

# CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

10:00 a.m., Wednesday, August 14, 2024

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

Meeting Number: 2310 957 9504, Meeting Password: Lerner24  
1-415-655-0001

1. ROLL CALL
2. APPROVE AGENDA
3. MINUTES Regular Meeting July 10, 2024
4. TREASURER'S REPORT
  - Financial Report June 30, 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
  - Fox Valley Contractors, LLC
  - Rackley Restoration
11. PUBLIC PARTICIPATION
12. ADJOURNMENT

LERNER THEATRE BOARD  
Wednesday, July 10, 2024

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

1. AGENDA

On motion by Dina Harris, seconded by Dallas Bergl and carried 6-0, the agenda was approved as presented.

2. MINUTES: Regular Meeting June 12, 2024

On motion by Dallas Bergl, seconded by Dina Harris and carried 6-0, the Board approved the minutes from June 12, 2024.

3. TREASURER'S REPORT

Financials May 31, 2024

Michelle Adams of Kruggel, Lawton and Co. was not in attendance. The May 31, 2024 financial report was submitted to the Board for review. 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 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 \$374,945 which was an increase of \$164,890 from 2023. The YTD net income for all Lerner operations (including City expenses) at the end of the period was \$96,666 which was an improvement of \$114,384 from the net loss on last year's statement of (\$17,718). On budgeted City Operational Expenses alone we were under-budget by \$302,062 year-to-date. On motion by Dina Harris, seconded by Diana Lawson and carried 6-0, the Financials from May 31, 2024 were approved.

Claims

On motion by Dallas Bergl, seconded by Diana Lawson and carried 6-0, the Board approved the claims and allowance docket totaling \$34,023.40 as listed on the register consisting of 4 pages, prepared on July 8, 2024 at 10:20 a.m.

4. CRYSTAL BALLROOM CATERING

Kurt Janowsky attended in person. He reported that June was a fantastic month in the Ballroom. Sales are up \$120,000 over a year ago. YTD is \$475,000 compared to \$352,000 in 2023. The Ballroom is pacing on a record year and they are hopeful it will continue. Gary thanked him and said keep up the good work!

5. DIRECTOR OF EVENTS REPORT

The Director of Events Report has been inserted in the minutes as presented.

**DIRECTOR OF EVENTS**

PREPARED BY: SARAH MACER

**Activity (July-September)**

<b>32 Events</b>
<b>11 Ticketed Events</b>
<b>15 Non-Ticketed Events</b>
<b>6 Rehearsal Dates</b>

**As % of 90 days**

36%	<b>Activity in theatre</b>	
12%	<b>Ticketed events</b>	
17%	<b>Non-Ticketed events</b>	
7%	<b>Rehearsal Space</b>	



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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 16<sup>th</sup> 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.

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**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 21<sup>st</sup> 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 busy 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



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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 36<sup>th</sup> 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 100<sup>th</sup> 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

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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



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- 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!	1/1/2024	137	\$192.00	\$411.00	\$603.00

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		All-Youth Performance					
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

<b>Total Ticket Revenue</b>	<b>\$245,445.55</b>
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Box Office Manager Accomplishments for June 2024



## LERNER THEATRE BOARD

Wednesday, July 10, 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.

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- 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.

6. ADJOURNMENT

On motion by Dina Harris, seconded by Dallas Bergl and carried 6-0, the Lerner Theatre Governing Board was adjourned at 10:21 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 June 30, 2024 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending June 30, 2024.

The net income from theatre operations only (shown as Gross Profit) at the end of the period is \$494,735, which is an increase of \$232,485 from the Gross Profit on last year's statement of \$262,250.

The year-to-date net income for all Lerner operations (including city expenses) at the end of the period is \$135,775 which is an improvement of \$204,786 from the net loss on last year's statement of (\$69,011).

On budgeted city Operational Expenses alone are under-budget by \$333,736 year-to-date.

Total Operational Expenses of \$910,139 were covered by a City contribution of \$364,225 (40%) and a Lerner contribution of \$545,915 (60%). This compares with last year's City contribution of 64% and the Lerner's contribution of 36%.

There were 13 shows and events in June that generated the following profit:

- Aaron Lewis - \$ 27,884.48
- Best of Broadway - \$1,865.06
- Big Bad Voodoo Daddy - \$6,302.43
- Bravo Bash - \$2,940.54
- Conservatory of Dance - \$2,972.39
- Epic Dance - \$11,111.79

Elkhart Jazz Festival Events:

- Connie Han Trio - \$2,866.35
- Keb Mo - \$10,237.79
- Legendary Count Basie Orchestra - \$5,667.57
- Sunday Rental - \$2,357.36
- Sunday Brunch - \$350.47
- Weekend Pass & Top Brass - \$2,127.48
- Wellfield Botanic Garden - \$245.95

# The Lerner Theatre

## Financial Analysis Through June 30, 2024

	<u>2024</u>		<u>2023</u>		<u>Diff</u>
<b><i>City Operational Expenses</i></b>					
Staff & Related	627,032		515,084		111,948
Other	<u>283,107</u>		<u>339,104</u>		<u>(55,997)</u>
Total Expenses to be Covered	910,139		854,188		55,951
Less: City Subsidy (Budgeted)	<u>500,000</u>		<u>475,000</u>		<u>25,000</u>
Net City Operational Expenses	410,139		379,188		30,951
<b><i>Lerner Box Office Operations</i></b>					
Income	572,183		368,614		203,569
COGS	<u>77,448</u>		<u>106,364</u>		<u>(28,916)</u>
Gross Profit (Loss)	494,735		262,250		232,485
Lerner Labor Expense	<u>51,180</u>		<u>47,928</u>		<u>3,252</u>
Lerner Contribution from Operations	545,915		310,177		235,737
<b><i>Additional Subsidy Sources</i></b>					
City Subsidy (Un-Budgeted)	-		69,011		
Lerner Excess Contribution	135,775		-		
<b>How the Operational Expenses Are Covered:</b>					
City Contribution	364,225	40%	544,011	64%	
Lerner Contribution	<u>545,915</u>	60%	<u>310,177</u>	36%	
Total Expenses to be Covered	910,139	100%	854,188	100%	



The Lerner Theatre  
P&L - Total Theatre - Summary Comparison  
January - June, 2024

	TOTAL			
	JAN - JUN, 2024	JAN - JUN, 2023 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	572,182.93	368,613.76	203,569.17	55.23 %
<b>Total Income</b>	<b>\$572,182.93</b>	<b>\$368,613.76</b>	<b>\$203,569.17</b>	<b>55.23 %</b>
Cost of Goods Sold				
Cost of Sales	77,448.06	106,363.81	-28,915.75	-27.19 %
<b>Total Cost of Goods Sold</b>	<b>\$77,448.06</b>	<b>\$106,363.81</b>	<b>\$ -28,915.75</b>	<b>-27.19 %</b>
<b>GROSS PROFIT</b>	<b>\$494,734.87</b>	<b>\$262,249.95</b>	<b>\$232,484.92</b>	<b>88.65 %</b>
Expenses				
City Accts by Submission Date	910,139.49	854,188.24	55,951.25	6.55 %
<b>Total Expenses</b>	<b>\$910,139.49</b>	<b>\$854,188.24</b>	<b>\$55,951.25</b>	<b>6.55 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -415,404.62</b>	<b>\$ -591,938.29</b>	<b>\$176,533.67</b>	<b>29.82 %</b>
Other Expenses				
5000000 City Contribution Toward Budget	-499,999.98	-475,000.02	-24,999.96	-5.26 %
99998 Show Labor Exp Incl in Budget	-51,179.64	-47,927.50	-3,252.14	-6.79 %
<b>Total Other Expenses</b>	<b>\$ -551,179.62</b>	<b>\$ -522,927.52</b>	<b>\$ -28,252.10</b>	<b>-5.40 %</b>
<b>NET OTHER INCOME</b>	<b>\$551,179.62</b>	<b>\$522,927.52</b>	<b>\$28,252.10</b>	<b>5.40 %</b>
<b>NET INCOME</b>	<b>\$135,775.00</b>	<b>\$ -69,010.77</b>	<b>\$204,785.77</b>	<b>296.74 %</b>

# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January - June, 2024

	TOTAL			
	JAN - JUN, 2024	JAN - JUN, 2023 (PY)	CHANGE	% CHANGE
<b>Income</b>				
<b>Theatre Income</b>				
4000 Ticket Sales Collected	963,312.10	495,144.40	468,167.70	94.55 %
4001 Ticket Sales Due/Paid	-963,312.10	-495,144.40	-468,167.70	-94.55 %
4010 Facility Rental - Theatre	61,980.03	36,599.65	25,380.38	69.35 %
40200 Ticket Processing Fees	1,467.49	3,147.64	-1,680.15	-53.38 %
40201 Mailing Fee		643.75	-643.75	-100.00 %
40202 Phone Order Convenience Fee		815.00	-815.00	-100.00 %
40203 Historical Facility Fee	66,005.00	44,490.50	21,514.50	48.36 %
40204 Box Office Fee	49,613.92	23,605.03	26,008.89	110.18 %
40205 Blended Ticket Transaction Fee	24,378.48	23,361.09	1,017.39	4.36 %
40206 Web Ticket Fees	92,566.35	54,895.50	37,670.85	68.62 %
40208 Convenience Fees	80,660.05	45,483.00	35,177.05	77.34 %
<b>Total 40200 Ticket Processing Fees</b>	<b>314,691.29</b>	<b>196,441.51</b>	<b>118,249.78</b>	<b>60.20 %</b>
4050 Equipment Rental	19,734.50	19,270.00	464.50	2.41 %
4060 Outside Lighting & Advertising	0.00	600.00	-600.00	-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	12,835.84	4,858.55	7,977.29	164.19 %
<b>Event Labor</b>				
4030 Stagehands, Etc.	34,231.38	25,750.50	8,480.88	32.93 %
4040 Front of House	21,062.81	14,257.41	6,805.40	47.73 %
<b>Total Event Labor</b>	<b>55,294.19</b>	<b>40,007.91</b>	<b>15,286.28</b>	<b>38.21 %</b>
<b>Non-Ticketed Event Revenue</b>				
41314 Crystal Ballroom Events	101,695.54	69,535.14	32,160.40	46.25 %
<b>Total Non-Ticketed Event Revenue</b>	<b>101,695.54</b>	<b>69,535.14</b>	<b>32,160.40</b>	<b>46.25 %</b>
<b>Total Theatre Income</b>	<b>572,182.93</b>	<b>368,613.76</b>	<b>203,569.17</b>	<b>55.23 %</b>
<b>Total Income</b>	<b>\$572,182.93</b>	<b>\$368,613.76</b>	<b>\$203,569.17</b>	<b>55.23 %</b>
<b>Cost of Goods Sold</b>				
<b>Cost of Sales</b>				
5025 Merchant Ticket Fees	16,821.75	33,347.00	-16,525.25	-49.56 %
5030 Ticket CC Processing Expense	53,908.25	23,976.52	29,931.73	124.84 %
5035 Merchant Account Fees	-44,461.67	962.72	-45,424.39	-4,718.34 %



# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January - June, 2024

	TOTAL			
	JAN - JUN, 2024	JAN - JUN, 2023 (PY)	CHANGE	% CHANGE
5080 Advertising Expense		150.00	-150.00	-100.00 %
Direct Labor - Events				
5050 Stage Labor	35,970.85	36,344.26	-373.41	-1.03 %
5060 Front of House Labor	15,208.88	11,583.31	3,625.57	31.30 %
<b>Total Direct Labor - Events</b>	<b>51,179.73</b>	<b>47,927.57</b>	<b>3,252.16</b>	<b>6.79 %</b>
<b>Total Cost of Sales</b>	<b>77,448.06</b>	<b>106,363.81</b>	<b>-28,915.75</b>	<b>-27.19 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$77,448.06</b>	<b>\$106,363.81</b>	<b>\$ -28,915.75</b>	<b>-27.19 %</b>
<b>GROSS PROFIT</b>	<b>\$494,734.87</b>	<b>\$262,249.95</b>	<b>\$232,484.92</b>	<b>88.65 %</b>
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		52,577.85	-52,577.85	-100.00 %
4440500 Other Equipment-Capital Expense	33,720.42	8,053.11	25,667.31	318.73 %
<b>Total Capital Outlay</b>	<b>37,695.42</b>	<b>77,085.34</b>	<b>-39,389.92</b>	<b>-51.10 %</b>
Other Services/Charges				
4310400 Professional Services	24,064.25	12,203.00	11,861.25	97.20 %
4320300 Travel	4,463.81	974.10	3,489.71	358.25 %
4320400 Telephone/Communications	11,863.43	10,421.09	1,442.34	13.84 %
4330300 Advertising/Marketing	22,807.31	36,929.70	-14,122.39	-38.24 %
4330301 Promotions	235.67	161.43	74.24	45.99 %
4340200 Liability Insurance	28,150.00	56,300.00	-28,150.00	-50.00 %
4350100 Electricity	71,795.16	50,922.84	20,872.32	40.99 %
4350200 Natural Gas	8,345.88	8,921.88	-576.00	-6.46 %
4350400 Water & Sewer	1,611.38	1,279.66	331.72	25.92 %
4360100 Repairs & Maintenance-Building	26,721.80	53,175.69	-26,453.89	-49.75 %
4370200 Equipment Leases	320.56	450.86	-130.30	-28.90 %
4390200 Postage	592.72	825.39	-232.67	-28.19 %
4390300 Subscriptions	2,007.40	3,002.00	-994.60	-33.13 %
4390800 Memberships & Dues	1,636.00	1,185.88	450.12	37.96 %
4390910 Education	13,194.19	7,779.78	5,414.41	69.60 %
4390912 Contract Services	1,044.25		1,044.25	
<b>Total Other Services/Charges</b>	<b>218,853.81</b>	<b>244,533.30</b>	<b>-25,679.49</b>	<b>-10.50 %</b>

# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January - June, 2024

	TOTAL			
	JAN - JUN, 2024	JAN - JUN, 2023 (PY)	CHANGE	% CHANGE
<b>Personnel Services</b>				
4110130 Full Time	409,724.77	338,423.23	71,301.54	21.07 %
4110150 Part Time	68,762.76	51,892.92	16,869.84	32.51 %
4110160 Overtime Wages	412.41	209.31	203.10	97.03 %
4130100 Employer's Social Security	28,768.76	23,147.22	5,621.54	24.29 %
4130200 Employer's Medicare	6,728.26	5,413.53	1,314.73	24.29 %
4130300 Employer's PERF	57,710.22	46,646.52	11,063.70	23.72 %
4130500 Employer's Group & Life	54,925.00	49,351.03	5,573.97	11.29 %
<b>Total Personnel Services</b>	<b>627,032.18</b>	<b>515,083.76</b>	<b>111,948.42</b>	<b>21.73 %</b>
<b>Supplies</b>				
4210200 Stationary & Print	377.28	378.25	-0.97	-0.26 %
4210500 Office Supplies	817.52	1,071.47	-253.95	-23.70 %
4220150 Operating Supplies	9,720.00	3,242.64	6,477.36	199.76 %
4220310 Household, Laundry	6,248.87	4,712.27	1,536.60	32.61 %
4230200 Repair Parts	1,781.63	2,867.86	-1,086.23	-37.88 %
4230300 Small Tools/Minor Equipment	7,612.78	5,213.35	2,399.43	46.02 %
<b>Total Supplies</b>	<b>26,558.08</b>	<b>17,485.84</b>	<b>9,072.24</b>	<b>51.88 %</b>
<b>Total City Accts by Submission Date</b>	<b>910,139.49</b>	<b>854,188.24</b>	<b>55,951.25</b>	<b>6.55 %</b>
<b>Total Expenses</b>	<b>\$910,139.49</b>	<b>\$854,188.24</b>	<b>\$55,951.25</b>	<b>6.55 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -415,404.62</b>	<b>\$ -591,938.29</b>	<b>\$176,533.67</b>	<b>29.82 %</b>
<b>Other Expenses</b>				
5000000 City Contribution Toward Budget	-499,999.98	-475,000.02	-24,999.96	-5.26 %
99998 Show Labor Exp Incl in Budget	-51,179.64	-47,927.50	-3,252.14	-6.79 %
<b>Total Other Expenses</b>	<b>\$ -551,179.62</b>	<b>\$ -522,927.52</b>	<b>\$ -28,252.10</b>	<b>-5.40 %</b>
<b>NET OTHER INCOME</b>	<b>\$551,179.62</b>	<b>\$522,927.52</b>	<b>\$28,252.10</b>	<b>5.40 %</b>
<b>NET INCOME</b>	<b>\$135,775.00</b>	<b>\$ -69,010.77</b>	<b>\$204,785.77</b>	<b>296.74 %</b>



# The Lerner Theatre

Budget vs. Actuals: FY\_2024 - FY24 P&L

January - June, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
<b>Total Income</b>			<b>\$0.00</b>
GROSS PROFIT	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Expenses			
City Accts by Submission Date			
Capital Outlay			
4420400 Building & Structure	3,975.00	100,000.02	-96,025.02
4440100 Furniture & Fixtures		1,637.52	-1,637.52
4440500 Other Equipment-Capital Expense	33,720.42	46,032.60	-12,312.18
<b>Total Capital Outlay</b>	<b>37,695.42</b>	<b>147,670.14</b>	<b>-109,974.72</b>
Other Services/Charges			
4310400 Professional Services	24,064.25	21,349.98	2,714.27
4320300 Travel	4,463.81	6,850.02	-2,386.21
4320400 Telephone/Communications	11,863.43	12,573.00	-709.57
4330300 Advertising/Marketing	22,807.31	35,080.02	-12,272.71
4330301 Promotions	235.67	2,500.02	-2,264.35
4340200 Liability Insurance	28,150.00	28,150.02	-0.02
4350100 Electricity	71,795.16	67,980.00	3,815.16
4350200 Natural Gas	8,345.88	10,174.98	-1,829.10
4350400 Water & Sewer	1,611.38	1,759.98	-148.60
4360100 Repairs & Maintenance-Building	26,721.80	78,999.00	-52,277.20
4360200 Equipment Repair		1,000.02	-1,000.02
4370200 Equipment Leases	320.56	1,600.02	-1,279.46
4390200 Postage	592.72	700.02	-107.30
4390300 Subscriptions	2,007.40	1,480.98	526.42
4390800 Memberships & Dues	1,636.00	867.48	768.52
4390900 Other Services & Charges	0.00	25,000.02	-25,000.02
4390910 Education	13,194.19	15,274.98	-2,080.79
4390912 Contract Services	1,044.25	4,450.02	-3,405.77
4390930 Processing Fees		25,500.00	-25,500.00
<b>Total Other Services/Charges</b>	<b>218,853.81</b>	<b>341,290.56</b>	<b>-122,436.75</b>
Personnel Services			
4110130 Full Time	409,724.77	426,600.00	-16,875.23
4110150 Part Time	68,762.76	112,999.98	-44,237.22
4110160 Overtime Wages	412.41	2,899.98	-2,487.57
4130100 Employer's Social Security	28,768.76	33,649.98	-4,881.22
4130200 Employer's Medicare	6,728.26	7,900.02	-1,171.76
4130300 Employer's PERF	57,710.22	61,900.02	-4,189.80
4130500 Employer's Group & Life	54,925.00	76,200.00	-21,275.00
<b>Total Personnel Services</b>	<b>627,032.18</b>	<b>722,149.98</b>	<b>-95,117.80</b>
Supplies			
4210200 Stationary & Print	377.28	475.02	-97.74

# The Lerner Theatre

## Budget vs. Actuals: FY\_2024 - FY24 P&L

January - June, 2024

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
4210500 Office Supplies	817.52	2,250.00	-1,432.48
4220150 Operating Supplies	9,720.00	13,389.90	-3,669.90
4220310 Household, Laundry	6,248.87	4,750.02	1,498.85
4230200 Repair Parts	1,781.63	2,100.00	-318.37
4230300 Small Tools/Minor Equipment	7,612.78	9,799.98	-2,187.20
<b>Total Supplies</b>	<b>26,558.08</b>	<b>32,764.92</b>	<b>-6,206.84</b>
<b>Total City Accts by Submission Date</b>	<b>910,139.49</b>	<b>1,243,875.60</b>	<b>-333,736.11</b>
<b>Total Expenses</b>	<b>\$910,139.49</b>	<b>\$1,243,875.60</b>	<b>\$ -333,736.11</b>
NET OPERATING INCOME	<b>\$ -910,139.49</b>	<b>\$ -1,243,875.60</b>	<b>\$333,736.11</b>
Other Expenses			
5000000 City Contribution Toward Budget	-499,999.98	-499,999.98	0.00
<b>Total Other Expenses</b>	<b>\$ -499,999.98</b>	<b>\$ -499,999.98</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$499,999.98</b>	<b>\$499,999.98</b>	<b>\$0.00</b>
NET INCOME	<b>\$ -410,139.51</b>	<b>\$ -743,875.62</b>	<b>\$333,736.11</b>



# The Lerner Theatre

## Dusty Guitar Promotions: Aaron Lewis 2024

All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	103,115.00
4001 Ticket Sales Due/Paid	-103,115.00
4010 Facility Rental - Theatre	1,265.00
40200 Ticket Processing Fees	452.20
40203 Historical Facility Fee	3,876.00
40204 Box Office Fee	5,155.77
40206 Web Ticket Fees	13,255.00
40208 Convenience Fees	8,726.00
<b>Total 40200 Ticket Processing Fees</b>	<b>31,464.97</b>
4050 Equipment Rental	475.00
4140 Miscellaneous Income	607.95
Event Labor	
4030 Stagehands, Etc.	1,214.00
4040 Front of House	888.25
<b>Total Event Labor</b>	<b>2,102.25</b>
<b>Total Theatre Income</b>	<b>35,915.17</b>
<b>Total Income</b>	<b>\$35,915.17</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	1,938.00
5030 Ticket CC Processing Expense	4,798.50
Direct Labor - Events	
5050 Stage Labor	516.44
5060 Front of House Labor	777.75
<b>Total Direct Labor - Events</b>	<b>1,294.19</b>
<b>Total Cost of Sales</b>	<b>8,030.69</b>
<b>Total Cost of Goods Sold</b>	<b>\$8,030.69</b>
<b>GROSS PROFIT</b>	<b>\$27,884.48</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$27,884.48</b>
<b>NET INCOME</b>	<b>\$27,884.48</b>

The Lerner Theatre  
Premier Arts: Best Of Broadway 2024  
All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	2,158.00
4001 Ticket Sales Due/Paid	-2,158.00
4010 Facility Rental - Theatre	825.00
40200 Ticket Processing Fees	96.95
40203 Historical Facility Fee	831.00
40204 Box Office Fee	107.90
40206 Web Ticket Fees	219.00
40208 Convenience Fees	554.00
<b>Total 40200 Ticket Processing Fees</b>	<b>1,808.85</b>
4140 Miscellaneous Income	200.00
Event Labor	
4030 Stagehands, Etc.	325.00
4040 Front of House	204.00
<b>Total Event Labor</b>	<b>529.00</b>
<b>Total Theatre Income</b>	<b>3,362.85</b>
<b>Total Income</b>	<b>\$3,362.85</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	415.50
5030 Ticket CC Processing Expense	132.53
Direct Labor - Events	
5050 Stage Labor	860.42
5060 Front of House Labor	89.34
<b>Total Direct Labor - Events</b>	<b>949.76</b>
<b>Total Cost of Sales</b>	<b>1,497.79</b>
<b>Total Cost of Goods Sold</b>	<b>\$1,497.79</b>
<b>GROSS PROFIT</b>	<b>\$1,865.06</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$1,865.06</b>
<b>NET INCOME</b>	<b>\$1,865.06</b>



# The Lerner Theatre

## Shout! Entertainment's: Big Bad Voodoo Daddy 2024

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	24,030.00
4001 Ticket Sales Due/Paid	-24,030.00
40200 Ticket Processing Fees	-315.90
40203 Historical Facility Fee	1,458.00
40204 Box Office Fee	1,201.50
40206 Web Ticket Fees	3,087.30
40208 Convenience Fees	2,430.00
<b>Total 40200 Ticket Processing Fees</b>	<b>7,860.90</b>
4050 Equipment Rental	475.00
4140 Miscellaneous Income	609.00
Event Labor	
4030 Stagehands, Etc.	926.25
4040 Front of House	498.75
<b>Total Event Labor</b>	<b>1,425.00</b>
<b>Total Theatre Income</b>	<b>10,369.90</b>
<b>Total Income</b>	<b>\$10,369.90</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	1,822.50
5030 Ticket CC Processing Expense	1,176.39
Direct Labor - Events	
5050 Stage Labor	746.49
5060 Front of House Labor	322.09
<b>Total Direct Labor - Events</b>	<b>1,068.58</b>
<b>Total Cost of Sales</b>	<b>4,067.47</b>
<b>Total Cost of Goods Sold</b>	<b>\$4,067.47</b>
<b>GROSS PROFIT</b>	<b>\$6,302.43</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$6,302.43</b>
<b>NET INCOME</b>	<b>\$6,302.43</b>

The Lerner Theatre  
 TuTu School's: Bravo Bash 2024  
 All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	2,547.00
4001 Ticket Sales Due/Paid	-2,547.00
4010 Facility Rental - Theatre	1,175.00
40200 Ticket Processing Fees	87.50
40203 Historical Facility Fee	750.00
40204 Box Office Fee	127.35
40206 Web Ticket Fees	71.90
40208 Convenience Fees	545.00
<b>Total 40200 Ticket Processing Fees</b>	<b>1,581.75</b>
4050 Equipment Rental	700.00
4140 Miscellaneous Income	8.40
Event Labor	
4030 Stagehands, Etc.	119.00
4040 Front of House	63.00
<b>Total Event Labor</b>	<b>182.00</b>
<b>Total Theatre Income</b>	<b>3,647.15</b>
<b>Total Income</b>	<b>\$3,647.15</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	375.00
5030 Ticket CC Processing Expense	132.80
Direct Labor - Events	
5050 Stage Labor	133.49
5060 Front of House Labor	65.32
<b>Total Direct Labor - Events</b>	<b>198.81</b>
<b>Total Cost of Sales</b>	<b>706.61</b>
<b>Total Cost of Goods Sold</b>	<b>\$706.61</b>
<b>GROSS PROFIT</b>	<b>\$2,940.54</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$2,940.54</b>
<b>NET INCOME</b>	<b>\$2,940.54</b>



The Lerner Theatre  
 Conservatory of Dance: Spring 2024  
 All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	5,262.70
4001 Ticket Sales Due/Paid	-5,262.70
4010 Facility Rental - Theatre	1,175.00
40200 Ticket Processing Fees	97.30
40203 Historical Facility Fee	834.00
40204 Box Office Fee	263.14
40206 Web Ticket Fees	329.30
40208 Convenience Fees	615.00
<b>Total 40200 Ticket Processing Fees</b>	<b>2,138.74</b>
4050 Equipment Rental	700.00
4140 Miscellaneous Income	301.20
Event Labor	
4030 Stagehands, Etc.	470.00
4040 Front of House	168.00
<b>Total Event Labor</b>	<b>638.00</b>
<b>Total Theatre Income</b>	<b>4,952.94</b>
<b>Total Income</b>	<b>\$4,952.94</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	1,042.50
5030 Ticket CC Processing Expense	258.93
Direct Labor - Events	
5050 Stage Labor	511.98
5060 Front of House Labor	167.14
<b>Total Direct Labor - Events</b>	<b>679.12</b>
<b>Total Cost of Sales</b>	<b>1,980.55</b>
<b>Total Cost of Goods Sold</b>	<b>\$1,980.55</b>
<b>GROSS PROFIT</b>	<b>\$2,972.39</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$2,972.39</b>
<b>NET INCOME</b>	<b>\$2,972.39</b>

The Lerner Theatre  
Epic Dance Studio: In Our Epic Era  
All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	24,818.00
4001 Ticket Sales Due/Paid	-24,818.00
4010 Facility Rental - Theatre	2,605.00
40200 Ticket Processing Fees	383.95
40203 Historical Facility Fee	3,291.00
40204 Box Office Fee	1,590.90
40206 Web Ticket Fees	1,174.20
40208 Convenience Fees	2,742.50
<b>Total 40200 Ticket Processing Fees</b>	<b>9,182.55</b>
4050 Equipment Rental	1,200.00
4140 Miscellaneous Income	538.65
Event Labor	
4030 Stagehands, Etc.	1,660.00
4040 Front of House	1,252.00
<b>Total Event Labor</b>	<b>2,912.00</b>
<b>Total Theatre Income</b>	<b>16,438.20</b>
<b>Total Income</b>	<b>\$16,438.20</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	1,645.50
5030 Ticket CC Processing Expense	1,142.84
Direct Labor - Events	
5050 Stage Labor	1,725.49
5060 Front of House Labor	812.58
<b>Total Direct Labor - Events</b>	<b>2,538.07</b>
<b>Total Cost of Sales</b>	<b>5,326.41</b>
<b>Total Cost of Goods Sold</b>	<b>\$5,326.41</b>
<b>GROSS PROFIT</b>	<b>\$11,111.79</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$11,111.79</b>
<b>NET INCOME</b>	<b>\$11,111.79</b>



The Lerner Theatre  
 Elkhart Jazz Festival's: Connie Han Trio  
 All Dates

	TOTAL
Income	
Theatre Income	
4010 Facility Rental - Theatre	1,175.00
4050 Equipment Rental	1,075.00
4140 Miscellaneous Income	300.00
Event Labor	
4030 Stagehands, Etc.	644.00
4040 Front of House	336.00
<b>Total Event Labor</b>	<b>980.00</b>
<b>Total Theatre Income</b>	<b>3,530.00</b>
<b>Total Income</b>	<b>\$3,530.00</b>
Cost of Goods Sold	
Cost of Sales	
Direct Labor - Events	
5050 Stage Labor	663.65
<b>Total Direct Labor - Events</b>	<b>663.65</b>
<b>Total Cost of Sales</b>	<b>663.65</b>
<b>Total Cost of Goods Sold</b>	<b>\$663.65</b>
<b>GROSS PROFIT</b>	<b>\$2,866.35</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$2,866.35</b>
<b>NET INCOME</b>	<b>\$2,866.35</b>

The Lerner Theatre  
Elkhart Jazz Festival's: Keb Mo  
All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	42,621.50
4001 Ticket Sales Due/Paid	-42,621.50
4010 Facility Rental - Theatre	1,175.00
40200 Ticket Processing Fees	250.95
40203 Historical Facility Fee	2,151.00
40204 Box Office Fee	2,481.08
40206 Web Ticket Fees	2,855.00
40208 Convenience Fees	2,749.50
<b>Total 40200 Ticket Processing Fees</b>	<b>10,487.53</b>
4050 Equipment Rental	700.00
4140 Miscellaneous Income	788.75
Event Labor	
4030 Stagehands, Etc.	617.00
4040 Front of House	504.00
<b>Total Event Labor</b>	<b>1,121.00</b>
<b>Total Theatre Income</b>	<b>14,272.28</b>
<b>Total Income</b>	<b>\$14,272.28</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	1,075.50
5030 Ticket CC Processing Expense	1,891.16
Direct Labor - Events	
5050 Stage Labor	623.46
5060 Front of House Labor	444.37
<b>Total Direct Labor - Events</b>	<b>1,067.83</b>
<b>Total Cost of Sales</b>	<b>4,034.49</b>
<b>Total Cost of Goods Sold</b>	<b>\$4,034.49</b>
<b>GROSS PROFIT</b>	<b>\$10,237.79</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$10,237.79</b>
<b>NET INCOME</b>	<b>\$10,237.79</b>

# The Lerner Theatre

## Elkhart Jazz Festival's: Legendary Count Basie Orchestra

All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	20,572.50
4001 Ticket Sales Due/Paid	-20,572.50
4010 Facility Rental - Theatre	1,175.00
40200 Ticket Processing Fees	158.55
40203 Historical Facility Fee	1,359.00
40204 Box Office Fee	1,028.63
40206 Web Ticket Fees	309.35
40208 Convenience Fees	1,249.50
<b>Total 40200 Ticket Processing Fees</b>	<b>4,105.03</b>
4050 Equipment Rental	775.00
4140 Miscellaneous Income	1,006.25
Event Labor	
4030 Stagehands, Etc.	1,160.00
4040 Front of House	572.00
<b>Total Event Labor</b>	<b>1,732.00</b>
<b>Total Theatre Income</b>	<b>8,793.28</b>
<b>Total Income</b>	<b>\$8,793.28</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	679.50
5030 Ticket CC Processing Expense	851.68
Direct Labor - Events	
5050 Stage Labor	1,088.70
5060 Front of House Labor	505.83
<b>Total Direct Labor - Events</b>	<b>1,594.53</b>
<b>Total Cost of Sales</b>	<b>3,125.71</b>
<b>Total Cost of Goods Sold</b>	<b>\$3,125.71</b>
<b>GROSS PROFIT</b>	<b>\$5,667.57</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$5,667.57</b>
<b>NET INCOME</b>	<b>\$5,667.57</b>



The Lerner Theatre  
Elkhart Jazz Festival: Sunday Rental  
All Dates

	TOTAL
Income	
Theatre Income	
4010 Facility Rental - Theatre	1,175.00
4050 Equipment Rental	775.00
4140 Miscellaneous Income	300.00
Event Labor	
4030 Stagehands, Etc.	602.00
4040 Front of House	560.00
<b>Total Event Labor</b>	<b>1,162.00</b>
<b>Total Theatre Income</b>	<b>3,412.00</b>
<b>Total Income</b>	<b>\$3,412.00</b>
Cost of Goods Sold	
Cost of Sales	
Direct Labor - Events	
5050 Stage Labor	556.27
5060 Front of House Labor	498.37
<b>Total Direct Labor - Events</b>	<b>1,054.64</b>
<b>Total Cost of Sales</b>	<b>1,054.64</b>
<b>Total Cost of Goods Sold</b>	<b>\$1,054.64</b>
<b>GROSS PROFIT</b>	<b>\$2,357.36</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$2,357.36</b>
<b>NET INCOME</b>	<b>\$2,357.36</b>

The Lerner Theatre  
 Elkhart Jazz Festival's: Sunday Brunch  
 All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	2,200.00
4001 Ticket Sales Due/Paid	-2,200.00
40200 Ticket Processing Fees	19.25
40203 Historical Facility Fee	165.00
40204 Box Office Fee	110.00
40208 Convenience Fees	137.50
<b>Total 40200 Ticket Processing Fees</b>	<b>431.75</b>
4140 Miscellaneous Income	11.25
<b>Total Theatre Income</b>	<b>443.00</b>
<b>Total Income</b>	<b>\$443.00</b>
<b>Cost of Goods Sold</b>	
Cost of Sales	
5030 Ticket CC Processing Expense	92.53
<b>Total Cost of Sales</b>	<b>92.53</b>
<b>Total Cost of Goods Sold</b>	<b>\$92.53</b>
<b>GROSS PROFIT</b>	<b>\$350.47</b>
<b>Expenses</b>	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$350.47</b>
<b>NET INCOME</b>	<b>\$350.47</b>

# The Lerner Theatre

## Elkhart Jazz Festival's: Weekend Pass & Top Brass

All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	21,333.00
4001 Ticket Sales Due/Paid	-21,333.00
40200 Ticket Processing Fees	112.00
40203 Historical Facility Fee	960.00
40204 Box Office Fee	1,066.65
40208 Convenience Fees	800.00
<b>Total 40200 Ticket Processing Fees</b>	<b>2,938.65</b>
4140 Miscellaneous Income	19.95
<b>Total Theatre Income</b>	<b>2,958.60</b>
<b>Total Income</b>	<b>\$2,958.60</b>
Cost of Goods Sold	
Cost of Sales	
5030 Ticket CC Processing Expense	831.12
<b>Total Cost of Sales</b>	<b>831.12</b>
<b>Total Cost of Goods Sold</b>	<b>\$831.12</b>
<b>GROSS PROFIT</b>	<b>\$2,127.48</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$2,127.48</b>
<b>NET INCOME</b>	<b>\$2,127.48</b>



# The Lerner Theatre

## Elkhart Jazz Festival's: Wellfield Botanic Garden

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	410.00
4001 Ticket Sales Due/Paid	-410.00
40200 Ticket Processing Fees	0.00
40203 Historical Facility Fee	126.00
40204 Box Office Fee	20.50
40208 Convenience Fees	105.00
<b>Total 40200 Ticket Processing Fees</b>	<b>251.50</b>
Event Labor	
4030 Stagehands, Etc.	14.70
<b>Total Event Labor</b>	<b>14.70</b>
<b>Total Theatre Income</b>	<b>266.20</b>
<b>Total Income</b>	<b>\$266.20</b>
Cost of Goods Sold	
Cost of Sales	
5030 Ticket CC Processing Expense	20.25
<b>Total Cost of Sales</b>	<b>20.25</b>
<b>Total Cost of Goods Sold</b>	<b>\$20.25</b>
<b>GROSS PROFIT</b>	<b>\$245.95</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$245.95</b>
<b>NET INCOME</b>	<b>\$245.95</b>

# LERNER THEATRE GOVERNING BOARD

## CLAIM AND ALLOWANCE DOCKET

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

August 9

,2024



JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$39,683.25** AS LISTED ON THE REGISTER ATTACHED HERETO **CONSISTING OF 5 PAGES**, ARE HEREBY APPROVED EXCLUDING ANY CLAIMS WITHHELD AS SHOWN ON THE SEPARATE SUMMARY OF PENDING CLAIMS.

EXECUTED THIS 14TH DAY OF AUGUST 2024 BY:

PRESIDENT

GARY BOYN

VICE PRESIDENT

DINA HARRIS

TREASURER

DALLAS BERGL

MEMBER

VACANT

MEMBER

DIANA LAWSON

MEMBER

JAMIE ARCE

MEMBER

CARRIE BERGHOFF

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE





2022

2021

2020

July 2022 YTD 2022 July 2021 YTD 2021 July 2020 YTD 2020

\$ 30,634.00 \$ 157,615.42 \$ 5,049.00 \$ 38,931.15 \$ - \$ 48,639.51

\$ 9,381.31 \$ 51,041.43 \$ 306.54 \$ 14,233.91 \$ - \$ 10,574.02  
\$ 40,015.31 \$ 208,656.85 \$ 5,355.54 \$ 53,165.06 \$ - \$ 59,213.53

\$ 17,504.68 \$ 62,253.86 \$ 5,423.36 \$ 16,095.24 \$ - \$ 13,539.20

\$ 13,103.74 \$ 75,692.56 \$ 5,481.30 \$ 16,455.06 \$ - \$ 23,405.55  
\$ 30,608.42 \$ 137,946.42 \$ 10,904.66 \$ 32,550.30 \$ - \$ 36,944.75

\$ 5,800.00 \$ 29,407.50 \$ 2,350.00 \$ 13,734.50 \$ - \$ 11,275.00

\$ 76,423.73 \$ 376,010.77 \$ 18,610.20 \$ 99,449.86 \$ - \$ 107,433.28

\$ 15,284.75 \$ 75,202.15 \$ 3,722.04 \$ 19,889.97 \$ - \$ 21,486.66

# Lerner Theatre Board Report

## August 2024

### DIRECTOR OF EVENTS

PREPARED BY: SARAH MACER

Activity (August-October)	As % of 90 days	
41 Events	46%	Activity in theatre
15 Ticketed Events	17%	Ticketed events
16 Non-Ticketed Events	18%	Non-Ticketed events
10 Rehearsal Dates	11%	Rehearsal Space

Compare to 2023 Board Report Ticketed Events: 21

Compare to 2023 Board Report Non-Ticketed Events +Rehearsals: 25

- July went much quicker than I think anyone anticipated and I can't believe we're now in August. We've had a consistent flow of requests from promoters, some new and some that we've had the privilege of working with prior so that's been something new I've been working on with Deen. The end of the year calendar is filling in with confirmed shows and holds and we're working on 2025 as well.
- The Annual Volunteer Banquet is this month and we're looking forward to the celebration. I've talked with various staff members that have asked how they could help and I'm touched that so many have taken time to offer their time for our Volunteers.
- I'm so proud of the team for stepping up and helping with all of the random requests that are asked of them and doing it so professionally. Deen has been incredible wearing so many different hats and Tristin has been tackling everything I've asked of her. Holly has taken all suggestions given to her for adjustments to projects and created even more amazing options and Jenna and Rachel have started to really shine in their roles. Tim and Diana, as the newest members to management, have been amazing – jumping in to help without being asked and working on new solutions within their departments to better help everyone in the building. I could on about everyone and am grateful to have everyone here helping make The Lerner the place it is.

#### Accomplished in July:

- 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.
- Deen and I met with Jamie to work on the upcoming budget.
- I am still working on facilitating shows with Deen and the team. I think the process of getting everyone involved from build to closing has been a benefit for everyone involved and is making for easier show advancement in the future.
- Started meeting for the 100 year

- The usual; Show Closings sheets have been completed for each show and the closing schedule for the month was sent to KL for easier closings of shows.

#### **Updates for July:**

##### **100 Year Planning:**

We are very glad we've been able to start working on planning the 100 year Celebration. A huge thanks to Diana Lawson and Stephanie Krol for helping our team out and providing the push to keep things moving. We're excited about the details we've worked on thus far and when we can officially start sharing details with everyone.

##### **Event Planning:**

As slow as July was, I wish I had more time. We're getting ready for things to start to speed up again and with only a few events in August, I'm excited to work on tuning some of our practices and getting everyone on the same page. Building and life safety are huge for Deen and I and making sure the team understands that we want everyone to have a great experience when they come through the doors. We've been working on cleaning up some tasks and are excited for shows to start up.

##### **Volunteer Banquet:**

Most of the details are coming together with the banquet and we're excited to celebrate our amazing Volunteers. The return to the Ballroom is something many have been thankful for and we're glad we're able to work with Leah and her team to provide a great experience for everyone. We still have a bit to get through, but I'm grateful for the help from the team in working towards this successful event.

## **TECHNICAL AND FACILITIES DIRECTOR**

PREPARED BY: DEEN TUGGLE

#### **Overview:**

July turned out to be much busier than anticipated. We had Premier Arts put on a wonderful production of Oklahoma, sadly without a live horse. We also started meeting internally regarding the 100-year celebration which I am glad to be a part of and looking forward to the year ahead. Early on in July I had JPR out to conduct their inspection of the rigging point and am awaiting their report. Sarah and I met with Jamie to go over the 2025 budget and make needed adjustments. Also, this month I held a training session for the facilities team on the new maintenance software to help them better understand and see how we'll use it. With their help, we will be implementing maintenance and cleaning schedules, routine inventory checks, and asset management on nearly all of the building and its components. We also had ACD come and inspect the pit lift, which is thankfully operating as intended. I've also been working closely with Sarah to help her out in any way that I can during this time of transition.

#### **Accomplished in July:**

- JPR inspection.



- Pit lift inspection.
- Oklahoma!

Upcoming tasks:

- Revising SOPs.
- Elco sign restoration.
- Finalize emergency preparedness.

## COMMUNICATIONS & MARKETING COORDINATOR

PREPARED BY: JENNA BROUILLETTE

July came and went in a flash! We’ve continued the Tasty Tuesdays series with the goal of bringing people downtown to enjoy lunch and shop at local businesses as well as hosted Premier Arts’ Oklahoma! toward the end of the month.

Administratively, I’ve been working to advertise for our upcoming shows and prepare for our centennial celebration! Additionally, we are into the exciting time of celebrating our volunteers with a banquet at the end of August, and have begun planning for that exciting time. We are also planning for a few announces in the next month, so I have been working to create marketing materials for those as well.

My intern has been a fantastic help here 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.

As we approach the final parts of the month, I am excited to take some time off, but I’m confident the team has everything covered in my absence.

Here is a snapshot of The Lerner Theatre’s Socials as of 7/25/24:

	May 2024	June 2024	July 2024	1-Month Change
Total Audience	36,932	36,347	36,402	0.2% Increase
Total Impressions	777,487	828,948	328,338	60.4% Decrease
Total Engagement	23,497	28,159	13,789	36.9% Decrease

**Additional Social Context:** At the beginning of June, 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 seeing significant challenges to our social data as this limits engagement with our posts and impressions as well.

Additionally, with fewer shows in July and August, it is normal for The Lerner to see a dip in numbers during these months.

#### Done in June

- Continued our weekly food truck events!
- Began internal meetings to plan and organize the 100<sup>th</sup> anniversary celebration
- Started planning for the Annual Volunteer Banquet!

#### Goals for August

- 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 Dancing Queen and Elkhart Artwalk's "Disco Fever!"
- Plan for the Volunteer Banquet coming up in August!

## **MEDIA SPECIALIST**

PREPARED BY: HOLLY COWAN

The month of July has been spent finalizing our 2023 Year End Report. Jenna and I have been working together to get the needed information and get these changes finalized. I've also been working to contact printers for some estimates on the jobs and determine what our printing needs will be.

I've also been spending a lot of time creating assets for our Volunteer Appreciation Banquet. This has included compiling photos together for a presentation, creating invites, and redesigning our past awards. I think I've made some good progress on these tasks and am now just waiting for the nominees to have the awards officially created and printed.

I've also been working on some branding elements for our 100<sup>th</sup> Celebration coming up. I did receive some feedback on our anniversary logos so I have been working to create some new versions and some branded elements that we can use moving forward.

#### Accomplishments in July

- Working on graphics and announce emails for upcoming shows
- 2023 Year End Report and Community Update are nearly finalized
- Created graphics for The Lerner Volunteer Appreciation Banquet

#### Upcoming Goals for August

- Create a new page for the website about our accessibility offerings
- New page for the website about artwork on display in The Lerner
- Ongoing – update The Lerner Website and Friends of The Lerner Website
- Work on 100<sup>th</sup> celebration branding ideas

## **BOX OFFICE MANAGER**

PREPARED BY: TRISTIN TUBBS

### **Box Office Manager Accomplishments for July 2024**

- Helped to interview for Ushers as well as interview for Box Office
- Hired 3 new Box Office Team Members and 3 new Ushers
- Successfully built the 2024-2025 Elkhart County Symphony Season, as well as two new events expected to go on-sale in August
- Helped Jenna with our Friends of the Lerner Endowment Program - We are looking to reinstate the program for our 100 Year Anniversary!

### **Box Office Assistant Manager Accomplishments for July 2024**

- Helped hire 2 new Box Office Team Members
- Caught up on Volunteer Points for the Annual Volunteer Banquet
- Caught up on Audits

### **Box Office Manager Goals for August 2024**

- Complete the new Box Office Operations Manual
- Schedule a Mandatory Box Office Meeting to go over the new Box Office Operations Manual
- Continue to work with Jenna on our FOL Endowment Program and help out with the 100 Year Anniversary

### **Box Office Assistant Manager Goals for August 2024**

- Finish updating the Box Office Operations Manual
- Help Organize Annual Volunteer Banquet
- Train new Box Office Team Members



Date	Time	Event Name	On Sale Date	Sold	Revenue w/Hist. Fee	Net Revenue	Hist. Fee	Total Revenue
7/19/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	205	\$3,385.00	\$2,770.00	\$615.00	\$3,385.00
7/20/2024	2:00 PM	Premier Arts: Oklahoma! All-Youth Performance	1/1/2024	253	\$5,183.00	\$4,424.00	\$759.00	\$5,183.00
7/20/2024	7:30 PM	Premier Arts: Oklahoma!	1/1/2024	157	\$3,275.00	\$2,804.00	\$471.00	\$3,275.00
7/21/2024	2:00 PM	Premier Arts: Oklahoma!	1/1/2024	177	\$3,153.00	\$2,622.00	\$531.00	\$3,153.00
8/3/2024	7:30 PM	Evil Woman - The American ELO	5/30/2024	145	\$4,080.00	\$3,645.00	\$435.00	\$4,080.00
8/16/2024	7:00 PM	The Calvin Richardson Experience	4/17/2024	98	\$4,892.00	\$4,598.00	\$294.00	\$4,892.00
9/8/2024	4:00 PM	Elkhart County Symphony - Rhythms in Bloom	7/24/2024	88	\$1,385.00	\$1,121.00	\$264.00	\$1,385.00
9/14/2024	8:00 PM	4192: An Evening with Pete Rose Live!	4/1/2024	29	\$1,552.00	\$1,465.00	\$87.00	\$1,552.00
9/27/2024	8:00 PM	Home Free - Crazy(er) Life Tour	6/21/2024	105	\$5,479.45	\$5,164.45	\$315.00	\$5,479.45
10/5/2024	7:00 PM	The Voices of Rock Radio	4/12/2024	61	\$3,591.00	\$3,408.00	\$183.00	\$3,591.00
10/6/2024	7:00 PM	The Mersey Beatles	4/23/2024	2	\$86.00	\$80.00	\$6.00	\$86.00
10/18/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	7	\$185.00	\$164.00	\$21.00	\$185.00
10/19/2024	7:30 PM	Premier Arts: School of Rock	1/1/2024	7	\$67.00	\$46.00	\$21.00	\$67.00
10/20/2024	2:00 PM	Premier Arts: School of Rock	1/1/2024	0	\$0.00	\$0.00	\$0.00	\$0.00
10/23/2024	6:00 PM	Sesame Street Live! - Say Hello	6/28/2024	78	\$3,975.00	\$3,741.00	\$234.00	\$3,975.00
10/25/2024	7:30 PM	Judy Collins	6/21/2024	46	\$2,097.00	\$1,959.00	\$138.00	\$2,097.00
11/2/2024	2:00 PM	Finding Nemo Jr	3/27/2024	9	\$212.00	\$185.00	\$27.00	\$212.00
11/7/2024	7:00 PM	World Ballet Series: Swan Lake	4/2/2024	88	\$5,918.00	\$5,654.00	\$264.00	\$5,918.00
11/9/2024	7:00 PM	Ginger Billy	6/21/2024	25	\$842.00	\$767.00	\$75.00	\$842.00
11/17/2024	4:00 PM	Elkhart County Symphony - Mahler Symphony Number 2	7/24/2024	45	\$704.80	\$569.80	\$135.00	\$704.80
11/23/2024	7:00 PM	Joe Gatto: Let's Get Into It	6/21/2024	42	\$2,119.00	\$1,993.00	\$126.00	\$2,119.00
12/5/2024	7:00 PM	Charlie Berens: Good Old Fashioned Tour	6/21/2024	139	\$5,762.00	\$5,345.00	\$417.00	\$5,762.00
12/6/2024	7:30 PM	The Rat Pack is Back for The Holidays	3/1/2024	10	\$510.00	\$480.00	\$30.00	\$510.00
12/13/2024	7:30 PM	Premier Arts: Elf the Musical	1/1/2024	17	\$435.00	\$384.00	\$51.00	\$435.00
12/14/2024	2:00 PM	Premier Arts: Elf the Musical All-Youth Performance	1/1/2024	8	\$200.00	\$176.00	\$24.00	\$200.00
12/14/2024	7:30 PM	Premier Arts: Elf the Musical	1/1/2024	12	\$300.00	\$264.00	\$36.00	\$300.00
12/15/2024	2:00 PM	Premier Arts: Elf the Musical	1/1/2024	15	\$336.00	\$291.00	\$45.00	\$336.00
2/2/2025	4:00 PM	Elkhart County Symphony - Mahler Symphony Number 2	7/24/2024	88	\$1,476.60	\$1,212.60	\$264.00	\$1,476.60
3/30/2025	4:00 PM	Elkhart County Symphony - Passion and Poetry	7/24/2024	45	\$704.80	\$569.80	\$135.00	\$704.80
5/18/2025	4:00 PM	Elkhart County Symphony - Rebel Symphnoire	7/24/2024	45	\$701.30	\$566.30	\$135.00	\$701.30
<b>Total Ticket Revenue</b>								<b>\$62,606.95</b>

## LERNER SERVICES COORDINATOR

PREPARED BY: DIANA GALVES

In July, the Lerner hasn't had many theatre performances or Ballroom events allowing for heavy duty cleaning within the building.

Accomplished in July:

- Lerner service staff did heavy cleaning in all Main floor, Ballroom, and Cittadine Bathrooms. We washed down all walls underneath sinks, soap dispensers in Family bathrooms, hand blowers, toilets, and urinals.
- Lerner service staff did a deep cleaning/degreasing of the freight elevator and walls.
- Lerner services staff used soap and water and cleaned as well as wiped down all the backs of the seats/cup holders in the theatre and balcony.
- Lerner services staff dusted and used soap and water to wipe down base boards in the theatre and balcony.
- Lerner services staff mopped under all seats in theatre and balcony.
- Lerner services staff vacuumed and shampooed all carpets in theatre. Balcony including the steps in the balcony area.
- Lerner services staff vacuumed and shampooed all three Main floor lobbies.
- Lerner services staff cleaned all exterior and interior glass doors/windows.

#### Upcoming Tasks:

- Work on polishing brass rails and kick plates throughout the Lerner.
- Work on maintaining the freight elevators floor.
- Continue daily cleaning and maintenance throughout the Lerner.

## **FACILITIES MANAGER**

PREPARED BY: TIM GARDNER

This being my first month with The Lerner I expected to spend most of my time getting to learn how to find my way around the building. Impressed with the staff in place and was happy to find I was able to jump right in and start helping the first week. Working off a check list prepared before my arrival, we managed to get quite a few things taken care of with a clear view of the coming month.

#### **Work in July**

- 1) Working on exterior Terrazzo wall. Cleaning and inspecting for cracks/breaks. Working with Wayne and Deen along with the company that installed it to see what our options are, in regards to repair or replacement. *(Continued)*
- 2) Franklin Street side of building power washed and cleaned, along with overhang over sidewalk.
- 3) Dressing room #1 mirror replaced.
- 4) Dryer vent hoses replaced due to age.
- 5) Exterior yellow lines painted by bus parking.
- 6) Paint touched up above new signs by dressing rooms/green room.



- 7) Power washed and sealed walkway outside of box office. (*Continued*)
- 8) Lights replaced in chandeliers in lobby.
- 9) VAV's for HVAC system located and photos taken for maintenance program input. (*Continued*)
- 10) Tristan's office window shade installed.

#### Goals for August

- 1) (*From July*) Find better way to clean salt out of walk way by Box Office entrance to better seal and improve aesthetics.
- 2) (*July*) Find last of VAV's for HVAC system
- 3) (*July*) Repaired metal flashing underneath Main Street window. One more window flashing to repair. One window Terrazzo sill repaired temporarily, hoping to learn more about care and repairs in this month or next. (see #1 from July)
- 4) Replace bulbs in Lerner blade sign with equipment we have in house, makes plans to rent lift to reach all lights.
- 5) Complete inventory.
- 6) Look into spot lights above marquee. Reported to me that there is at least one out.
- 7) Replacing all manual flushers with auto flushers in all bathrooms.





Tuesday, July 30, 2024

To: The Lerner Governing Board  
From: Deen Tuggle, Technical & Facilities Director  
Subject: Fox Valley Contractors LLC  
Date: July 30, 2024

The City of Elkhart, through its Lerner Governing Board, seeks to add an addendum to the agreement made and entered March 13, 2024, with Fox Valley Contractors LLC for additional repairs of The Lerner Theatre's exterior façade.

I ask the Lerner Governing Board to approve this addendum, with prior approval from the review and approval from City Legal.

Respectfully submitted,

Deen Tuggle  
Technical & Facilities Director  
The Lerner Theatre

**CONTRACT FOR THE TEXSTONE FINISH REPAIR**

This Addendum to the Agreement made and entered March 13, 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 **FOX VALLEY CONTRACTORS LLC** ("CONTRACTOR"), located at 1061 N Raddant Road, Batavia, IL, 60510.

**RECITALS:**

**WHEREAS**, the Lerner Theater Board needs to repair the texstone of the Lerner’s exterior façade, ("**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;

**WHEREAS**, the parties entered into an Agreement in March 2023 to repair the exterior façade of the Lerner Theater;

**WHEREAS**, the Lerner Theater façade has experienced additional damage since the original Agreement; and

**NOW, THEREFORE**, the parties now desire to amend said original agreement to include the following:

SECTION 1. Scope of Services.

CONTRACTOR agrees to furnish the services listed in the Proposal-15663 dated June24, 2024, attached to this Contract as Exhibit B.

SECTION 2. Payment.

In consideration for the services rendered under this amendment to the contract, the CITY agrees to pay to the CONTRACTOR the sum of Seven Thousand Two Hundred and Twenty Dollars (\$7, 220.00) 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.

In all other respects, the original contract approved on March 13, 2023 by the Lerner Governing Board shall remain unchanged.

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



# FOX VALLEY CO

1061 N Raddant Road, Batavia, IL 60510  
Phone: 630-761-1122 Fax: 630-761-1144

## Exhibit B

### PROPOSAL - 15663

Date: 6/24/2024

Lerner Theatre  
410 S Main St,  
Elkhart, IN 46516

E-mail:  
Phone:  
Fax:  
Att:

Project Name:

	DESCRIPTION OF SERVICES	AMOUNT
(2nd repair Estimate)	Patch damaged textone finish at areas per photos included in email. "Patch" meaning either touch-up with Textone finish or if necessary, applying new base coat, mesh, and Textone finish at damaged areas. There will be a slight color discoloration.	7,220.00

**EXCLUSIONS: Substrate, Winter Conditions unless otherwise noted in this proposal. TOTAL AMOUNT: \$7,220.00**

This estimate is based upon NON-PREVAILING, NON-UNION wage rates unless otherwise noted in the proposal. This Estimate does not include the cost of any bonds. Winter Conditions are not included. Contractor to provide if needed, secure location for storage of materials and equipment, and for on-site dumpster or other container for removal of construction debris and waste. Texture and color to be selected by architect, owner, or contractor, and communicated in writing to FVC no less than 14 days prior to proposed start date. Written acceptance of this Estimate is required. Any changes in construction documents involving the proposed scope of work or any change order must be approved by FVC in writing.

Submitted by:

Acceptance Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

This Proposal may be withdrawn by FVC if not accepted within 60 days. By accepting this proposal, all terms and conditions set forth on the face and reverse side (page 2 upon request) here of are acknowledged and accepted.





Thursday, July 30, 2024

To: The Lerner Governing Board  
From: Deen Tuggle, Technical & Facilities Director  
Subject: Rackley Restoration  
Date: July 30, 2024

The City of Elkhart, through its Lerner Governing Board, seeks to enter into a contractual agreement with Rackley Restoration for the removal and replacement of the Lerner Theatre's stage floor.

I ask the Lerner Governing Board to approve this Rackley Restoration agreement, with prior approval from the review and approval from City Legal.

Respectfully submitted,

Deen Tuggle  
Technical & Facilities Director  
The Lerner Theatre

## CONTRACT FOR THE STAGE FLOOR REPAIR

This Agreement is made and entered into this 30th of July, 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 **RACKLEY RESTORATION**, a domestic corporation ("CONTRACTOR"), located at 3635 North Home Street, Mishawaka IN 46545.

### **RECITALS:**

**WHEREAS**, the Lerner Theater Board needs to replace the floor of the stage at the Lerner's Theater, ("**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 2024-07-10-1926, attached to this Contract as Exhibit A.

#### SECTION 2. Schedule.

Services described in Section 1 shall commence within a reasonable amount of time from CITY approval of this Agreement is communicated to CONTRACTOR. All services and tasks associated therewith shall be completed with five (5) business days.

#### SECTION 3. Payment.

In consideration for the services rendered under this contract, the CITY agrees to pay to the CONTRACTOR the sum of Eighteen Thousand Three Hundred Sixty Dollars (\$18, 360.00) 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

*Christian Rackley*  
\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Christian Rackley

Print Name

 **Rackley Restoration**

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Rackley Restoration  
3635 North Home Street  
Mishawaka, IN 46545  
269-259-9951  
TAX ID: 83-3357487

Insured: The Lerner Theatre  
Property: 410 S Main St  
Elkhart, IN 46516

Estimator: Christian Rackley  
Position: Operation Manager

Business: (269) 259-9951  
E-mail: christian@rackleyrestoration.com

**Claim Number:**

**Policy Number:**

**Type of Loss:**

Date of Loss:  
Date Inspected:

Date Received:  
Date Entered: 7/10/2024 7:26 PM

Price List: INSB8X\_JUL24  
Restoration/Service/Remodel  
Estimate: 2024-07-10-1926

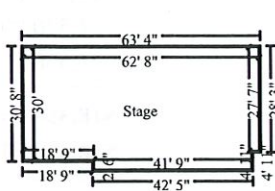


**Rackley Restoration**

Rackley Restoration  
 3635 North Home Street  
 Mishawaka, IN 46545  
 269-259-9951  
 TAX ID: 83-3357487

2024-07-10-1926

**Main Level**



**Stage**

**Height: 8'**

1,522.67 SF Walls	1,979.24 SF Ceiling
3,501.90 SF Walls & Ceiling	1,979.24 SF Floor
219.92 SY Flooring	190.33 LF Floor Perimeter
190.33 LF Ceil. Perimeter	

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Masonite / Hardboard Demo	1.00 EA	0.00	3,850.00	0.00	770.00	4,620.00
* Includes demo of all the masonite hardboard of stage						
2. Masonite / Hardboard Replacement	1.00 EA	0.00	8,100.00	0.00	1,620.00	9,720.00
* Includes replacing all of the masonite board on the stage. Approximately 2000 SQ FT. Includes all labor for the special cuts and layout of stage. Also includes floor prep as needed for new masonite board.						
3. Painting Masonite / Hardboard	1.00 EA	0.00	3,350.00	0.00	670.00	4,020.00
* Includes painting all the masonite board						
<b>Totals: Stage</b>				<b>0.00</b>	<b>3,060.00</b>	<b>18,360.00</b>
<b>Total: Main Level</b>				<b>0.00</b>	<b>3,060.00</b>	<b>18,360.00</b>
<b>Line Item Totals: 2024-07-10-1926</b>				<b>0.00</b>	<b>3,060.00</b>	<b>18,360.00</b>

**Grand Total Areas:**

1,522.67 SF Walls	1,979.24 SF Ceiling	3,501.90 SF Walls and Ceiling
1,979.24 SF Floor	219.92 SY Flooring	190.33 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	190.33 LF Ceil. Perimeter
1,979.24 Floor Area	2,043.13 Total Area	1,522.67 Interior Wall Area
1,737.00 Exterior Wall Area	193.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	





## Rackley Restoration

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Rackley Restoration  
3635 North Home Street  
Mishawaka, IN 46545  
269-259-9951  
TAX ID: 83-3357487

### Summary for Dwelling

Line Item Total	15,300.00
Overhead	1,530.00
Profit	1,530.00
<b>Replacement Cost Value</b>	<b>\$18,360.00</b>
<b>Net Claim</b>	<b>\$18,360.00</b>

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Christian Rackley  
Operation Manager

