

CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

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

<https://signin.webex.com/join>

**Meeting Number: 2304 626 7444, Meeting Password: Lerner24
1-415-655-0001**

- 1. ROLL CALL**
- 2. APPROVE AGENDA**
- 3. MINUTES Regular Meeting June 12, 2024**
- 4. TREASURER'S REPORT**
 - **Financial Report May 31, 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**
- 11. PUBLIC PARTICIPATION**
- 12. ADJOURNMENT**

LERNER THEATRE BOARD
Wednesday, June 12, 2024

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, June 12, 2024. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Diana Lawson, Dallas Bergl, Carrie Berghoff, and attended in-person. Dina Harris attended on WebEx. Jamie Arce was absent. There is one vacancy on the Lerner Governing Board.

1. AGENDA

On motion by Dallas Bergl, seconded by Diana Lawson and carried 5-0, the agenda was approved as presented.

2. MINUTES: Regular Meeting May 8, 2024

On motion by Dallas Bergl, seconded by Diana Lawson and carried 5-0, the Board approved the minutes from May 8, 2024.

3. TREASURER'S REPORT

Financials February 29, 2024

Michelle Adams of Kruggel, Lawton and Co. attended the meeting in person. The April 30 2024 financial report was submitted to the Board for review. Total operational expenses of \$588,231 were covered by a City contribution of \$294,326 (50%) and a Lerner contribution of \$293,905 (50%). This compared with 2023 City's contribution of 63% and the Lerner's contribution of 37%. The net income from Theatre operations only (shown as Gross Profit) at the end of the period was \$265,946 which was an increase of \$98,011 from 2023. The YTD net income for all Lerner operations (including City expenses) at the end of the period was \$39,007 which was an improvement of \$51,653 from the net loss on last year's statement of (\$12,646). On budgeted City Operational Expenses alone we were under-budget by \$241,233 year to date. On motion by Dallas Bergl, seconded by Diana Lawson and carried 5-0, the Financials from April 30, 2024 were approved.

Claims

On motion by Dallas Bergl, seconded by Diana Lawson and carried 5-0, the Board approved the claims and allowance docket totaling \$26,797.87 as listed on the register consisting of 5 pages, prepared on June 10, 2024 at 11:46 a.m.

4. PRESIDENT'S REPORT

Gary Boyn said that Michelle Weir is leaving us and he wanted to make a point to thank her for her service for the last nine years. He wished her well and thanked her for all of the good work she has done. He said he hopes she will help them with the Friends of the Lerner during this transition. He said they are sorry to see Michelle go, and thanked her for everything she has done.

5. CRYSTAL BALLROOM CATERING

Kurt Janowsky attended on WebEx. He reported that May was a fantastic month in the Ballroom. Sales were \$125,000 compared to \$82,000 a year ago. YTD is \$358,000 compared to \$306,000 a year ago. The first two quarters should stay ahead of last year. Gary thanked him and said keep up the good work!

6. GENERAL MANAGER'S REPORT

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

GENERAL MANAGER REPORT

PREPARED BY: MICHELLE WEIR

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Activity (June-August)	As % of 90 days	
41 Events	46%	Activity in theatre
21 Ticketed Events	23%	Ticketed events
9 Non-Ticketed Events	10%	Non-Ticketed events
11 Rehearsal Dates	12%	Rehearsal Space

Compare to 2023 Board Report Ticketed Events: 19

Compare to 2023 Board Report Non-Ticketed Events +Rehearsals: 15

DIRECTOR OF EVENTS

PREPARED BY: SARAH MACER

Accomplished in May:

- Calendar updates are complete and new shows have been added to Show Manager. The Facility Occupancy numbers have been sent off to the other city departments, so everyone is aware of what is going on in our building for life safety of everyone entering.
- Facilitating shows is still the biggest part of my job. Working with promoters to get details in place for the events in the building and then executing the shows as best we can. Lastly, closing out the shows while following Internal Controls with KL and our team. It's been a lot of work making sure we're all on the same page with the new closing processes and the Controller's Office has been great to work with to make sure everything is correct.
- Show Closings sheets have been completed for each show thanks to Brittany and Tristin with the negotiated terms from the builds. The closing schedule for the month was sent to KL for easier closings of shows.

Updates for June:

Lerner on the Lawn:

Everything's been announced (besides the surprise artist!) and we're ready for the kick off on the 25th. We had a trial run with food vendors this last Friday with a few vendors on Main Street and have had a lot of interest from others for Lerner on the Lawn.

Event Planning:

June is going to be extremely busy. I'm working on closing out the remainder of May's shows with Rachel and KL and will start working on advancing our shows in June from dance recitals to national tours to Jazz Fest! I've been working on training the managers, so we have a clear understanding of expectations for the building and for our patrons coming through our doors.

Volunteer Banquet:

We're looking at a few options for the banquet and I'm excited to start working

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through some of those details with the Peer Committee. We have a tentative date and will be planning through some of those details this month. We're excited that it's our 100 year and can't wait to show our appreciation to all our amazing Volunteers for their help throughout the years.

OPERATIONS MANAGER
PREPARED BY: WAYNE NEFF

Overview May

Very busy month painting and repairing the building. Still working on filling service spots and facility person. Had the Fire Marshall clear everything so that is good.

Accomplished in May:

- cleared the Fire Marshall for the year
- most painting has been touched up through the building
- got a shampooer for more cleaning ability

Upcoming tasks:

- still waiting on 2 more people on the service side
- will need to start working on facility manager position
- start doing the cleaning on the outside of the building.

TECHNICAL AND FACILITIES DIRECTOR
PREPARED BY: DEEN TUGGLE

Overview:

In May, we started off with Premier Arts' production of Matilda the musical. After a roaring great time, we moved into Oaklawn's annual fundraiser Oaklawn's Got Talent. Swiftly afterwards, we had Uriah Heep and Saxon for a very metal Mother's Day concert. We then had Epic Dance and Brad Williams to round out the month. Also, during May, I assisted the mayor's office and IT in the execution of the State of the City. During the month I also worked on the ballroom's LED lighting system, giving it a much-needed upgrade. We started work on switching out dressing room signs to newer models as the old ones were starting to fade in quality and stopped working. All-in-all, it was a very productive month for the tech department.

Accomplished in May:

- Display installation.
- Ballroom LED lighting.
- Technical show support.

Upcoming tasks:

- Lots of events.
- In-house preventative maintenance.
- Maintenance software implementation.

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COMMUNICATIONS & MARKETING COORDINATOR
PREPARED BY: JENNA BROUILLETTE

May has already come and gone in a flash! This month, much of my focus was devoted towards shows and announces. This month, we announced two different series – one for Lerner on The Lawn in partnership with Premier Arts' Downtown Elkhart Artwalk, and the other for Food Truck Fridays, a new event welcoming food vendors downtown each Friday this summer from 11:00am-2:00pm under the marquee at The Lerner. We are incredibly excited for both of these series and the community they work to build in Downtown Elkhart.

We also partnered with the National New York Central Railroad Museum for our silent movie in May showing Chasing Choo Choos and The General.

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

	March 2024	April 2024	May 2024	1-Month Change
Total Audience	36,657	36,798	36,932	0.4% Increase
Total Impressions	764,967	621,507	777,487	22.5% Increase
Total Engagement	18,522	19,713	23,497	19.1% Increase

Context: We were notified that Facebook has changed the way their API reports certain metrics. These changes have led to Facebook's metrics being inaccurate with native reporting in Facebook Business Manager, and to third-party platforms, such as Sprout, to attempt to adjust to the change. Several definitions of actions taken by Facebook users, such as "engagements" and "link clicks," are changing, and the ability for apps to gather data is being affected.

This is skewing the numbers in reporting to show a downward trend that is often wholly inaccurate or, at the very least, exaggerated from the actual numbers.

Done in May

- Announced Lerner on The Lawn – A free summer concert series in Downtown Elkhart on the Last Thursday of the month June-October.
- Announced Food Truck Fridays at The Lerner Theatre – a brand-new event happening every Friday June-August underneath the marquee at The Lerner Theatre.

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- Brainstormed 100th anniversary ideas for our upcoming celebration

Goals for June

- Jazz Fest! Marketing and Content capturing to share about the rich history of Jazz and music in Elkhart
- Coordinate two large historic tours through the building.
- Work with Holly to create a more comprehensive accessibility page for the Lerner Website

MEDIA SPECIALIST

PREPARED BY: HOLLY COWAN

The month of May I've been mainly focusing on our initiatives for Lerner on the Lawn. I was able to create graphics for our shows and begin reaching out to local food vendors to attend the shows. I'm hoping to have schedules finalized for the food trucks by next week for all of the shows in the series. In addition to Lerner on the Lawn, I've also been planning branding for our new initiative, Food Truck Fridays and I've created some new graphics for this.

Last week I also worked with Brian from the Midwest Museum of American Art. We were able to create a new catalog of artwork that is currently loaned to the building and replaced our information tags. I also spoke with Brian about changing our current art on display as we get closer to the 100 year anniversary of The Lerner. There will be more to come with this project and partnership with the Midwest Museum of American Art.

Accomplishments in May

- Lerner on the Lawn officially announced on our website and new graphics created
- Working with food vendors for LOTL schedule
- Installed new artwork tags from the Midwest Museum of Art and have an updated list of all works on display

Upcoming Goals for June

- Create a new page for the website about our accessibility offerings
- New page for the website about artwork on display in The Lerner
- Finalize 2023 Year End Review documents
- Ongoing – update The Lerner Website and Friends of The Lerner Website

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BOX OFFICE MANAGER
PREPARED BY: TRISTIN TUBBS

Box Office Manager Accomplishments for May 2024

- Successfully integrated myself back into the Box Office after Maternity Leave!!!! It's good to be back! 😊
- Helped navigate our last sold out show with PatronManager tickets
- Built a new show using our newest patronage, Variety Attractions, promoted by Friends of the Lerner

Box Office Assistant Accomplishment for May 2024

- Create a new procedure for Box Office Audits to be completed in a timely manner

Box Office Manager Goals for June 2024

- Have another strong Jazz Fest
- Complete the SOPs for a new Box Office Operations Manual

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- Achieve being able to use our credit card machines - This is an issue between TM and our IT Department

Date	Time	Event Name	On Sale Date	Sold	Revenue w/Hist. Fee	Net Revenue	Hist. Fee	Tot
5/3/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	88	\$1,934.00	\$1,670.00	\$264.00	
5/4/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	123	\$2,642.00	\$2,273.00	\$369.00	
5/5/2024	2:00 PM	Premier Arts: School of Rock	1/2/2024	183	\$3,453.00	\$2,904.00	\$549.00	
5/10/2024	7:30 PM	Oaklawn's Got Talent	2/27/2024	108	\$1,292.00	\$968.00	\$324.00	
5/12/2024	7:00 PM	SAXON & URIAH HEEP - HELL, FIRE, AND CHAOS	1/10/2024	71	\$3,407.10	\$3,194.10	\$213.00	
5/12/2024	10:00 AM	Mother's Day Brunch	4/16/2024	94	\$3,528.00	\$3,246.00	\$282.00	
5/12/2024	11:30 AM	Mother's Day Brunch	4/16/2024	5	\$215.00	\$200.00	\$15.00	
5/12/2024	12:30 PM	Mother's Day Brunch	4/16/2024	41	\$1,680.00	\$1,557.00	\$123.00	
5/12/2024	1:00 PM	Mother's Day Brunch	4/16/2024	61	\$2,328.00	\$2,145.00	\$183.00	
5/16/2024	7:00 PM	Kimball Organ - The General & Chasing Choo Choo's	2/1/2024	90	\$1,160.00	\$890.00	\$270.00	
5/19/2024	4:00 PM	Elkhart County Symphony - Fiesta Sinfonica	7/21/2023	370	\$3,081.00	\$1,971.00	\$1,110.00	
5/30/2024	7:00 PM	Brad Williams Tour '24	11/16/2023	164	\$6,321.00	\$5,829.00	\$492.00	
6/1/2024	2:00 PM	Epic Dance: In our Epic Era	5/14/2024	489	\$12,715.00	\$11,248.00	\$1,467.00	
6/1/2024	7:30 PM	Epic Dance: In our Epic Era	5/14/2024	585	\$14,250.00	\$12,495.00	\$1,755.00	
6/8/2024	10:00 AM	Conservatory of Dance Annual School Concert	4/3/2024	78	\$1,832.30	\$1,598.30	\$234.00	
6/9/2024	10:00 AM	Spring Bravo Bash	4/3/2024	62	\$166.50	-\$19.50	\$186.00	
6/12/2024	7:00 PM	Aaron Lewis the American Patriot Tour	1/25/2024	81	\$5,869.00	\$5,626.00	\$243.00	
6/14/2024	8:00 PM	Big Bad VooDoo Daddy	4/8/2024	175	\$8,686.00	\$8,161.00	\$525.00	
6/20/2024	5:00 PM	Elkhart Jazz Fest Wellfield	4/12/2024	12	\$180.00	\$144.00	\$36.00	
6/20/2024	5:00 PM	Elkhart Jazz Fest Weekend Pass	4/12/2024	45	\$4,252.50	\$4,117.50	\$135.00	
6/21/2024	8:00 PM	Keb' Mo'	3/15/2024	135	\$8,073.50	\$7,668.50	\$405.00	
6/21/2024	5:00 PM	Elkhart Jazz Fest Friday Pass	4/12/2024	6	\$243.00	\$225.00	\$18.00	
6/22/2024	8:00 PM	Count Basie	3/15/2024	122	\$6,256.00	\$5,890.00	\$366.00	
6/22/2024	1:00 PM	Elkhart Jazz Fest Saturday Pass	4/12/2024	35	\$2,117.50	\$2,012.50	\$105.00	
6/23/2024	10:30 AM	Elkhart Jazz Fest Sunday Brunch	4/12/2024	4	\$182.00	\$170.00	\$12.00	
7/19/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	7	\$165.00	\$144.00	\$21.00	
7/20/2024	2:00 PM	Premier Arts: Oklahoma! All-Youth Performance	1/1/2024	59	\$1,395.00	\$192.00	\$177.00	
7/20/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	30	\$709.00	\$619.00	\$90.00	
7/21/2024	2:00 PM	Premier Arts: Oklahoma!	1/1/2024	19	\$405.00	\$348.00	\$57.00	
8/3/2024	7:30 PM	Evil Woman - The American ELO	5/30/2024	40	\$1,780.00	\$1,660.00	\$120.00	
8/16/2024	7:00 PM	The Calvin Richardson Experience	4/17/2024	62	\$3,681.00	\$3,495.00	\$186.00	
9/14/2024	8:00 PM	4192: An Evening with Pete Rose Live!	4/1/2024	13	\$710.00	\$671.00	\$39.00	
9/19/2024	7:30 PM	Kimball Organ - The Cat and The Canary	2/1/2024	4	\$50.00	\$38.00	\$12.00	
10/5/2024	7:00 PM	The Voices of Rock Radio (over 200 comp tickets)	4/6/2024	226	\$130.00	-\$548.00	\$678.00	
10/6/2024	7:00 PM	The Mersey Beatles	4/23/2024	33	\$1,629.00	\$1,530.00	\$99.00	
10/18/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	5	\$25.00	\$10.00	\$15.00	
10/19/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	16	\$233.00	\$185.00	\$48.00	
10/20/2024	2:00 PM	Premier Arts: School of Rock	1/1/2024	4	\$0.00	-\$12.00	\$12.00	
11/1/2024	7:30 PM	Finding Nemo Jr	3/27/2024	0	\$0.00	\$0.00	\$0.00	
11/2/2024	2:00 PM	Finding Nemo Jr	3/27/2024	3	\$62.00	\$53.00	\$9.00	
11/7/2024	7:00 PM	World Ballet Series: Swan Lake	4/2/2024	38	\$2,450.00	\$2,336.00	\$114.00	
12/6/2024	7:30 PM	The Rat Pack is Back for The Holidays	3/1/2024	26	\$1,970.00	\$1,892.00	\$78.00	
12/13/2024	7:30 PM	Premier Arts: Elf the Musical	1/1/2024	7	\$175.00	\$154.00	\$21.00	
12/14/2024	2:00 PM	Premier Arts: Elf the Musical All-Youth Performance	1/1/2024	4	\$96.00	\$84.00	\$12.00	
12/14/2024	7:30 PM	Premier Arts: Elf the Musical	1/1/2024	2	\$50.00	\$44.00	\$6.00	
Total Ticket Revenue					\$110,553.40			

LERNER SERVICES COORDINATOR

PREPARED BY: DIANA GALVES

May has brought us the beginning of weddings in the Ballroom along with our

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scheduled performances in the auditorium of The Lerner.

Accomplished in May:

- Worked on thoroughly cleaning under all hand dryers / soap dispenser in Main lobby bathrooms, Ballroom bathrooms, and Cittadine bathrooms.
- Was able to get in the Main office and clean interior window glass.
- Went through all janitorial closets and reorganizing and stocking them for events, performances, and daily cleaning.
- As of May 21st was informed that we hired another part-time janitorial person.

Upcoming Tasks:

- Will schedule first week of June to shampoo Ballroom carpet.
- Work with our new janitorial staff and getting them familiar with cleaning procedures for daily maintenance of The Lerner.
- Work with our new janitorial staff and getting them familiar what is all involved in working performances and events at The Lerner.
- Work on getting The Lerner's interior and exterior part of the building as well as our janitorial staff ready for the week of the Jazz Festival.

Michelle said she would be available during her transition out and offered to help as needed. She finished her report by saying thank you to the Board for the opportunity to lead the facility. She said she will miss the team and the volunteers. She said she is looking forward to family time and traveling, but very thankful for her time here. Dina Harris said she appreciated working with her and told her she has done an incredible job. It has been unfair; some of the stresses you had to deal with, but we appreciate everything you have done. You increased the number of performances and expanded your staff. Thank you so much!

7. NEW BUSINESS

Contract with JPR, Inc.

On motion by Dallas Bergl, seconded by Diana Lawson and carried 5-0 the Board approved a contract with JPR, Inc. for rigging inspection services for \$6,410.00.

Contract with Associated Controls + Design

On motion by Diana Lawson, seconded by Carrie Berghoff and carried 5-0, the Board approved a Contract with Associated Controls for pit lift inspection for \$1,896.00.

8. PREMIER ARTS

Craig Gibson said they are having a good year at Premier Arts. They are moving into their camp which is about 100 kids strong that will be at the Lerner every morning. They are in the middle of Oklahoma which they have 120 people engaged in an all-youth and adult show. They are taking their Ambassador group to Canada next week to the Stratford Festival, and they have seven experiences with the

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Stratford Theatre staff planned, and four shows they get to see. It will be an educational and fun time for them. They will be announcing their next season in September. Craig announced he is writing a new musical for the holiday time surrounding the 100th Anniversary of the Lerner next year!

Craig said many of us have lived through a lot of change, from the Elco to the 400 block study to the Lerner we have today. Craig said he was at a leadership conference in 8th grade and what he learned never left him. The true test of a leader is when you leave an organization and it flourishes after you. We have seen a lot of leadership and a lot of administrations come and go, but Michelle really has set us up with the Industry people and with the community people in a great way. Craig said the next chapter is going to be just fine. Premier Arts has always been a good partner and we will step up in any way we can. With an administration that understands the value of the Lerner and understands that asset, Craig said we are going to be great, but Michelle, you will be missed.

The Premier Arts school has seen significant growth. They had 200 students this year and will have 325 students next year. They leased a building to accommodate the middle school in the fall. Their objective was always to have their facility downtown, but nothing has popped up yet. 100% of their kids passed the I-read. They are working with Ball State closely. Dallas commented on the region partnering together to get Redi Grant funding. Premier Arts is a big part of that conversation.

9. PUBLIC PARTICIPATION

Corrine Straight, Director of Communications for the City of Elkhart read the following statement into the record:

On behalf of the Roberson administration, I would like to take this opportunity to respond to the proliferation of inaccurate and misleading information that is being shared on social media. The statements that are circulating can only be characterized as inaccurate and misleading at best and defamatory and libelous at worst.

The Lerner Theater utilizes the services of Kruggel Lawton, CPA, a Certified Public Accounting Firm to provide some of the accounting and bookkeeping services within a limited scope of work for the Lerner Governing Board. Kruggel Lawton is not the primary fiscal reporting entity for The Lerner Theatre.

Monthly, Kruggel Lawton prepares its limited reports and provides them to the Lerner board. The alleged "missing" \$238,875 were not included in the Kruggel Lawton reports because the source of funds was a federal grant. The \$238,875 which appeared in the City's full reports, and is recorded in a separate fund, was grant money from the Shuttered Venue Operator's Grant made available to the City by the federal government during COVID. The Controller's records correctly reflected the \$238,875 in grant money in all its reports. It is not the fault of either Kruggel Lawton or the Controller that outside individuals failed to recognize the scope of Kruggel Lawton's work.

To be clear, no monies were ever misappropriated, no monies were unaccounted for, and no monies were missing from the accounts of the City of Elkhart. Any perpetuation of this allegation is not only irresponsible, it may be defamatory.

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Those who perpetuate these statements should understand they do so at their own risk.

To be sure, the City of Elkhart and local government under the laws of the State, under the internal control policies of the City, regulations put out by the State Board of Accounts, has checks-and-balances that are in place to safeguard the tax dollars and other funds within the City's accounting system. The reports accounting for all sources of revenue and expenses of the City are annually reported to and audited by the Indiana State Board of Accounts. The \$238,875 which is being misrepresented and mischaracterized in social media was never an item, not then and not now, cited as a discrepancy by the State Board of Accounts. No discrepancies were found because no discrepancies existed.

The Controller's office, Lerner staff, our outside accounting partners, and this board operate at the highest level of integrity and professionalism and the City stands behind their collective work.

I am happy to answer any further questions you may have. Dina thanked her for clarifying this for the public.

9. ADJOURNMENT

On motion by Diana Lawson, seconded by Cary Berghoff and carried 5-0, the Lerner Theatre Governing Board was adjourned at 10:35 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 May 31, 2024 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending May 31, 2024.

The net income from theatre operations only (shown as Gross Profit) at the end of the period is \$374,945, which is an increase of \$164,890 from the Gross Profit on last year's statement of \$210,055.

The year-to-date net income for all Lerner operations (including city expenses) at the end of the period is \$96,666 which is an improvement of \$114,384 from the net loss on last year's statement of (\$17,718).

On budgeted city Operational Expenses alone are under-budget by \$302,062 year-to-date.

Total Operational Expenses of \$734,715 were covered by a City contribution of \$320,000 (44%) and a Lerner contribution of \$414,715 (56%). This compares with last year's City contribution of 63% and the Lerner's contribution of 37%.

There were 8 shows and events in May that generated the following profit:

- Brad Williams - \$ 23,566.54
- Chasing Choo Choos - \$563.07
- Fiesta Sinfonica - \$4,555.22
- Marian High School Graduation - \$7,507.59
- Matilda - \$7,813.82
- Oaklawn's Got Talent - \$4,636.04
- Saxon & Uriah Heep - \$8,495.82
- Mother's Day Brunch - \$4,301.51

The Lerner Theatre

Financial Analysis Through May 31, 2024

	<u>2024</u>		<u>2023</u>		<u>Diff</u>
<i>City Operational Expenses</i>					
Staff & Related	509,939		441,376		68,562
Other	<u>224,777</u>		<u>217,622</u>		<u>7,154</u>
Total Expenses to be Covered	734,715		658,999		75,717
Less: City Subsidy (Budgeted)	<u>416,667</u>		<u>395,833</u>		<u>20,833</u>
Net City Operational Expenses	318,049		263,165		54,883
<i>Lerner Box Office Operations</i>					
Income	436,495		288,254		148,241
COGS	<u>61,550</u>		<u>78,199</u>		<u>(16,649)</u>
Gross Profit (Loss)	374,945		210,055		164,890
Lerner Labor Expense	<u>39,770</u>		<u>35,392</u>		<u>4,378</u>
Lerner Contribution from Operations	414,715		245,447		169,268
<i>Additional Subsidy Sources</i>					
City Subsidy (Un-Budgeted)	-		17,718		
Lerner Excess Contribution	96,666		-		
How the Operational Expenses Are Covered:					
City Contribution	320,000	44%	413,551	63%	
Lerner Contribution	<u>414,715</u>	56%	<u>245,447</u>	37%	
Total Expenses to be Covered	734,715	100%	658,999	100%	

The Lerner Theatre

P&L - Total Theatre - Summary Comparison

January - May, 2024

	TOTAL			
	JAN - MAY, 2024	JAN - MAY, 2023 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	436,495.06	288,253.70	148,241.36	51.43 %
Total Income	\$436,495.06	\$288,253.70	\$148,241.36	51.43 %
Cost of Goods Sold				
Cost of Sales	61,549.85	78,198.61	-16,648.76	-21.29 %
Total Cost of Goods Sold	\$61,549.85	\$78,198.61	\$ -16,648.76	-21.29 %
GROSS PROFIT	\$374,945.21	\$210,055.09	\$164,890.12	78.50 %
Expenses				
City Accts by Submission Date	734,715.41	658,998.65	75,716.76	11.49 %
Total Expenses	\$734,715.41	\$658,998.65	\$75,716.76	11.49 %
NET OPERATING INCOME	\$ -359,770.20	\$ -448,943.56	\$89,173.36	19.86 %
Other Expenses				
5000000 City Contribution Toward Budget	-416,666.65	-395,833.35	-20,833.30	-5.26 %
99998 Show Labor Exp Incl in Budget	-39,769.77	-35,392.10	-4,377.67	-12.37 %
Total Other Expenses	\$ -456,436.42	\$ -431,225.45	\$ -25,210.97	-5.85 %
NET OTHER INCOME	\$456,436.42	\$431,225.45	\$25,210.97	5.85 %
NET INCOME	\$96,666.22	\$ -17,718.11	\$114,384.33	645.58 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - May, 2024

	TOTAL			
	JAN - MAY, 2024	JAN - MAY, 2023 (PY)	CHANGE	% CHANGE
Income				
Theatre Income				
4000 Ticket Sales Collected	714,244.40	405,327.40	308,917.00	76.21 %
4001 Ticket Sales Due/Paid	-714,244.40	-405,327.40	-308,917.00	-76.21 %
4010 Facility Rental - Theatre	50,235.03	25,909.65	24,325.38	93.89 %
40200 Ticket Processing Fees	124.74	2,384.34	-2,259.60	-94.77 %
40201 Mailing Fee		435.00	-435.00	-100.00 %
40202 Phone Order Convenience Fee		632.00	-632.00	-100.00 %
40203 Historical Facility Fee	50,204.00	35,496.50	14,707.50	41.43 %
40204 Box Office Fee	36,460.50	18,064.18	18,396.32	101.84 %
40205 Blended Ticket Transaction Fee	24,378.48	19,297.23	5,081.25	26.33 %
40206 Web Ticket Fees	71,265.30	48,695.50	22,569.80	46.35 %
40208 Convenience Fees	60,006.05	37,273.00	22,733.05	60.99 %
Total 40200 Ticket Processing Fees	242,439.07	162,277.75	80,161.32	49.40 %
4050 Equipment Rental	12,859.50	9,250.00	3,609.50	39.02 %
4060 Outside Lighting & Advertising	0.00	450.00	-450.00	-100.00 %
4070 Catering	500.00	0.00	500.00	
4080 Concessions Commissions	315.50		315.50	
4090 Merchandise Commissions	5,136.04	1,301.00	3,835.04	294.78 %
4140 Miscellaneous Income	8,144.44	3,229.38	4,915.06	152.20 %
Event Labor				
4030 Stagehands, Etc.	26,479.43	17,679.50	8,799.93	49.77 %
4040 Front of House	13,695.56	9,407.41	4,288.15	45.58 %
Total Event Labor	40,174.99	27,086.91	13,088.08	48.32 %
Non-Ticketed Event Revenue				
41314 Crystal Ballroom Events	76,690.49	58,749.01	17,941.48	30.54 %
Total Non-Ticketed Event Revenue	76,690.49	58,749.01	17,941.48	30.54 %
Total Theatre Income	436,495.06	288,253.70	148,241.36	51.43 %
Total Income	\$436,495.06	\$288,253.70	\$148,241.36	51.43 %
Cost of Goods Sold				
Cost of Sales				
5025 Merchant Ticket Fees	15,147.00	24,623.75	-9,476.75	-38.49 %
5030 Ticket CC Processing Expense	39,765.97	19,979.68	19,786.29	99.03 %
5035 Merchant Account Fees	-33,132.94	-1,796.96	-31,335.98	-1,743.83 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - May, 2024

	TOTAL			
	JAN - MAY, 2024	JAN - MAY, 2023 (PY)	CHANGE	% CHANGE
Direct Labor - Events				
5050 Stage Labor	28,544.46	27,769.15	775.31	2.79 %
5060 Front of House Labor	11,225.36	7,622.99	3,602.37	47.26 %
Total Direct Labor - Events	39,769.82	35,392.14	4,377.68	12.37 %
Total Cost of Sales	61,549.85	78,198.61	-16,648.76	-21.29 %
Total Cost of Goods Sold	\$61,549.85	\$78,198.61	\$ -16,648.76	-21.29 %
GROSS PROFIT	\$374,945.21	\$210,055.09	\$164,890.12	78.50 %
Expenses				
City Accts by Submission Date				
Capital Outlay				
4420400 Building & Structure	3,975.00	16,454.38	-12,479.38	-75.84 %
4440100 Furniture & Fixtures		45,134.32	-45,134.32	-100.00 %
4440500 Other Equipment-Capital Expense	33,720.42		33,720.42	
Total Capital Outlay	37,695.42	61,588.70	-23,893.28	-38.79 %
Other Services/Charges				
3472100 Patron Ticket Refunds	214.00		214.00	
4310400 Professional Services	19,384.75	10,025.00	9,359.75	93.36 %
4320300 Travel	4,446.79	301.74	4,145.05	1,373.72 %
4320400 Telephone/Communications	9,992.88	8,911.25	1,081.63	12.14 %
4330300 Advertising/Marketing	19,348.51	31,931.70	-12,583.19	-39.41 %
4330301 Promotions	235.67	161.43	74.24	45.99 %
4350100 Electricity	59,297.96	50,922.84	8,375.12	16.45 %
4350200 Natural Gas	8,104.13	8,921.88	-817.75	-9.17 %
4350400 Water & Sewer	1,365.47	1,279.66	85.81	6.71 %
4360100 Repairs & Maintenance-Building	24,493.94	16,778.44	7,715.50	45.98 %
4370200 Equipment Leases	207.25	392.47	-185.22	-47.19 %
4390200 Postage	523.56	744.66	-221.10	-29.69 %
4390300 Subscriptions	2,007.40	2,454.00	-446.60	-18.20 %
4390800 Memberships & Dues	1,636.00	1,060.88	575.12	54.21 %
4390910 Education	13,194.19	6,905.00	6,289.19	91.08 %
4390912 Contract Services	516.00		516.00	
Total Other Services/Charges	164,968.50	140,790.95	24,177.55	17.17 %

The Lerner Theatre

P&L - Total Theatre - Detailed Comparison

January - May, 2024

	TOTAL			
	JAN - MAY, 2024	JAN - MAY, 2023 (PY)	CHANGE	% CHANGE
Personnel Services				
4110130 Full Time	330,452.43	290,543.40	39,909.03	13.74 %
4110150 Part Time	56,321.25	43,801.71	12,519.54	28.58 %
4110160 Overtime Wages	232.57	209.31	23.26	11.11 %
4130100 Employer's Social Security	23,190.31	19,831.82	3,358.49	16.93 %
4130200 Employer's Medicare	5,423.58	4,638.15	785.43	16.93 %
4130300 Employer's PERF	46,383.63	40,154.51	6,229.12	15.51 %
4130500 Employer's Group & Life	47,935.01	42,197.43	5,737.58	13.60 %
Total Personnel Services	509,938.78	441,376.33	68,562.45	15.53 %
Supplies				
4210200 Stationary & Print	91.30	378.25	-286.95	-75.86 %
4210500 Office Supplies	798.08	813.25	-15.17	-1.87 %
4220150 Operating Supplies	8,557.77	3,066.73	5,491.04	179.05 %
4220310 Household, Laundry	4,499.96	3,964.60	535.36	13.50 %
4230200 Repair Parts	1,196.55	2,594.91	-1,398.36	-53.89 %
4230300 Small Tools/Minor Equipment	6,969.05	4,424.93	2,544.12	57.50 %
Total Supplies	22,112.71	15,242.67	6,870.04	45.07 %
Total City Accts by Submission Date	734,715.41	658,998.65	75,716.76	11.49 %
Total Expenses	\$734,715.41	\$658,998.65	\$75,716.76	11.49 %
NET OPERATING INCOME	\$ -359,770.20	\$ -448,943.56	\$89,173.36	19.86 %
Other Expenses				
5000000 City Contribution Toward Budget	-416,666.65	-395,833.35	-20,833.30	-5.26 %
99998 Show Labor Exp Incl in Budget	-39,769.77	-35,392.10	-4,377.67	-12.37 %
Total Other Expenses	\$ -456,436.42	\$ -431,225.45	\$ -25,210.97	-5.85 %
NET OTHER INCOME	\$456,436.42	\$431,225.45	\$25,210.97	5.85 %
NET INCOME	\$96,666.22	\$ -17,718.11	\$114,384.33	645.58 %

The Lerner Theatre

Budget vs. Actuals: FY_2024 - FY24 P&L

January - May, 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	3,975.00	83,333.35	-79,358.35
4440100 Furniture & Fixtures		1,364.60	-1,364.60
4440500 Other Equipment-Capital Expense	33,720.42	38,360.50	-4,640.08
Total Capital Outlay	37,695.42	123,058.45	-85,363.03
Other Services/Charges			
4310400 Professional Services	19,384.75	17,791.65	1,593.10
4320300 Travel	4,446.79	5,708.35	-1,261.56
4320400 Telephone/Communications	9,992.88	10,477.50	-484.62
4330300 Advertising/Marketing	19,348.51	29,233.35	-9,884.84
4330301 Promotions	235.67	2,083.35	-1,847.68
4340200 Liability Insurance		23,458.35	-23,458.35
4350100 Electricity	59,297.96	56,650.00	2,647.96
4350200 Natural Gas	8,104.13	8,479.15	-375.02
4350400 Water & Sewer	1,365.47	1,466.65	-101.18
4360100 Repairs & Maintenance-Building	24,493.94	65,832.50	-41,338.56
4360200 Equipment Repair		833.35	-833.35
4370200 Equipment Leases	207.25	1,333.35	-1,126.10
4390200 Postage	523.56	583.35	-59.79
4390300 Subscriptions	2,007.40	1,234.15	773.25
4390800 Memberships & Dues	1,636.00	722.90	913.10
4390900 Other Services & Charges	0.00	20,833.35	-20,833.35
4390910 Education	13,194.19	12,729.15	465.04
4390912 Contract Services	516.00	3,708.35	-3,192.35
4390930 Processing Fees		21,250.00	-21,250.00
Total Other Services/Charges	164,754.50	284,408.80	-119,654.30
Personnel Services			
4110130 Full Time	330,452.43	355,500.00	-25,047.57
4110150 Part Time	56,321.25	94,166.65	-37,845.40
4110160 Overtime Wages	232.57	2,416.65	-2,184.08
4130100 Employer's Social Security	23,190.31	28,041.65	-4,851.34
4130200 Employer's Medicare	5,423.58	6,583.35	-1,159.77
4130300 Employer's PERF	46,383.63	51,583.35	-5,199.72
4130500 Employer's Group & Life	47,935.01	63,500.00	-15,564.99
Total Personnel Services	509,938.78	601,791.65	-91,852.87
Supplies			
4210200 Stationary & Print	91.30	395.85	-304.55

The Lerner Theatre

Budget vs. Actuals: FY_2024 - FY24 P&L

January - May, 2024

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
4210500 Office Supplies	798.08	1,875.00	-1,076.92
4220150 Operating Supplies	8,557.77	11,158.25	-2,600.48
4220310 Household, Laundry	4,499.96	3,958.35	541.61
4230200 Repair Parts	1,196.55	1,750.00	-553.45
4230300 Small Tools/Minor Equipment	6,969.05	8,166.65	-1,197.60
Total Supplies	22,112.71	27,304.10	-5,191.39
Total City Accts by Submission Date	734,501.41	1,036,563.00	-302,061.59
Total Expenses	\$734,501.41	\$1,036,563.00	\$ -302,061.59
NET OPERATING INCOME	\$ -734,501.41	\$ -1,036,563.00	\$302,061.59
Other Expenses			
5000000 City Contribution Toward Budget	-416,666.65	-416,666.65	0.00
Total Other Expenses	\$ -416,666.65	\$ -416,666.65	\$0.00
NET OTHER INCOME	\$416,666.65	\$416,666.65	\$0.00
NET INCOME	\$ -317,834.76	\$ -619,896.35	\$302,061.59

The Lerner Theatre
Emporium Presents: Brad Williams 2024
All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	71,282.95
4001 Ticket Sales Due/Paid	-71,282.95
4010 Facility Rental - Theatre	2,000.00
40200 Ticket Processing Fees	-1,032.85
40203 Historical Facility Fee	4,767.00
40204 Box Office Fee	3,914.15
40205 Blended Ticket Transaction Fee	134.90
40206 Web Ticket Fees	9,721.20
40208 Convenience Fees	7,945.00
Total 40200 Ticket Processing Fees	25,449.40
4050 Equipment Rental	1,050.00
4140 Miscellaneous Income	634.05
Event Labor	
4030 Stagehands, Etc.	758.00
4040 Front of House	935.00
Total Event Labor	1,693.00
Total Theatre Income	30,826.45
Total Income	\$30,826.45
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	2,383.50
5030 Ticket CC Processing Expense	3,597.33
Direct Labor - Events	
5050 Stage Labor	604.61
5060 Front of House Labor	674.47
Total Direct Labor - Events	1,279.08
Total Cost of Sales	7,259.91
Total Cost of Goods Sold	\$7,259.91
GROSS PROFIT	\$23,566.54
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$23,566.54
NET INCOME	\$23,566.54

The Lerner Theatre
 Friends of the Lerner: Chasing Choo Choos
 All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	842.50
4001 Ticket Sales Due/Paid	-842.50
4010 Facility Rental - Theatre	300.00
40200 Ticket Processing Fees	0.00
40203 Historical Facility Fee	300.00
40204 Box Office Fee	25.28
40206 Web Ticket Fees	40.00
40208 Convenience Fees	250.00
Total 40200 Ticket Processing Fees	615.28
Event Labor	
4030 Stagehands, Etc.	181.95
4040 Front of House	191.64
Total Event Labor	373.59
Total Theatre Income	1,288.87
Total Income	\$1,288.87
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	150.00
5030 Ticket CC Processing Expense	40.13
Direct Labor - Events	
5050 Stage Labor	329.36
5060 Front of House Labor	206.31
Total Direct Labor - Events	535.67
Total Cost of Sales	725.80
Total Cost of Goods Sold	\$725.80
GROSS PROFIT	\$563.07
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$563.07
NET INCOME	\$563.07

The Lerner Theatre

ECS: Fiesta Sinfonica

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	5,679.00
4001 Ticket Sales Due/Paid	-5,679.00
4010 Facility Rental - Theatre	1,274.00
40200 Ticket Processing Fees	142.80
40203 Historical Facility Fee	1,224.00
40204 Box Office Fee	283.95
40205 Blended Ticket Transaction Fee	270.15
40206 Web Ticket Fees	254.95
40208 Convenience Fees	560.00
Total 40200 Ticket Processing Fees	2,735.85
4050 Equipment Rental	975.00
4140 Miscellaneous Income	346.80
Event Labor	
4030 Stagehands, Etc.	954.00
4040 Front of House	280.00
Total Event Labor	1,234.00
Total Theatre Income	6,565.65
Total Income	\$6,565.65
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	612.00
5030 Ticket CC Processing Expense	270.15
Direct Labor - Events	
5050 Stage Labor	886.16
5060 Front of House Labor	242.12
Total Direct Labor - Events	1,128.28
Total Cost of Sales	2,010.43
Total Cost of Goods Sold	\$2,010.43
GROSS PROFIT	\$4,555.22
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$4,555.22
NET INCOME	\$4,555.22

The Lerner Theatre
Marian High School Graduation 2024
All Dates

	TOTAL
Income	
Theatre Income	
4010 Facility Rental - Theatre	6,500.00
4050 Equipment Rental	700.00
4140 Miscellaneous Income	300.00
Event Labor	
4030 Stagehands, Etc.	780.00
4040 Front of House	540.00
Total Event Labor	1,320.00
Total Theatre Income	8,820.00
Total Income	\$8,820.00
Cost of Goods Sold	
Cost of Sales	
Direct Labor - Events	
5050 Stage Labor	835.34
5060 Front of House Labor	477.07
Total Direct Labor - Events	1,312.41
Total Cost of Sales	1,312.41
Total Cost of Goods Sold	\$1,312.41
GROSS PROFIT	\$7,507.59
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$7,507.59
NET INCOME	\$7,507.59

The Lerner Theatre

Premier Arts: Matilda

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	26,469.00
4001 Ticket Sales Due/Paid	-26,469.00
4010 Facility Rental - Theatre	1,925.00
40200 Ticket Processing Fees	473.55
40203 Historical Facility Fee	4,059.00
40204 Box Office Fee	1,323.45
40206 Web Ticket Fees	1,264.70
40208 Convenience Fees	2,711.60
Total 40200 Ticket Processing Fees	9,832.30
4140 Miscellaneous Income	612.75
Event Labor	
4030 Stagehands, Etc.	1,358.00
4040 Front of House	1,212.00
Total Event Labor	2,570.00
Total Theatre Income	14,940.05
Total Income	\$14,940.05
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	2,029.50
5030 Ticket CC Processing Expense	1,122.85
Direct Labor - Events	
5050 Stage Labor	2,901.68
5060 Front of House Labor	1,072.20
Total Direct Labor - Events	3,973.88
Total Cost of Sales	7,126.23
Total Cost of Goods Sold	\$7,126.23
GROSS PROFIT	\$7,813.82
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$7,813.82
NET INCOME	\$7,813.82

The Lerner Theatre
Oaklawn's Got Talent 5/10/24
All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	1,601.00
4001 Ticket Sales Due/Paid	-1,601.00
4010 Facility Rental - Theatre	1,274.00
40200 Ticket Processing Fees	64.75
40203 Historical Facility Fee	555.00
40204 Box Office Fee	430.05
40205 Blended Ticket Transaction Fee	108.19
40206 Web Ticket Fees	204.00
40208 Convenience Fees	740.00
Total 40200 Ticket Processing Fees	2,101.99
4050 Equipment Rental	1,075.00
4140 Miscellaneous Income	420.30
Event Labor	
4030 Stagehands, Etc.	1,626.00
4040 Front of House	480.00
Total Event Labor	2,106.00
Total Theatre Income	6,977.29
Total Income	\$6,977.29
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	277.50
5030 Ticket CC Processing Expense	108.19
Direct Labor - Events	
5050 Stage Labor	1,533.47
5060 Front of House Labor	422.09
Total Direct Labor - Events	1,955.56
Total Cost of Sales	2,341.25
Total Cost of Goods Sold	\$2,341.25
GROSS PROFIT	\$4,636.04
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$4,636.04
NET INCOME	\$4,636.04

The Lerner Theatre
 Shout! Entertainment: Saxon & Uriah
 All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	23,106.30
4001 Ticket Sales Due/Paid	-23,106.30
4010 Facility Rental - Theatre	1,265.00
40200 Ticket Processing Fees	-239.20
40203 Historical Facility Fee	1,104.00
40204 Box Office Fee	1,205.72
40206 Web Ticket Fees	3,241.00
40208 Convenience Fees	2,719.00
Total 40200 Ticket Processing Fees	8,030.52
4050 Equipment Rental	475.00
4140 Miscellaneous Income	6.75
Event Labor	
4030 Stagehands, Etc.	1,652.00
4040 Front of House	446.25
Total Event Labor	2,098.25
Total Theatre Income	11,875.52
Total Income	\$11,875.52
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	552.00
5030 Ticket CC Processing Expense	1,201.62
Direct Labor - Events	
5050 Stage Labor	1,291.45
5060 Front of House Labor	334.63
Total Direct Labor - Events	1,626.08
Total Cost of Sales	3,379.70
Total Cost of Goods Sold	\$3,379.70
GROSS PROFIT	\$8,495.82
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$8,495.82
NET INCOME	\$8,495.82

The Lerner Theatre

Crystal Ballroom Catering: Mother's Day Brunch

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	16,484.00
4001 Ticket Sales Due/Paid	-16,484.00
40200 Ticket Processing Fees	157.15
40203 Historical Facility Fee	1,347.00
40204 Box Office Fee	1,174.20
40206 Web Ticket Fees	1,950.50
40208 Convenience Fees	1,122.50
Total 40200 Ticket Processing Fees	5,751.35
4140 Miscellaneous Income	0.30
Total Theatre Income	5,751.65
Total Income	\$5,751.65
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	673.50
5030 Ticket CC Processing Expense	776.64
Total Cost of Sales	1,450.14
Total Cost of Goods Sold	\$1,450.14
GROSS PROFIT	\$4,301.51
Expenses	
Hourly Costs	0.00
Total Expenses	\$0.00
NET OPERATING INCOME	\$4,301.51
NET INCOME	\$4,301.51

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.

July 8

,2024



JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$34,023.40** 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 JULY 2024 BY:

PRESIDENT

GARY BOYN

VICE PRESIDENT

DINA HARRIS

TREASURER

DALLAS BERGL

MEMBER

ASHLEY MARTIN

MEMBER

DIANA LAWSON

MEMBER

JAMIE ARCE

MEMBER

CARRIE BERGHOFF

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Lerner Theatre Board Report

July 2024

DIRECTOR OF EVENTS

PREPARED BY: SARAH MACER

Activity (July-September)	As % of 90 days	
32 Events	36%	Activity in theatre
11 Ticketed Events	12%	Ticketed events
15 Non-Ticketed Events	17%	Non-Ticketed events
6 Rehearsal Dates	7%	Rehearsal Space

Compare to 2023 Board Report Ticketed Events: 14

Compare to 2023 Board Report Non-Ticketed Events +Rehearsals: 14

- June was an incredibly busy month for us in the theatre from dance recitals to a sold out show to our annual Jazz Festival. We had a great turnout for this Jazz Fest with a lot of people coming downtown followed by Premier Arts hosting their 16th annual Best of Broadway Camp. Included in that last week of June we had our free Lunchtime Live concert with the ever entertaining Celia Weiss and kicked off our 2024 Lerner on the Lawn series with a great turnout of over 500 guests on the green to come watch a free Taylor Swift cover band.
- I'm grateful for some down time in the theatre so we can start to talk through plans for our 100 year Celebration, organize our Annual Volunteer Banquet where we honor our amazing Volunteers and, finally, working with the Controller's Office on the upcoming budget.

Accomplished in June:

- Calendar updates are complete and the Facility Occupancy numbers were sent off to the other city departments for life safety of everyone visiting The Lerner.
- Another successful Jazz Fest wrapped up and it's always a great weekend. It was nice to see so many people around the building and around downtown. We love working with Ben and Jazz Fest committee and it was great to catch up with everyone.
- I am still working on facilitating shows with Deen and the team. We have been working on streamlining the process from build to closing so everyone is on the same page and working with promoters to the details in place for their events in the building.
- Per usual; Show Closings sheets have been completed for each show thanks to Brittany and Tristin with the negotiated terms from the builds. The closing schedule for the month was sent to KL for easier closings of shows.

Updates for July:

Lerner on the Lawn:

We had our first Lerner on the Lawn and it was wonderful to see all of the food vendors and people downtown. We guesstimated there to be around 500-600 people that enjoyed our Taylor Swift cover band. It was a great night for the concert and everyone seemed to have an amazing time. We're hoping to have some new food vendors come in for July's show and are working with Premier Arts and Art Walk to make sure it's got something for everyone.

Event Planning:

July is slow, thank Thor, and so it's a good time to play catch up and work through some of the processes we have in place to make everything run smoother. We're still working through some steps with Ticketmaster and hope to clear up some SOPs and other procedures so we can better serve the community.

Volunteer Banquet:

With the slower month, we're hoping to get a lot of details in place for our annual banquet. We've officially picked a date; August 21st and will be working on sending out more details as we get things planned. Peer Committee has been working on a few things and we're excited that it's our 100 year and can't wait to show our appreciation to all of our amazing Volunteers. We'll be meeting this month to get those details in place and hope to see you all there.

TECHNICAL AND FACILITIES DIRECTOR

PREPARED BY: DEEN TUGGLE

June was a busy month as always. We had a wide variety of events from local dance recitals, national tours, the annual Elkhart Jazz Festival, and Premier Arts' theatre camp. We also helped facilitate a ballroom event for the Lincoln Highway Association. There were also some changes at The Lerner, but nevertheless, we overcame them. I have also been asked to step up and assist Sarah in the interim. We've been working on making sure everything keeps flowing and the team feels supported during this time. We've also made some upgrades to our dressing room and concessions signage to make the process more streamlined. Also, we've finally been able to get everything in order with our Ticketmaster system thanks to City IT and the TM network team. I am looking forward to the upcoming production of Oklahoma with a live horse crossing the stage!

Accomplished in June:

- Ballroom tech support.
- Signage updates.
- Ticketmaster finalization.

Upcoming tasks:

- Horse wrangling.
- Elco sign restoration beginning.
- Preventative maintenance.

OPERATIONS MANAGER

PREPARED BY: WAYNE NEFF

Overview June

Hired a Facility manager worked on with WMI and Johnson controls and better controls for the A/C in the building. Hired are second part time service person. Jazz fest was very buys and Lerner on the lawn.

Accomplished in June:

- Repaired roof top unit and had to add Refrigerant to the unit
- cleaned all the coils on all the units
- power washed the outdoor sidewalks and resealed them

Upcoming Tasks

- training and help new facility manager
- will have to repower wash the side walk again and seal it
- checking on upgrades to the bath rooms toilets and urinals

COMMUNICATIONS & MARKETING COORDINATOR

PREPARED BY: JENNA BROUILLETTE

This past month has been one of the busiest months I've had here! We kicked off June with a weekend that welcomed nearly 5,000 people into the building for Brad Williams, Marian High School Graduation, and Epic Dance Studios. We also celebrated summer with the start of Food Truck Fridays at The Lerner Theatre – which has been met with great enthusiasm from the community. A few weeks in, we were asked to transition the series to a different day of the week, so we are continuing for the remainder of the summer with *Tasty Tuesdays* with the goal of bringing more people downtown to shop, eat, and play.

In June, we kept busy with events such as Aaron Lewis, Big Bad Voodoo Daddy, Conservatory of Dance, and of course, the 36th Annual Jazz Festival in Downtown Elkhart. We closed the month indoors with a fantastic LunchtimeLive with Celia Weiss in conjunction with a historical tour with over 100 guests, and PA's Best of Broadway Summer Camp.

This month also held the kickoff of one of my favorite annual series', Lerner on the Lawn. Our partnership with Premier Arts' Elkhart Artwalk and the downtown merchants made for quite an evening of Swifties fun, and I can't wait to see the series flourish in the remaining months. I wrote it last month, but I want to reiterate that I am incredibly excited this series and the community it works to build in Downtown Elkhart.

An exciting temporary addition to the Lerner Marketing team starting this month was Jacob Livingston! Jacob comes to us from Bethel University in Mishawaka studying Marketing and Theatre Arts. He is interning with us for the summer, and has been working on projects related to Historical documentation and organization, website review, and social media strategy and content.

With Michelle’s departure, we’re definitely entering a period of transition as we look toward the next several months. I personally will miss her mentorship and entrepreneurship in Marketing/Media efforts, especially as we develop plans for our 100th anniversary celebrations.

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

	April 2024	May 2024	June 2024	1-Month Change
Total Audience	36,798	36,932	36,347	0.6% Increase
Total Impressions	621,507	777,487	828,948	6.6% Increase
Total Engagement	19,713	23,497	28,159	36.9% Increase

Additional Social Context: At the beginning of the month, The City of Elkhart announced the following regarding meetings and social platforms. “The City of Elkhart utilizes its Facebook pages to share information and engage with our constituents. We will continue to use all city pages with that goal in mind, however, commenting on future posts will not be allowed.”

As a City-Owned building, this policy affects our pages as well, effectively impacting show announcements, promotions, information sharing, and interaction with patrons (positive or negative). We are currently navigating this constraint and anticipate challenges to our engagement data in the coming months as this limits engagement with our posts.

Done in June

- Jazz Fest! – Marketing and socials as well as management for shows
- Started our weekly food truck events!
- Brainstormed 100th anniversary ideas for our upcoming celebration

Goals for July

- Work with Holly to update our website and create a more comprehensive accessibility page for the Lerner Website
- Distribute the Year in Review and Community Update for the year
- Work with downtown merchants to generate more excitement for Nashville Crush and Elkhart Artwalk’s “Boot Scootin’ Boogie”

MEDIA SPECIALIST

PREPARED BY: HOLLY COWAN

The month of June has been busy with show announces and performances. In the last couple weeks we've received information about 7 different upcoming shows and announces which is super exciting!

The schedule of performances has also been busy as we've had some big headliner acts and it was also my very first Elkhart Jazz Festival. The majority of my time this month has been spent floor managing during these performances and trying to get as many photos as possible to use for social posts and upcoming advertising.

The end of June is also marking our first concert from the Lerner on the Lawn series which I was very excited about. The event seemed to be a big hit and had a great turn out! I'm eager to start assisting with some additional graphics and ideas for the next Lerner on the Lawn event.

Accomplishments in June

- Alternate LOTL graphics for concerts
- Working on graphics and announce emails for upcoming shows
- Floor managing and event photography
- Began working on an audit of The Lerner Website and Friends of the Lerner Website

Upcoming Goals for July

- Create a new page for the website about our accessibility offerings
- New page for the website about artwork on display in The Lerner
- Finalize 2023 Year End Review documents
- Ongoing – update The Lerner Website and Friends of The Lerner Website

BOX OFFICE MANAGER

PREPARED BY: TRISTIN TUBBS

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
6/1/2024	2:00 PM	Epic Dance: In our Epic Era	5/14/2024	35	\$840.00	\$105.00	\$945.00
6/1/2024	7:30 PM	Epic Dance: In our Epic Era	5/14/2024	79	\$1,890.50	\$237.00	\$2,127.50
6/8/2024	10:00 AM	Conservatory of Dance Annual School Concert	4/3/2024	163	\$3,236.10	\$489.00	\$3,725.10

6/9/2024	10:00 AM	Spring Bravo Bash	4/3/2024	242	\$2,764.00	\$726.00	\$3,490.00
6/12/2024	7:00 PM	Aaron Lewis the American Patriot Tour	1/25/2024	70	\$6,176.00	\$210.00	\$6,386.00
6/14/2024	8:00 PM	Big Bad VooDoo Daddy	4/8/2024	199	\$9,509.00	\$597.00	\$10,106.00
6/20/2024	5:00 PM	Elkhart Jazz Fest Wellfield	4/12/2024	28	\$336.00	\$84.00	\$420.00
6/20/2024	5:00 PM	Elkhart Jazz Fest Top Brass	4/12/2024	4	\$1,588.00	\$12.00	\$1,600.00
6/20/2024	5:00 PM	Elkhart Jazz Fest Weekend Pass	4/12/2024	160	\$14,640.00	\$480.00	\$15,120.00
6/21/2024	8:00 PM	Keb' Mo'	3/15/2024	529	\$32,371.50	\$1,587.00	\$33,958.50
6/21/2024	5:00 PM	Elkhart Jazz Fest Friday Pass	4/12/2024	41	\$1,537.50	\$123.00	\$1,660.50
6/22/2024	8:00 PM	Count Basie	3/15/2024	653	\$33,158.00	\$1,959.00	\$35,117.00
6/22/2024	1:00 PM	Elkhart Jazz Fest Saturday Pass	4/12/2024	139	\$7,629.50	\$417.00	\$8,046.50
6/23/2024	10:30 AM	Elkhart Jazz Fest Sunday Brunch	4/12/2024	125	\$5,312.50	\$375.00	\$5,687.50
6/29/2024	2:00 PM	Best of Broadway	4/25/2024	263	\$2,249.00	\$789.00	\$3,038.00
7/19/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	74	\$1,554.00	\$222.00	\$1,776.00
7/20/2024	2:00 PM	Premier Arts: Oklahoma! All-Youth Performance	1/1/2024	137	\$192.00	\$411.00	\$603.00
7/20/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	47	\$977.00	\$141.00	\$1,118.00
7/21/2024	2:00 PM	Premier Arts: Oklahoma!	1/1/2024	26	\$554.00	\$78.00	\$632.00
8/3/2024	7:30 PM	Evil Woman - The American ELO	5/30/2024	84	\$2,838.00	\$252.00	\$3,090.00
8/16/2024	7:00 PM	The Calvin Richardson Experience	4/17/2024	84	\$7,874.00	\$252.00	\$8,126.00
9/14/2024	8:00 PM	4192: An Evening with Pete Rose Live!	4/1/2024	19	\$1,105.00	\$57.00	\$1,162.00
9/27/2024	8:00 PM	Home Free - Crazy(er) Life Tour	6/21/2024	181	\$12,236.45	\$543.00	\$12,779.45
10/5/2024	7:00 PM	The Voices of Rock Radio	4/12/2024	13	\$696.00	\$39.00	\$735.00
10/6/2024	7:00 PM	The Mersey Beatles	4/23/2024	6	\$274.00	\$18.00	\$292.00
10/18/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	1	\$22.00	\$3.00	\$25.00
10/19/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	3	\$40.00	\$9.00	\$49.00
10/23/2024	6:00 PM	Sesame Street Live! - Say Hello	6/28/2024	174	\$9,435.00	\$522.00	\$9,957.00
10/25/2024	7:30 PM	Judy Collins	6/21/2024	193	\$11,087.75	\$579.00	\$11,666.75
11/2/2024	2:00 PM	Finding Nemo Jr	3/27/2024	8	\$117.00	\$24.00	\$141.00
11/7/2024	7:00 PM	World Ballet Series: Swan Lake	4/2/2024	61	\$3,888.00	\$183.00	\$4,071.00

11/9/2024	7:00 PM	Ginger Billy	6/21/2024	303	\$13,337.00	\$909.00	\$14,246.00
11/23/2024	7:00 PM	Joe Gatto: Let's Get Into It	6/21/2024	367	\$19,621.75	\$1,101.00	\$20,722.75
12/5/2024	7:00 PM	Charlie Berens: Good Old Fashioned Tour	6/21/2024	449	\$20,371.00	\$1,347.00	\$21,718.00
12/6/2024	7:30 PM	The Rat Pack is Back for The Holidays	3/1/2024	8	\$516.00	\$24.00	\$540.00
12/14/2024	2:00 PM	Premier Arts: Elf the Musical All-Youth Performance	1/1/2024	9	\$159.00	\$27.00	\$186.00
12/14/2024	7:30 PM	Premier Arts: Elf the Musical	1/1/2024	7	\$137.00	\$21.00	\$158.00
12/15/2024	2:00 PM	Premier Arts: Elf the Musical	1/1/2024	10	\$194.00	\$30.00	\$224.00

Total Ticket Revenue	\$245,445.55
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Box Office Manager Accomplishments for June 2024

- Successfully hosted the most successful Jazz Fests since COVID
- Started a new Operations Manual for the Box Office - hoping to have a meeting soon to go over new additions to help with unparalleled Customer Service and Ticketmaster operations
- With the help of Deen Tuggle, City IT, and our TM reps, we have successfully set up our credit card machines for our Patrons!

Box Office Assistant Accomplishment for June 2024

- Create a new procedure for Box Office Audits to be completed in a timely manner

Box Office Manager Goals for July 2024

- Hire one to two more Part-Time Team Members
- Continue to complete the SOPs for a new Box Office Operations Manual and put everything together
- Schedule a Box Office meeting to coincide with the new Operations Manual
- Start discussions on our Annual Part-Time Christmas Party

Box Office Assistant Goals for July 2024

- Help to have another successful Jazz Fest

LERNER SERVICES COORDINATOR

PREPARED BY: DIANA GALVES

June was a busy month for Lerner services with performances in the theatre and Ballroom.

Accomplished in June:

- Beginning of June Lerner services spot shampooed/vacuumed Ballroom carpet.
- We cleaned and trimmed the hand held brooms, dust pans, and trash cans used at end of show clean-up by Ushers and Lerner staff.
- With the different Performances, Events, and Jazz Fest Lerner services worked on keeping the theatre auditorium/balcony, Main floor lobbies, bathrooms, Ballroom/Cittadine room lobbies, bathrooms, and all the 4 Dressing rooms vacuumed, cleaned, mopped, and filled with toilet paper, hand soap, etc.
- Lerner services prepared the week of Jazz Fest by putting out additional trash receptacles and having needed supplies to maintain the cleanliness of the Lerner for the Performers, patrons, and public.

Upcoming Tasks:

- Working on doing some heavy cleaning in under all bathrooms sinks, hand blowers, toilets, urinals.
- Working on cleaning/degreasing the freight elevator floor and walls.
- Working on cleaning the back of the seats in the auditorium/balcony as well as mopping/vacuuming auditorium/balcony carpets and floors.