.00	\$48.00	\$364.00
12/15/2024	2:00 PM	Premier Arts: Elf the Musical	1/1/2024	22	\$419.00	\$66.00	\$485.00

Total Ticket Revenue	\$224,640.75				
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LERNER SERVICES COORDINATOR

PREPARED BY: DIANA GALVES

As of February 29, 2024, we were still interviewing for two more part-time janitorial staff.

We had quite an array of events and performances schedule in March.

Accomplished in March:

- Worked on janitorial closets on Ballroom floor, Main Lobby, and Dressing Rooms 1&2 floor. Stocking them with cleaning supplies to be available for events, performances, and daily cleaning.
- Worked on Auditorium / Balcony did a thorough sweeping with brooms down aisles and vacuumed carpets. Did a thorough mopping of all isles in Auditorium / Balcony.

Upcoming Tasks:

- Work with our new janitorial staff and getting them familiar with cleaning procedures for daily maintenance of The Lerner Theater.
- Work with our new janitorial staff and getting them familiar with what is all involved in working Events as well as Performances.

FACILITIES COORDINATOR

PREPARED BY: DAN GOULD

March came in like a Lion once again. With performances by Bill Blagg, and then Peter Pan by Premier Arts, March was off to a big start. It only got better when the County Symphony did their spring performance. In between the shows in March, the maintenance department concentrated on repairing the exit and emergency lighting fixtures and repairing damage to the walls, floor and ceiling. The amount of damage that occurs to the walls and floor during our busy time at Christmas, can be surprising. It always makes for a busy beginning of the year.

January and February are when we do our safety and maintenance walk throughs of the building. This year we had quite a number of emergency fixtures that required a new backup battery. We are finishing up replacing those old batteries and moving on to repairs and painting.

Looking ahead to April, we have two big shows in the first week -- A.J. Croce, and Kansas. I am a huge fan of both artists and expect an exceptional show from both. The following week we have Zach Williams and he always packs this place. The last week of the month we have a performance by the Municipal Band, followed by Lunchtime Live with Celia Weiss. And to close out the month, we have the Fleetwood Mac tribute "Tusk". Then CK Dance will perform their spring recital. And in

between shows we will be finishing the work on the emergency and exit lights. Continuing repairing walls, and cleaning carpet is always on the list for April. As always, thank you for letting me care for this beautiful theater.



Wednesday, April 10, 2024

To: The Lerner Governing Board
From: Michelle Weir, Executive Director
Subject: Shambaugh & Son, L.P.
Date: April 10, 2024

The City of Elkhart, through its Lerner Governing Board, seeks to enter into a contractual agreement with Shambaugh & Son, L.P. on five year internal assessment of piping, five year internal check valve inspection, five year gauge replacement and five year fire department connection.

I ask the Lerner Governing Board to approve this Shambaugh & Son, L.P. agreement, following the prior approval from City Legal. I also ask the Lerner Governing Board to authorize its President to sign on its behalf.

Respectfully Submitted,

Michelle Weir
Executive Director
The Lerner Theatre

MICHELLE FRANK
EXECUTIVE DIRECTOR

410 S. Main Street / Elkhart, Indiana 46516 / 574-293-4469 / 800-294-8223 / Fax 574-293-8096

CONTRACT FOR THE FIRE PROTECTION SERVICES

This Agreement is made and entered into this ____ of _____, 2024, between the **CITY OF ELKHART, INDIANA** ("CITY"), by and through the Lerner Governing Board, located at 229 S. Second Street, Elkhart, Indiana 46516 and **SHAMBAUGH & SON, L.P., a division of SHAMBAUGH & SON, L.P. ("S&S")** ("CONTRACTOR"), located at 7614 Opportunity Dr, Fort Wayne, IN 46825.

RECITALS:

WHEREAS, the Lerner Theater Board needs to perform a five (5) year fire assessment inspection, ("**Premises**"); and

WHEREAS, the Lerner Theater desires to retain the services of a competent contractor with the necessary equipment, expertise, and personnel to perform the required repairs.

WHEREAS, the CONTRACTOR represents that it has the requisite expertise and ability to complete this project and guarantees that CONTRACTOR is properly bonded;

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and promises herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

SECTION 1. Scope of Services.

CONTRACTOR agrees to furnish the services listed in the Proposal SBS-24-0199 dated March 13th, 2024, attached to this Contract as Exhibit A.

SECTION 2. Schedule.

Services described in Section 1 shall commence within a reasonable amount of time from when CITY approval of this Agreement is communicated to CONTRACTOR.

SECTION 3. Payment.

In consideration for the services rendered under this contract, the CITY agrees to pay to the CONTRACTOR the sum of One Thousand Six Hundred Twenty-Five dollars (\$1, 625.00) upon inspection and approval by the City, under the terms and conditions described in the attached Exhibit A. No payment shall be made until the City's inspection reveals that the work is entirely completed and no advance payment will be made.

SECTION 4. Indemnification.

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to Indemnify and hold harmless the other Party, and its respective affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and cost of any kind or amount whatsoever, which result from or arise out of any act or omission of the Indemnifying party, its respective affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with Agreement. This Indemnification will survive

the termination of the Agreement.

SECTION 5. Assignment.

Neither this agreement nor any interest of CONTRACTOR herein may be assigned, sublet, or transferred to a third party without prior written consent of the CITY.

SECTION 6. Governing Law.

This Agreement shall be construed in accordance with and governed by the laws of the State of Indiana and any suit based thereon must be brought in the Superior or Circuit Court of Elkhart County, Indiana.

SECTION 7. Compliance with State and Local Law.

CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations, or ordinances that are applicable at the time of CONTRACTOR'S services pursuant to this Agreement are rendered, and all provisions required thereby to be included herein are hereby incorporated by reference.

SECTION 8. E-Verify Compliance.

All terms defined in LC. § 22-5-1.7 et seq. are adopted and incorporated into this section. Pursuant to LC. § 22-5-1.7 et seq., CONTRACTOR shall enroll in and verify the work eligibility status of all of its newly-hired employees using the E-Verify program, if it has not already done so as of the date of this Agreement. CONTRACTOR is further required to execute an affidavit affirming that: (i) it is enrolled and is participating in the E-verify program, and (ii) does not knowingly employ any unauthorized aliens. In support of the affidavit, CONTRACTOR shall provide the CITY with documentation that it has enrolled and is participating in the E-Verify program. This Agreement shall not take effect until said affidavit is signed by CONTRACTOR and delivered to the CITY's authorized representative.

Should CONTRACTOR subcontract for the performance of any work under this Agreement, the CONTRACTOR shall require any subcontractor(s) to certify by affidavit that: (i) the subcontractor does not knowingly employ or contract with any unauthorized aliens, and (ii) has enrolled and is participating in the E-verify program. CONTRACTOR shall maintain a copy of such certification for the duration of the term of any subcontract. CONTRACTOR shall also deliver a copy of the certification to the CITY within seven (7) days of the effective date of the subcontract.

If Contractor, or any subcontractor of Contractor, knowingly employs or contracts with any unauthorized aliens, or retains an employee or contract with a person that the CONTRACTOR or subcontractor subsequently learns is an unauthorized alien, CONTRACTOR shall terminate the employment of or contract with the unauthorized alien within thirty (30) days ("Cure Period"). Should the CONTRACTOR or any subcontractor of CONTRACTOR fail to cure within the Cure Period, the CITY has the right to terminate this Agreement without consequence.

The E-Verify requirements of this Agreement will not apply should the E-Verify program cease to exist.

SECTION 9. Supplement.

This Agreement may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement.

SECTION 10. Entire Agreement.

This Agreement constitutes the entire agreement of the parties, and, unless specified otherwise herein, no representations, inducement, promises, or prior agreements, oral or written between the parties, or made by any agent on behalf of the parties or otherwise, shall be of any force and effect.

SECTION 11. Authority.

The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

SECTION 12. Nondiscrimination.

CONTRACTOR shall not be in violation of Elkhart City Ordinance No. 4101, for the duration of this agreement. Should CONTRACTOR be in violation of any of the aforementioned provisions, such shall be considered a material breach of this agreement.

SECTION 13. Severability.

In the event that any portion of this Agreement is found to be invalid it shall be deemed severed and the remainder of this Agreement shall remain in full force and effect as if the severed portion did not exist.

SECTION 14. Council Appropriation.

In the event funds for the payment of services pursuant to this Agreement are not appropriated by the Elkhart City Common Council, then, the CITY shall have the right to terminate this Agreement without penalty by giving prior written notice to CONTRACTOR.

IN WITNESS WHEREOF, the parties have duly executed this Agreement pursuant to all the required authorization as of the date first set forth above.

Gary D. Boyn, President

City of Elkhart, Indiana,

Lerner Governing Board

Signature of Contractor

Print Name

FIRE PROTECTION DIVISION
 Fire Protection Service/Inspections
FIRE SPRINKLERS SAVE LIVES
24 Hr Emergency Service
888.217.7055



5 Year Assessment Proposal

Date: 3/13/2024

Quotation Number: SBS-24-0199

Agreement Submitted To: (Hereafter "Purchaser")

Wayne Neff
 Lerner Theatre@
 410 S Main St
 Elkhart, IN 46516
 574-849-2284
Wayn@TheLerner.com

Project Name and Location:

Lerner Theatre@
 410 S Main St
 Elkhart, IN 46516

Re: 5 Year Assessment - Due 2024

Shambaugh & Son, L.P., a division of Shambaugh & Son, L.P. ("S&S") proposes to complete the following described scope of work (the "Work"):

5 YEAR INTERNAL ASSESSMENT OF PIPING:

- Per NFPA 25 ...an inspection of piping and branch line conditions shall be conducted every 5 years by opening a flushing connection at the end of one main and by removing a sprinkler head towards the end of one branch line for the purpose of inspecting for the presence of foreign organic and inorganic material.
- Per NFPA 25 In buildings having multiple wet pipe systems, every other system shall have an internal inspection of piping every 5 years as described in 14.2.1. 5 out of 8 systems shall have Internal Piping Assessments Performed.

5 YEAR INTERNAL CHECK VALVE INSPECTION:

- Valves shall be inspected internally every 5 years to verify that all components operate correctly, move freely and are in good condition.

5 YEAR GAUGE REPLACEMENT:

- Sprinkler system gauges shall be replaced or tested every 5 years. This proposal is based on each gauge having its own isolation petcock. S&S shall furnish and install new sprinkler system gauges, replacing the existing ones.

5 YEAR FDC (Fire Dept. Connection):

- The piping from the fire department connection to the fire department check valve shall be hydrostatically tested at 150psi (10 bar) for 2 hours at least once every 5 years

SUBJECT TO THE "ADDITIONAL TERMS AND CONDITIONS," S&S agrees to sell and provide, and Purchaser agrees to buy the materials and services necessary for performance of the above-described Work for the sum of: \$1,625.00

PRICING ABOVE IS GOOD FOR 30 DAYS.

CLARIFICATIONS

- In the event a percentage of Foreign Materials are found the below is required by NFPA. We shall advise with additional pricing before proceeding unless this has been included in the scope above:
- NFPA 25 - "Tubercules" or slime, if found, shall be tested for indications of microbiologically influenced corrosion ("MIC").
- NFPA 25 - If the presence of sufficient foreign organic or inorganic material is found to obstruct pipe or sprinklers, an obstruction investigation shall be conducted as described in Section 14.3.