

# CITY OF ELKHART LERNER BOARD MEETING AGENDA

Common Council Chambers

10:00 a.m., Wednesday, March 12, 2025

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

Meeting Number: 2310 584 0739, Meeting Password: Lerner25  
1-415-655-0001

1. ROLL CALL
2. APPROVE AGENDA
3. MINUTES Regular Meeting February 12, 2025
4. TREASURER'S REPORT
  - Financial Report January 31, 2025- Nick Muller (Kruggel, Lawton, and Co.)
  - Claims and Allowance Docket
5. PRESIDENT'S REPORT
  - 100 Year Celebration- Waiver of Lerner concession Fee on Free Popcorn
6. FRIENDS OF THE LERNER
7. CRYSTAL BALLROOM CATERING REPORT
8. PREMIER ARTS REPORT
9. GENERAL MANAGER'S REPORT
10. NEW BUSINESS
  - Open Quote #25-01 Lerner Security System Improvements
  - Resolution Approving Revised Not for Profit Rate Sheet & Commercial Rate Sheet
  - Shambaugh & Son Deficiency Proposal
  - Signature Resolution to Execute Event Contracts
  - Amendment No. 2 to Conway Entertainment Group Agreement
11. PUBLIC PARTICIPATION
12. ADJOURNMENT

LERNER THEATRE BOARD  
Wednesday, February 12, 2025

President Gary Boyn called the Regular Meeting of the Lerner Theatre Board to order at 10:00 a.m. on Wednesday, February 12, 2025. The Clerk of the Board, Nancy Wilson called the roll. Gary Boyn, Diana Lawson, Dina Harris, Jamie Arce and Fran Bouie attended in-person. Dallas Bergl and Carrie Berghoff attended on Webex.

1. AGENDA

On motion by Diana Lawson, seconded by Dina Harris and carried 7-0, the agenda was amended by adding the Terminix Agreement. On motion by Dina Harris, seconded by Jamie Arce and carried 7-0, the amended agenda was approved.

2. MINUTES: Regular Meeting January 8, 2025

On motion by Dina Harris, seconded by Jamie Arce and carried 7-0, the Board approved the minutes from January 8, 2025.

3. TREASURER'S REPORT

Financials December 31, 2024

Nick Muller of Kruggel, Lawton and Co. attended on Webex. The December 31, 2024 financial report was submitted to the Board for review. Total operational expenses of \$1,832,164 were covered by a City contribution of \$827,747 (45%) and a Lerner contribution of \$1,004,418 (55%). This compared with 2023 City's contribution of 55% and the Lerner's contribution of 45%. The net income from Theatre operations only (shown as Gross Profit) at the end of the period was \$910,102 which was an increase of \$231,990 from 2023. The YTD net income for all Lerner operations (including City expenses) at the end of the period was \$172,253 which was an improvement of \$178,891 from the net loss on last year's statement of (\$6,638). On budgeted City Operational Expenses alone we were under-budget by \$655,587 year-to-date. On motion by Diana Lawson, seconded by Dallas Bergl and carried 7-0, the Financials from December 31, 2024, 2024 were approved.

Claims and Allowance Docket

On motion by Jamie Arce, seconded by Dallas Bergl and carried 7-0, the Board approved the claims and allowance docket totaling \$84,889.32 as listed on the register consisting of 5 pages, prepared on February 10, 2025 at 10:19 a.m.

4. PRESIDENT'S REPORT

Diana Lawson gave an update on the 100-year celebration. Diana announced they were really honored this past week by being able to secure a title sponsor for the 100-Year events that will include: The Lerner Loves You Movie Series, an Arts Recognition Reception prior to the Diana Krall performance at the Elkhart Jazz Festival where the Lerner is actually going to express its love for all of those organizations that are a part of making it so vital in our community and vibrant, also for the Premier Arts three performances called "The Gift" which Craig Gibson is putting together. We are so proud of the work Premier Arts is doing. It is a new musical about the history of the Lerner and we are excited about that! We will also include a performance of the Elkhart County Symphony that will have a special performance that has not been announced yet, but you will be very excited about it. Also, the donation secured some needed Marketing dollars. These are part of the proposal that was made last week to the Elkhart County Convention and Visitors

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Bureau. Jon Hunsberger who is the CEO of that organization is here today. She thanked him for his generosity and for the organization. She knows from her past relationship with ECVB that this fits in well with their mission. Jon thanked Diana and on behalf of the Elkhart County Innkeeper Tax Commission as well as the Elkhart County CVB Board, we are thrilled to be able to support and sponsor the Lerner 100-year Celebration. It truly is a once in a lifetime opportunity. Knowing the need and being able to support this endeavor in a way that substantially moves it forward and continues to show the support and pride in our community He gave the Board a letter of support and a check for their donation. Gary Boyn said on behalf of the Board, this donation of \$182,000.00 is just phenomenal and we can't thank you enough. Diana Lawson added that this is so special because we are going to be able to offer this to the community at no cost, so they will be able to come and see our beautiful theatre celebrate the 100-year with us, and will be able to see the talent that comes on this stage regularly, and the talent that is provided in our community. We are thrilled. Thank you so much Jon! In addition, Diana passed out information about the 100-year branding. She announced they are updating the Green Room and it look fabulous. She said for Promotions and Publications they are getting ready to release the first Quarterly Publication which will be distributed in a number of different ways along with the postcards and note cards. Entertainment will include the Film Series, A Lerner on the Lawn performance, Premier Arts "The Gift", the "Grand Event" marquee event which is a Friends of the Lerner and the Community Foundation of Elkhart County Sponsored event which will include a Friends of the Lerner fundraiser. Ashley Hughes in the Mayor's Office is leading the charge and collecting all of the information that will go in the Time Capsule. The documentation from the theatre and a historical review from the beginning of the theatre through the renovation. We are working on our Sponsor and Donor Relations and looking to our Board for support with those. There will be a pre-show reception for Diana Krall as well during the Jazz Festival. Starting off the Film Series on February 23<sup>rd</sup>, is the "Imitation of Life" from 1934 as we move through the decades and highlight the types of movies that would have been shown during that time. The film is at no cost to the community and there will be free popcorn for the first 300 patrons! The Downtown Merchants have really been terrific in helping the outreach committee get the word out. All of the upcoming films will be shown at no cost. Diana said Sherry and the staff have been terrific.

Gary introduced the Resolution that accepts donations to help fund the anniversary events in 2025 as follows: \$100,000 of funds appropriated by the City Council; \$100,00 from The Friends of the Lerner, Inc.; \$50,000 from the Community Foundation of Elkhart County; and \$182,000 from the Elkhart County Convention and Visitors Bureau. He asked for a motion to accept those donations and direct those funds and all future Anniversary Celebration donations be deposited promptly upon receipt into the Lerner Theater Donation Fund #2315 established by the Elkhart City Controller. All such donations shall be restricted for the specific use defined by the Donor, and we need to make sure we send out written acknowledgements of each one, and authorizing the Board President or in his absence the Vice-President to execute all contracts needed for the 100<sup>th</sup> Anniversary Celebration shows and events, subject to the prior review and approval

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of the Elkhart City Attorney and City Controller, and directs all such contracts to be reported to the Board at the next meeting, authorizing the Lerner Managers to incorporate the revised Standard Operating Procedures into their Procedures Manual, providing the revised forms of Event Contract to all Lessees and do all acts they deem necessary in furtherance of this Resolution. On motion by Dina Harris, seconded by Dallas Bergl and carried 7-0, the Resolution was adopted as read. Gary noted that all of the donations so far have been given letters of acknowledgement.

5. FRIENDS OF THE LERNER

Gary noted the Lerner Board and the Common Council received the Annual Report on the Critical Needs Fund stating there were no requests for the Critical Needs Fund in 2024 for the Lerner. The Critical Needs Fund at the Community Foundation was established by the City Council and is for the Friends of the Lerner to use in case an emergency maintenance repair is needed for the Lerner Theatre. We have made one request in 2025. The fund is very helpful and we appreciate having it in place. That is another example of the City Council stepping up to the plate to make sure the Lerner's needs are covered.

6. CRYSTAL BALLROOM CATERING

Kurt Janowsky attended on Webex. January in the Ballroom was \$38,651 vs. \$32,000 last year. The great thing about numbers that small is we can say we were up 20%. There were no shows in the theatre so there was no concession revenue. Business is good and bookings are up from last year at this time. Gary thanked him for everything he does for the community.

7. PREMIER ARTS

Craig Gibson said PA is off to a great start. He said they have over 80 people in "Charlie and the Chocolate Factory" with over 120 people auditioning. Season tickets have been really great. Sherry did a great job with PA and Ticketmaster and our patron experience has been very good. The building looks great. It is looking its best. Deen and Tim are going a great job. Craig said Diana has done such a good job with the Anniversary project. The committee and the work are fun to be a part of. People are really engaged which is exactly what we need.

8. GENERAL MANAGER REPORT

Conway Entertainment Group

Sherry May reported they are focusing in January and February on Policies, Procedure and Training. Deen is working with EPD on Active Shooter Training. Sarah has completed a great Floor Manager SOP. All of the staff completed Kulture City Training. Deen put together the Emergency Response Plan which is in the packet today for approval. Jenna is working on some email platforms that may be less expensive than what we are currently using. Diana said the new carpet shampooer she used in the Ballroom is working well. Three people started Manager Training yesterday. It is a 4-course afternoon series for Jenna, Marketing and Communications Director, Brittney Winegard from the Box Office, and Diana Galvas Lerner Services. Sherry mentioned the event happening this Friday night the Grand Shanghai Circus. The opportunity came to us, and with three weeks to prepare we tried it. We had very little risk and have already hit our break even point. It was a great exercise for the staff to see what we could do. She complimented Jenna and

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Holly for getting the word out and selling tickets so quickly. We created the Cittadine Club and hope it will be a good bar night. We will have a piano player in there and it should be a nice place for people to take Valentines pictures. Gary liked the idea of using the Cittadine space as a bar area.

Scott Welch thanked Kevin Davis and Gary Boyn for helping with the Outback deal. It is very close to being done. He updated the Board on the job search for a GM. It is posted on several websites and they already have 15 people. They plan to interview and give the Mayor three choices to pick from since it is his appointment. We hope to have someone in place by the end of April. He said he has been really impressed with the quality of people we have gotten in. We have really experienced people and we have some local people. We will give everyone the same opportunity. Scott commented it has been rewarding to see how well that staff has pulled together as a team and realizing what it takes. The theatre business is different. You might come in at 8am and get out at midnight.

#### 9. NEW BUSINESS

##### Revised Event Contract

Sherry May explained the reason to present a revised Event Contract for approval. On motion by Dina Harris, seconded by Diana Lawson and carried 7-0, the Event Contract was approved as revised.

##### Resolution Approving Lerner Emergency Response Plan

Deen Tuggle explained the revisions made to the plan. On motion by Dina Harris, seconded by Dallas Bergl and carried 7-0, the Emergency Response Plan dated January 27, 2025 was approved.

##### Resolution Approving Outback Preferred Promoter Agreement

Gary explained the agreement to the Board. Outback may have some comments. On motion by Dina Harris, seconded by Diana Lawson and carried 7-0, the Outback Preferred Promoter Contract was approved as presented with the Board President and Clerk authorized to approve such revisions as they deem appropriate, and consistent with the intent of the parties that have been reviewed and approved by Legal Counsel, and execute and deliver the final form of Agreement. The Officers of the Lerner staff are authorized to do all acts they deem necessary and appropriate in furtherance of this Resolution.

##### Contract with Chicago Flyhouse

Deen Tuggle presented an Agreement with Chicago Flyhouse for approval. On motion by Dina Harris, seconded by Diana Lawson and carried 7-0, the Chicago Flyhouse Agreement was approved for \$16,542.00.

##### IT Third Party Agreements and IT NDA

Deen Tuggle presented the IT Third Party Agreements and IT NDA for approval. On motion by Dina Harris, seconded by Diana Lawson and carried 7-0, the Board approved the IT Third Party Agreements for Premier Arts and Crystall Ballroom, and the IT NDA.

##### Request Quote #25-01 Lerner Security System Improvements

Deen Tuggle explained the Security Quote to the Board. On motion By Dallas Bergl, seconded by Fran Bouie and carried 7-0, the Board granted permission to solicit Quote #25-01 Lerner Security System Improvements.

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Amendment No. 1 Sherry May Agreement

Gary Boyn explained the amendment to the Board. On motion by Dina Harris, seconded by Diana Lawson and carried 7-0, Amendment No. 1 to the Sherry May Agreement was approved.

Resolution Authorizing Engagement with Wagner Meinert LLC

Deen Tuggle explained the agreement to the Board. On motion by Dina Harris, seconded by Jamie Arce and carried 7-0, the Board approved the Wagner Meinert LLC Agreement.

Terminix Agreement

Deen Tuggle explained the contract to the Board. On motion by Diana Lawson, seconded by Jamie Arce and carried 7-0, the Board approved the Terminix Agreement as presented.

10. DIRECTOR OF EVENTS REPORT

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

| <b>Activity (February-April)</b> | <b>As % of 90 days</b> |                            |
|----------------------------------|------------------------|----------------------------|
| <b>24 Events</b>                 | 27%                    | <b>Activity in theatre</b> |
| <b>8 Ticketed Events</b>         | 9%                     | <b>Ticketed events</b>     |
| <b>7 Non-Ticketed Events</b>     | 8%                     | <b>Non-Ticketed events</b> |
| <b>9 Rehearsal Dates</b>         | 10%                    | <b>Rehearsal Space</b>     |

Compare to 2024 Board Report Ticketed Events: 21

Compare to 2024 Board Report Non-Ticketed Events +Rehearsals: 20

**DIRECTOR OF EVENTS**

PREPARED BY: SARAH MACER

**Accomplished in January:**

- Updated Facility Occupancy numbers were sent off to departments for anyone visiting The Lerner. Prism has been updated based off from conversations with Sherry, Blake and Scott. I'm updating Show Manager as shows come through and verifying others are keeping up on the shared drive.
- Deen and I are continuing to set up meetings for our individual committee with the 100 year celebration along with meetings with the full committee. We are working together to get a few times advanced and announced for the year.
- All of my usual tasks associated with my position have been completed; Show Closings sheets have been completed for each show and the show closing schedule for the month was sent to KL. We've had to update that a few times last month and I appreciate the communication with Kruggel Lawton to make sure we're running smooth. I am hoping to schedule more meetings with Prism to update our practices.

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**Updates for January:**

**Prism:**

After having met with our representative last month I am hoping to set up a few meetings this month to start diving into Prism a little more deeply. We have to get a consensus as to our user rate sheets and contracts before we can make some of those consistent across Prism, but I am excited to have a starting place. I'm hoping this will help keep things streamlined for the rest of the team and once the new General Manager comes on board. This will take more than just a few months of planning but I am excited to get everything started.

**KultureCity:**

We are officially compliant for Year 2 of KultureCity at The Lerner! I have been working with our KultureCity representatives to get a few things updated on our website, but I am happy to say that all full time staff trained have completed their Year 2 training! I have a few part time staff to connect with still and we've had a steady stream of our Volunteers sign up and complete the training as well. This is not mandatory for our Volunteers, but I am offering to any that are interested.

**Planning and Building Procedures:**

After having worked through some details with Sherry I am now working with Deen on pricing and planning out future numbers and details that will be needed to see if we can continue our routine series like Lerner on the Lawn, The Silent Organ Series and Lunchtime Live. I am pricing out the movie series through the decades and we're hopeful we can announce on this soon. The Floor Manager Manual has been briefed by all full time managers and Kevin Davis, our City Legal representative. Huge thanks to Kevin for all of the help he's provided on many the tasks and questions I've thrown his way.

**OPERATIONS MANAGER**

PREPARED BY: DEEN TUGGLE

I am excited to officially be in the role of Director of Operations. Like my previous role as Tech & Facilities Director, I will continue to oversee the Tech, Facilities, and Building Services departments, but with more time to give to all the departments. I am happy to have Jacob move into the Tech Director spot and continue to guide him on the path to success. I am also happy to still have Diana and Tim in their respective roles. Together, we are moving towards great success in keeping this building in the best shape, while implementing procedures and preventative maintenance. It is my goal to have a smoothly functioning system where no tasks are forgotten and no stone left unturned. I am grateful to be put in this position of leadership and to continue serving our great community, while building a strong team along the way. I look forward to putting stronger systems in place so that The Lerner can last another 100 years for the next generation to enjoy. My team is already hard at work to start the New Year off strong as you will see below.

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**Projects/Tasks Overview**

| Task  | Department            | Deadline   | Completion Status | Employee     |
|---|-----------------------|------------|-------------------|--------------|
| Update volunteer tour docent manual.        | Operations            | 2025-01-31 | 100%              | Deen         |
| Update Emergency Response Plan              | Operations            | 2025-01-31 | 100%              | Deen         |
| Annual emergency lighting inspection.       | Operations Facilities | 2025-01-31 | 100%              | Deen & Tim   |
| Dressing rooms 1-4 bathroom floor refinish. | Facilities            | 2025-01-24 | 100%              | Tim & Tom    |
| Deep clean all restrooms.                   | Bldg. Services        | 2025-01-31 | 100%              | Diana        |
| Deep clean all dressing rooms.              | Bldg. Services        | 2025-01-31 | 100%              | Kyle         |
| Fill part-time custodian positions.         | Bldg. Services        | ASAP       | 100%              | Diana        |
| Annual stage lighting maintenance.          | Tech                  | 2025-02-28 | 75%               | Jacob & Jose |
| TD training.                                | Tech                  | ASAP       | 50%               | Jacob        |

**Upcoming Projects/Tasks**

| Task  | Department            | Deadline   | Employee   |
|---|-----------------------|------------|------------|
| Add additional preventative maintenance tasks into the management software. | Operations Facilities | 2025-02-28 | Deen & Tim |
| Annual sprinkler inspection.  | Operations            | 2025-02-28 | Deen       |
| Annual stage rigging inspection & maintenance.                              | Tech                  | ASAP       | Jacob      |
| Microphone Cleaning   | Tech                  | 2025-02-28 | Jacob      |
| HVAC Filter Change  | Facilities            | 2025-02-28 | Tim        |
| Ballroom Carpet Cleaning  | Bldg. Services        | 2025-02-07 | Diana      |
| Building Carpet Cleaning  | Bldg. Services        | 2025-02-28 | Diana      |



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**TECHNICAL DIRECTOR**  
PREPARED BY: JACOB ZEHR

Overview:

Greetings! I'm excited to step into the role of Tech Director and continue learning the nuances of the technology we use at the Lerner. Deen has been steadily training me on tech processes in the theatre and Crystal Ballroom. We plan to continue more specific training related to shows scheduled in the coming months.

In January, we welcomed Rally for Life Michiana and facilitated their march around downtown Elkhart. Then, we put on Winter Bravo Bash, hosted by Aurinko Conservatory of Dance. This event featured energy-filled dancers twirling in their tutus as well as a sneak peek of their spring show, Cinderella. Apart from these shows, myself and various part time stagehands have been completing scheduled maintenance on lighting and sound equipment in preparation for the year of shows. We also worked with City IT to align our networks with all other city departments.

I appreciate the opportunity to lead in this position and look forward to facilitating our lineup of shows and celebrating 100 years of the Lerner.

January Accomplishments:

- Training on technical theatre systems
- Annual Lighting & Sound Maintenance
- Understanding Tech invoicing & pricing

Upcoming Tasks:

- Scheduling stagehands for large shows
- Continued training in preparation for larger tours
- Training stagehands to operate lighting board, sound board, and flyrail

**COMMUNICATIONS & MARKETING COORDINATOR**

PREPARED BY: JENNA BROUILLETTE

The beginning of 2025 is here, and we are excited for it! January was a slow month for events in the theatre, but a busy month of planning for the year ahead.

As we continue celebrating the Lerner Theatre's 100th anniversary, I've been focused on projects that highlight our rich history while enhancing community engagement. From historical documentation to special event series promotions, these efforts will help us honor the past while keeping our audiences excited for the future.

This month, training has also been a priority. Having training and documentation for floor managing procedures and for helping patrons with the hearing assistance loop has been very helpful. Looking ahead, I'm excited for the opportunity to participate

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in Management Training courses at IUSB, which will strengthen leadership skills in the office and during events.

Here is a snapshot of The Lerner Theatre's Socials as of 1/31/25:

|                   | October 2024 | November 2024 | December 2024 | January 2025 | 1-Month Change |
|-------------------|--------------|---------------|---------------|--------------|----------------|
| Total Audience    | 36,591       | 36,835        | 37,003        | 37,012       | 0.02% Increase |
| Total Impressions | 492,900      | 842,664       | 471,502       | 82,095       | 82% Decrease   |
| Total Engagement  | 12,452       | 14,300        | 8,419         | 1,681        | 78% Decrease   |

**Additional Social Context:**

With a limited number of shows in the first quarter, I focused on internal projects with the goal of allocating more resources toward our digital content in the future as more is announced on the calendar. A decline in social numbers over quieter months is expected.

*Beginning June 2024, 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 long-term challenges to our social data as this limits engagement with our posts and impressions as well.

**Done in January**

- Worked on developing Marketing plans for The Lerner and The Lerner Theatre 100<sup>th</sup> initiatives
- Continued as a liaison to the Lerner's 100 year celebration committees in the areas of History+Renovation and Communications
- Continued Lerner History Research and digital documentation of resources
- Trained on Floor Management and Hearing Assistive Devices

**Goals for February**

- Begin Management Courses at IUSB
- Continue as a liaison to the Lerner's 100 year celebration committees in the areas of History+Renovation, Community Outreach, and Communications.
- Assist in the rebrand our information, website, and socials for the 100<sup>th</sup> Anniversary!

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**MEDIA SPECIALIST**  
PREPARED BY: HOLLY COWAN

This past month I've been focusing on different design pieces. Starting the first of January, we officially launched our new 100 Year Branding. The beginning of the month has been spent updating email and social templates with our new branding to keep everything consistent.

Along with the new branding there has been several projects going with The Lerner 100 Committee that I have assisted with. One initiative has been to create and print some wall decals for inside of the building. Those have been ordered with Alphagraphics and are in production. I have also been working with the committee to design some graphics for our upcoming series programming.

Jenna and I were also able to have a meeting with Erin, who works with Microsoft, about accessibility. She was able to provide several training resources for us to learn more about the accessibility pieces needed on our website. Jenna and I are hoping to work with Eyedart further on the implementation with the navigation of our website. We are also working on creating a page featuring our accessibility offerings.

I've also been digging into features on our website further and getting more acquainted with Wordpress. I was able to attend some workshops about SEO to help improve our website. I hope to continue this work further into February.

For February, I'm wanting to continue creating some more branded pieces including some reels and video content along with further updates to our website.

**Accomplishments in January**

- Create and print takeaway cards for becoming a Lerner Volunteer and Tours of The Lerner
- Create new graphics and printed pieces for the 100 Year programming
- Create graphics for our building highlighting the 100 Year logo
- Design a new Know Before You Go social graphic and email templates

**Upcoming Goals for February**

- Create a new page for the website about our accessibility and work with Eyedart on redesigning our website
- New page for the website about artwork on display in The Lerner
- Ongoing – update The Lerner Website and Friends of The Lerner Website information
- Continue working with Eyedart on accessibility features for our websites
- Work on sponsorship deck with Jenna and Sherry

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**BOX OFFICE MANAGER**  
 PREPARED BY: BRITTANY WEINGART

Box Office Manager Goals:

- Continue to learn and grow as the Box Office Manager
- Continue to teach, train and listen to the Box Office Staff
- Continue to Build Shows Successfully

Accomplishments:

- Successfully built ALL of the Premier Arts single events
- Successfully trained the Box Office Assistant on how to build shows
- Hired and Trained 2 new box office employees

Box Office Assistant Goals:

1. To be able to build a show from start to finish by myself
2. Feel more comfortable being lead manager for a show
3. To stay more on top of changing the SOP's in the Box Office manual.

Accomplishments:

1. Doing the daily audits with less errors
2. How to build a show
3. Doing the monthly reports by myself.

| 4. Date   | Time    | Event Name   | On Sale Date | Sale Sold | Net Revenue | Hist. Fee  | Total Rev. |
|-----------|---------|--|--------------|-----------|-------------|------------|------------|
| 1/25/2025 | 3:00 PM | Bravo Bash   | 10/16/2024   | 284       | \$3,768.00  | \$852.00   | \$4,6      |
| 2/2/2025  | 4:00 PM | Elkhart County Symphony - Mahler Symphony Number 2 | 7/24/2024    | 382       | \$7,648.00  | \$1,146.00 | \$8,7      |
| 2/22/2025 | 3:00PM  | Aurinko Ballet Presents: Cinderella and Repertory  | 10/16/2024   | 117       | \$2,652.00  | \$351.00   | \$3,0      |
| 2/22/2025 | 1:00 PM | Cinderella and Repertory - Tea Party               | 10/16/2024   | 25        | \$1,312.50  | \$75.00    | \$1,3      |
| 3/14/2025 | 7:30PM  | Charlie & The Chocolate Factory                    | 2/3/2025     | 2         | \$48.00     | \$6.00     | \$54.      |
| 3/15/2025 | 7:30PM  | Charlie & The Chocolate Factory                    | 2/3/2025     | 4         | \$83.60     | \$12.00    | \$95.      |
| 3/16/2025 | 2:00PM  | Charlie & The Chocolate Factory                    | 2/3/2025     | 7         | \$51.00     | \$21.00    | \$72.      |
| 3/30/2025 | 4:00 PM | Elkhart County Symphony - Passion and Poetry       | 7/24/2024    | 2         | \$62.00     | \$6.00     | \$68.      |
| 5/3/2025  | 7:00 PM | Justin Willman                                     | 11/1/2024    | 23        | \$1,231.50  | \$69.00    | \$1,3      |
| 5/9/2025  | 7:30PM  | Fiddler on The Roof                                | 2/3/2025     | 2         | \$48.00     | \$6.00     | \$54.      |

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|            |         |  |            |     |             |          |           |
|------------|---------|--|------------|-----|-------------|----------|-----------|
| 5/10/2025  | 7:30PM  | Fiddler on The Roof                        | 2/3/2025   | 4   | \$83.60     | \$12.00  | \$95.     |
| 5/10/2025  | 2:00PM  | Fiddler on The Roof All Youth              | 2/3/2025   | 6   | \$162.00    | \$18.00  | \$180.    |
| 5/11/2025  | 2:00PM  | Fiddler on The Roof                        | 2/3/2025   | 7   | \$159.00    | \$21.00  | \$180.    |
| 5/18/2025  | 4:00 PM | Elkhart County Symphony - Rebel Symphnoire | 7/24/2024  | 7   | \$211.00    | \$21.00  | \$232.    |
| 6/13/2025  | 7:00 PM | A Toast to Bread                           | 11/8/2024  | 104 | \$4,522.00  | \$312.00 | \$4,834.  |
| 6/19/2025  | 8:00 PM | Elkhart Jazz Fest Presents: Diana Krall    | 12/6/2024  | 225 | \$16,574.00 | \$675.00 | \$17,249. |
| 7/18/2025  | 7:30PM  | Disney's The Little Mermaid                | 2/3/2025   | 2   | \$48.00     | \$6.00   | \$54.     |
| 7/19/2025  | 7:30PM  | Disney's The Little Mermaid                | 2/3/2025   | 4   | \$83.60     | \$12.00  | \$95.     |
| 7/19/2025  | 2:00PM  | Disney's The Little Mermaid All Youth      | 2/3/2025   | 6   | \$162.00    | \$18.00  | \$180.    |
| 7/20/2025  | 2:00PM  | Disney's The Little Mermaid                | 2/3/2025   | 7   | \$159.00    | \$21.00  | \$180.    |
| 8/15/2025  | 7:00PM  | The Chrisette Michele Experience           | 1/24/2025  | 30  | \$3,862.00  | \$90.00  | \$3,952.  |
| 10/17/2025 | 7:30PM  | Disney's Descendants The Musical           | 2/3/2025   | 2   | \$48.00     | \$6.00   | \$54.     |
| 10/18/2025 | 7:30 PM | Disney's Descendants The Musical           | 2/3/2025   | 4   | \$83.60     | \$12.00  | \$95.     |
| 10/18/2025 | 2:00PM  | Disney's Descendants The Musical All Youth | 2/3/2025   | 6   | \$162.00    | \$18.00  | \$180.    |
| 10/19/2025 | 2:00PM  | Disney's Descendants The Musical           | 2/3/2025   | 7   | \$159.00    | \$21.00  | \$180.    |
| 11/16/2025 | 3:00 PM | Snow Queen                                 | 9/18/2024  | 5   | \$270.00    | \$15.00  | \$285.    |
| 12/12/2025 | 7:30PM  | The Gift: A New Musical                    | 2/3/2025   | 2   | \$48.00     | \$6.00   | \$54.     |
| 12/13/2025 | 7:30PM  | The Gift: A New Musical                    | 2/3/2025   | 4   | \$83.60     | \$12.00  | \$95.     |
| 12/14/2025 | 2:00PM  | The Gift: A New Musical                    | 2/3/2025   | 7   | \$159.00    | \$21.00  | \$180.    |
| 25PAPF     |         | Premier Arts Season Package Friday         | 12/13/2024 | 64  | \$7,524.00  | \$192.00 | \$7,716.  |
| 25PAPPY    |         | Premier Arts Season Package Youth          | 12/13/2024 | 2   | \$150.00    | \$6.00   | \$156.    |
| 25PAPS     |         | Premier Arts Season Package Saturday       | 12/13/2024 | 32  | \$3,744.00  | \$96.00  | \$3,840.  |
| 25PAPSU    |         | Premier Arts Season Package Sunday         | 12/13/2024 | 20  | \$2,372.00  | \$60.00  | \$2,432.  |

|                             |                    |
|-----------------------------|--------------------|
| <b>Total Ticket Revenue</b> | <b>\$61,949.00</b> |
|-----------------------------|--------------------|

**LERNER SERVICES COORDINATOR**  
 PREPARED BY: DIANA GALVES

In January, The Lerner had several events as did the Ballroom. This allowed Building Services to do some heavy duty cleaning within the building.

Accomplished in January:

- Building Services did heavy duty cleaning in Main floor and Ballroom.

LERNER THEATRE BOARD

Wednesday, February 12, 2025

- Washed down all walls underneath sinks, soap dispensers in Family bathrooms, hand blowers, toilets, and urinals.
- Due to the cold weather and treated sidewalks/streets Building Services had to vacuum and mop daily the Franklin St. entrance, Premier Arts entrance, and Box office.
- We also did interviews for 2 part-time janitorial positions.

Upcoming Tasks:

- Work on thoroughly cleaning all 4 Dressing rooms.
- Work on thoroughly cleaning auditorium and balcony.

**FACILITIES MANAGER**

PREPARED BY: TIM GARDNER

All lower level dressing room bathrooms have been stripped of old vinyl tile, cleaned and repainted with an acrylic/epoxy blend paint for durability and ease of cleaning. All base board cove molding also replaced.

Completed all PM measures for January

Started repair of balcony hand railing.

Started prepping Green Room kitchen for paint.

**Goals for Feb 25**

Finish kitchen painting, get ready for Green Room redecoration. Paint is ready for kitchen. Bathroom floor to be stripped, prepped and readied for Polycuramine coating. Waiting only on final color decision on bathroom and green room flooring

On or about Feb 14<sup>th</sup> will start with floor in Ballroom Kitchen. Strip, prep and paint with same type of acrylic/epoxy blend paint as used in dressing room bathrooms.

Replace baseboard cove molding. Complete all PM measures for Feb.

10. ADJOURNMENT

On motion by Jamie Arce seconded by Diana Lawson and carried 7-0, the Lerner Theatre Governing Board was adjourned at 10:56 a.m.

\_\_\_\_\_ Gary Boyn, President

Attest: \_\_\_\_\_ Nancy Wilson, Clerk of the Board

# The Lerner Theatre

To: The Lerner Governing Board

From: Nick Muller (Kruggel, Lawton and Co)

Subject: Notes regarding the January 31, 2025 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending January 31, 2025.

The net income from theatre operations only (shown as Gross Profit) at the end of the period is \$11,813, which is an increase of \$7,195 from the Gross Profit on last year's statement of \$4,618.

The year-to-date net loss for all Lerner operations (including city expenses) at the end of the period is (\$117,572) which is a decline of (\$72,111) from the net loss on last year's statement of (\$45,461).

On budgeted city Operational Expenses alone are over-budget by \$13,924 year-to-date.

Total Operational Expenses of \$213,141 were covered by a City contribution of \$200,905 (94%) and a Lerner contribution of \$12,237 (6%). This compares with last year's City contribution of 97% and the Lerner's contribution of 3%.

There were 2 shows and events in January that generated the following profit:

- Bravo Bash - \$3,031.21
- Right to Life - \$1,057.80

# The Lerner Theatre

## Financial Analysis Through January 31, 2025

|  | <u>2025</u>   |      | <u>2024</u>   |      | <u>Diff</u>   |
|--|---------------|------|---------------|------|---------------|
| <b><i>City Operational Expenses</i></b>          |               |      |               |      |               |
| Staff & Related                                  | 121,408       |      | 93,192        |      | 28,216        |
| Other  | <u>91,733</u> |      | <u>40,220</u> |      | <u>51,513</u> |
| Total Expenses to be Covered                     | 213,141       |      | 133,412       |      | 79,729        |
| Less: City Subsidy (Budgeted)                    | <u>83,333</u> |      | <u>83,333</u> |      | <u>-</u>      |
| Net City Operational Expenses                    | 129,808       |      | 50,079        |      | 79,729        |
| <b><i>Lerner Box Office Operations</i></b>       |               |      |               |      |               |
| Income   | 13,904        |      | 6,310         |      | 7,594         |
| COGS   | <u>2,091</u>  |      | <u>1,692</u>  |      | <u>398</u>    |
| Gross Profit (Loss)                              | 11,813        |      | 4,618         |      | 7,195         |
| Lerner Labor Expense                             | <u>424</u>    |      | <u>-</u>      |      | <u>424</u>    |
| Lerner Contribution from Operations              | 12,237        |      | 4,618         |      | 7,619         |
| <b><i>Additional Subsidy Sources</i></b>         |               |      |               |      |               |
| City Subsidy (Un-Budgeted)                       | 117,572       |      | 45,462        |      |               |
| Lerner Excess Contribution                       | -             |      | -             |      |               |
| <b>How the Operational Expenses Are Covered:</b> |               |      |               |      |               |
| City Contribution                                | 200,905       | 94%  | 128,795       | 97%  |               |
| Lerner Contribution                              | <u>12,237</u> | 6%   | <u>4,618</u>  | 3%   |               |
| Total Expenses to be Covered                     | 213,141       | 100% | 133,412       | 100% |               |



# The Lerner Theatre

## P&L - Total Theatre - Summary Comparison

January 2025

|   | TOTAL                 |                       |                      |                  |
|---|-----------------------|-----------------------|----------------------|------------------|
|   | JAN 2025              | JAN 2024 (PY)         | CHANGE               | % CHANGE         |
| Income                                  |                       |                       |                      |                  |
| Theatre Income                          | 13,904.01             | 6,310.23              | 7,593.78             | 120.34 %         |
| <b>Total Income</b>                     | <b>\$13,904.01</b>    | <b>\$6,310.23</b>     | <b>\$7,593.78</b>    | <b>120.34 %</b>  |
| Cost of Goods Sold                      |                       |                       |                      |                  |
| Cost of Sales                           | 2,090.80              | 1,692.48              | 398.32               | 23.53 %          |
| <b>Total Cost of Goods Sold</b>         | <b>\$2,090.80</b>     | <b>\$1,692.48</b>     | <b>\$398.32</b>      | <b>23.53 %</b>   |
| <b>GROSS PROFIT</b>                     | <b>\$11,813.21</b>    | <b>\$4,617.75</b>     | <b>\$7,195.46</b>    | <b>155.82 %</b>  |
| Expenses                                |                       |                       |                      |                  |
| City Accts by Submission Date           | 213,141.43            | 133,412.45            | 79,728.98            | 59.76 %          |
| <b>Total Expenses</b>                   | <b>\$213,141.43</b>   | <b>\$133,412.45</b>   | <b>\$79,728.98</b>   | <b>59.76 %</b>   |
| <b>NET OPERATING INCOME</b>             | <b>\$ -201,328.22</b> | <b>\$ -128,794.70</b> | <b>\$ -72,533.52</b> | <b>-56.32 %</b>  |
| Other Expenses                          |                       |                       |                      |                  |
| 5000000 City Contribution Toward Budget | -83,333.33            | -83,333.33            | 0.00                 | 0.00 %           |
| 99998 Show Labor Exp Incl in Budget     | -423.68               |                       | -423.68              |                  |
| <b>Total Other Expenses</b>             | <b>\$ -83,757.01</b>  | <b>\$ -83,333.33</b>  | <b>\$ -423.68</b>    | <b>-0.51 %</b>   |
| <b>NET OTHER INCOME</b>                 | <b>\$83,757.01</b>    | <b>\$83,333.33</b>    | <b>\$423.68</b>      | <b>0.51 %</b>    |
| <b>NET INCOME</b>                       | <b>\$ -117,571.21</b> | <b>\$ -45,461.37</b>  | <b>\$ -72,109.84</b> | <b>-158.62 %</b> |

The Lerner Theatre  
P&L - Total Theatre - Detailed Comparison  
January 2025

|   | TOTAL              |                   |                   |                    |
|---|--------------------|-------------------|-------------------|--------------------|
|   | JAN 2025           | JAN 2024 (PY)     | CHANGE            | % CHANGE           |
| <b>Income</b>                             |                    |                   |                   |                    |
| Theatre Income                            |                    |                   |                   |                    |
| 4000 Ticket Sales Collected               | 3,545.00           |                   | 3,545.00          |                    |
| 4001 Ticket Sales Due/Paid                | -3,545.00          |                   | -3,545.00         |                    |
| 4010 Facility Rental - Theatre            | 4,987.25           |                   | 4,987.25          |                    |
| 40200 Ticket Processing Fees              | 98.70              | 10.00             | 88.70             | 887.00 %           |
| 40203 Historical Facility Fee             | 846.00             |                   | 846.00            |                    |
| 40204 Box Office Fee                      | 527.25             |                   | 527.25            |                    |
| 40206 Web Ticket Fees                     | 153.00             |                   | 153.00            |                    |
| 40208 Convenience Fees                    | 425.00             |                   | 425.00            |                    |
| <b>Total 40200 Ticket Processing Fees</b> | <b>2,049.95</b>    | <b>10.00</b>      | <b>2,039.95</b>   | <b>20,399.50 %</b> |
| 4050 Equipment Rental                     | 1,400.00           |                   | 1,400.00          |                    |
| 4090 Merchandise Commissions              | 569.40             |                   | 569.40            |                    |
| 4140 Miscellaneous Income                 | 614.25             |                   | 614.25            |                    |
| Event Labor                               |                    |                   |                   |                    |
| 4030 Stagehands, Etc.                     | 340.00             |                   | 340.00            |                    |
| 4040 Front of House                       | 160.00             |                   | 160.00            |                    |
| <b>Total Event Labor</b>                  | <b>500.00</b>      |                   | <b>500.00</b>     |                    |
| Non-Ticketed Event Revenue                |                    |                   |                   |                    |
| 41314 Crystal Ballroom Events             | 3,783.16           | 6,300.23          | -2,517.07         | -39.95 %           |
| <b>Total Non-Ticketed Event Revenue</b>   | <b>3,783.16</b>    | <b>6,300.23</b>   | <b>-2,517.07</b>  | <b>-39.95 %</b>    |
| <b>Total Theatre Income</b>               | <b>13,904.01</b>   | <b>6,310.23</b>   | <b>7,593.78</b>   | <b>120.34 %</b>    |
| <b>Total Income</b>                       | <b>\$13,904.01</b> | <b>\$6,310.23</b> | <b>\$7,593.78</b> | <b>120.34 %</b>    |
| Cost of Goods Sold                        |                    |                   |                   |                    |
| Cost of Sales                             |                    |                   |                   |                    |
| 5025 Merchant Ticket Fees                 | 543.75             |                   | 543.75            |                    |
| 5030 Ticket CC Processing Expense         | 1,292.38           | 1,667.48          | -375.10           | -22.50 %           |
| 5035 Merchant Account Fees                | -169.01            | 25.00             | -194.01           | -776.04 %          |
| Direct Labor - Events                     |                    |                   |                   |                    |
| 5050 Stage Labor                          | 267.24             |                   | 267.24            |                    |
| 5060 Front of House Labor                 | 156.44             |                   | 156.44            |                    |
| <b>Total Direct Labor - Events</b>        | <b>423.68</b>      |                   | <b>423.68</b>     |                    |
| <b>Total Cost of Sales</b>                | <b>2,090.80</b>    | <b>1,692.48</b>   | <b>398.32</b>     | <b>23.53 %</b>     |
| <b>Total Cost of Goods Sold</b>           | <b>\$2,090.80</b>  | <b>\$1,692.48</b> | <b>\$398.32</b>   | <b>23.53 %</b>     |
| <b>GROSS PROFIT</b>                       | <b>\$11,813.21</b> | <b>\$4,617.75</b> | <b>\$7,195.46</b> | <b>155.82 %</b>    |

# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January 2025

|  | TOTAL               |                     |                    |                 |
|--|---------------------|---------------------|--------------------|-----------------|
|  | JAN 2025            | JAN 2024 (PY)       | CHANGE             | % CHANGE        |
| <b>Expenses</b>                            |                     |                     |                    |                 |
| City Accts by Submission Date              |                     |                     |                    |                 |
| Other Services/Charges                     |                     |                     |                    |                 |
| 4310400 Professional Services              | 27,314.94           | 3,899.00            | 23,415.94          | 600.56 %        |
| 4320300 Travel                             | 43.05               |                     | 43.05              |                 |
| 4320400 Telephone/Communications           | 2,033.62            | 2,916.41            | -882.79            | -30.27 %        |
| 4330300 Advertising/Marketing              | 1,012.42            | 380.79              | 631.63             | 165.87 %        |
| 4330301 Promotions                         |                     | 49.52               | -49.52             | -100.00 %       |
| 4350100 Electricity                        | 20,103.03           | 20,476.12           | -373.09            | -1.82 %         |
| 4350200 Natural Gas                        | 2,122.22            | 3,359.88            | -1,237.66          | -36.84 %        |
| 4350400 Water & Sewer                      | 541.49              | 411.52              | 129.97             | 31.58 %         |
| 4360100 Repairs & Maintenance-Building     | 19,791.01           | 1,703.69            | 18,087.32          | 1,061.66 %      |
| 4370200 Equipment Leases                   | 110.93              |                     | 110.93             |                 |
| 4390200 Postage                            | 430.86              | 27.45               | 403.41             | 1,469.62 %      |
| 4390300 Subscriptions                      | 1,982.00            | 1,888.00            | 94.00              | 4.98 %          |
| 4390800 Memberships & Dues                 | 650.00              |                     | 650.00             |                 |
| 4390912 Contract Services                  | 12,622.00           | 150.00              | 12,472.00          | 8,314.67 %      |
| <b>Total Other Services/Charges</b>        | <b>88,757.57</b>    | <b>35,262.38</b>    | <b>53,495.19</b>   | <b>151.71 %</b> |
| Personnel Services                         |                     |                     |                    |                 |
| 4110130 Full Time                          | 85,545.95           | 60,296.32           | 25,249.63          | 41.88 %         |
| 4110150 Part Time                          | 8,782.72            | 9,276.35            | -493.63            | -5.32 %         |
| 4130100 Employer's Social Security         | 5,868.46            | 4,195.97            | 1,672.49           | 39.86 %         |
| 4130200 Employer's Medicare                | 1,372.47            | 981.31              | 391.16             | 39.86 %         |
| 4130300 Employer's PERF                    | 11,924.29           | 8,682.11            | 3,242.18           | 37.34 %         |
| 4130500 Employer's Group & Life            | 7,914.48            | 9,760.10            | -1,845.62          | -18.91 %        |
| <b>Total Personnel Services</b>            | <b>121,408.37</b>   | <b>93,192.16</b>    | <b>28,216.21</b>   | <b>30.28 %</b>  |
| Supplies                                   |                     |                     |                    |                 |
| 4210500 Office Supplies                    | 97.43               | 88.39               | 9.04               | 10.23 %         |
| 4220150 Operating Supplies                 | 1,035.81            | 3,983.09            | -2,947.28          | -73.99 %        |
| 4220310 Household, Laundry                 | 645.84              | 512.50              | 133.34             | 26.02 %         |
| 4230200 Repair Parts                       | 538.30              | 257.29              | 281.01             | 109.22 %        |
| 4230300 Small Tools/Minor Equipment        | 658.11              | 116.64              | 541.47             | 464.22 %        |
| <b>Total Supplies</b>                      | <b>2,975.49</b>     | <b>4,957.91</b>     | <b>-1,982.42</b>   | <b>-39.98 %</b> |
| <b>Total City Accts by Submission Date</b> | <b>213,141.43</b>   | <b>133,412.45</b>   | <b>79,728.98</b>   | <b>59.76 %</b>  |
| <b>Total Expenses</b>                      | <b>\$213,141.43</b> | <b>\$133,412.45</b> | <b>\$79,728.98</b> | <b>59.76 %</b>  |
| NET OPERATING INCOME                       | \$ -201,328.22      | \$ -128,794.70      | \$ -72,533.52      | -56.32 %        |
| Other Expenses                             |                     |                     |                    |                 |
| 5000000 City Contribution Toward Budget    | -83,333.33          | -83,333.33          | 0.00               | 0.00 %          |

# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January 2025

|                                     | TOTAL                 |                      |                      |                  |
|-------------------------------------|-----------------------|----------------------|----------------------|------------------|
|                                     | JAN 2025              | JAN 2024 (PY)        | CHANGE               | % CHANGE         |
| 99998 Show Labor Exp Incl in Budget | -423.68               |                      | -423.68              |                  |
| <b>Total Other Expenses</b>         | <b>\$ -83,757.01</b>  | <b>\$ -83,333.33</b> | <b>\$ -423.68</b>    | <b>-0.51 %</b>   |
| NET OTHER INCOME                    | <b>\$83,757.01</b>    | <b>\$83,333.33</b>   | <b>\$423.68</b>      | <b>0.51 %</b>    |
| NET INCOME                          | <b>\$ -117,571.21</b> | <b>\$ -45,461.37</b> | <b>\$ -72,109.84</b> | <b>-158.62 %</b> |

# The Lerner Theatre

Budget vs. Actuals: FY\_2025 - FY25 P&L

January 2025

|   | 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                          |                   |                   |                  |
| 4440500 Other Equipment-Capital Expense | 0.00              | 8,666.67          | -8,666.67        |
| <b>Total Capital Outlay</b>             | <b>0.00</b>       | <b>8,666.67</b>   | <b>-8,666.67</b> |
| Other Services/Charges                  |                   |                   |                  |
| 4310400 Professional Services           | 27,314.94         | 8,558.33          | 18,756.61        |
| 4320300 Travel                          | 43.05             | 1,141.67          | -1,098.62        |
| 4320400 Telephone/Communications        | 2,033.62          | 2,095.50          | -61.88           |
| 4330300 Advertising/Marketing           | 1,012.42          | 6,066.67          | -5,054.25        |
| 4330301 Promotions                      |                   | 416.67            | -416.67          |
| 4340200 Liability Insurance             | 0.00              | 4,691.67          | -4,691.67        |
| 4350100 Electricity                     | 20,103.03         | 12,250.00         | 7,853.03         |
| 4350200 Natural Gas                     | 2,122.22          | 1,916.67          | 205.55           |
| 4350400 Water & Sewer                   | 541.49            | 293.33            | 248.16           |
| 4360100 Repairs & Maintenance-Building  | 19,791.01         | 11,613.33         | 8,177.68         |
| 4360200 Equipment Repair                |                   | 166.67            | -166.67          |
| 4370200 Equipment Leases                | 110.93            | 266.67            | -155.74          |
| 4390200 Postage                         | 430.86            | 166.67            | 264.19           |
| 4390300 Subscriptions                   | 1,982.00          | 900.00            | 1,082.00         |
| 4390800 Memberships & Dues              | 650.00            | 144.58            | 505.42           |
| 4390900 Other Services & Charges        | 0.00              | 4,166.67          | -4,166.67        |
| 4390910 Education                       |                   | 1,666.67          | -1,666.67        |
| 4390912 Contract Services               | 12,622.00         | 3,287.12          | 9,334.88         |
| 4390930 Processing Fees                 |                   | 4,250.00          | -4,250.00        |
| <b>Total Other Services/Charges</b>     | <b>88,757.57</b>  | <b>64,058.89</b>  | <b>24,698.68</b> |
| Personnel Services                      |                   |                   |                  |
| 4110130 Full Time                       | 85,545.95         | 73,383.33         | 12,162.62        |
| 4110150 Part Time                       | 8,782.72          | 14,583.33         | -5,800.61        |
| 4110160 Overtime Wages                  | 0.00              | 483.33            | -483.33          |
| 4130100 Employer's Social Security      | 5,868.46          | 5,516.67          | 351.79           |
| 4130200 Employer's Medicare             | 1,372.47          | 1,291.67          | 80.80            |
| 4130300 Employer's PERF                 | 11,924.29         | 10,641.67         | 1,282.62         |
| 4130500 Employer's Group & Life         | 7,914.48          | 15,566.67         | -7,652.19        |
| <b>Total Personnel Services</b>         | <b>121,408.37</b> | <b>121,466.67</b> | <b>-58.30</b>    |
| Supplies                                |                   |                   |                  |
| 4210500 Office Supplies                 | 97.43             | 291.67            | -194.24          |
| 4220150 Operating Supplies              | 1,035.81          | 1,958.33          | -922.52          |
| 4220310 Household, Laundry              | 645.84            | 791.67            | -145.83          |

# The Lerner Theatre

## Budget vs. Actuals: FY\_2025 - FY25 P&L

January 2025

|  |                       | TOTAL                 |                      |
|--|-----------------------|-----------------------|----------------------|
|  | ACTUAL                | BUDGET                | OVER BUDGET          |
| 4230200 Repair Parts                       | 538.30                | 350.00                | 188.30               |
| 4230300 Small Tools/Minor Equipment        | 658.11                | 1,633.33              | -975.22              |
| <b>Total Supplies</b>                      | <b>2,975.49</b>       | <b>5,025.00</b>       | <b>-2,049.51</b>     |
| <b>Total City Accts by Submission Date</b> | <b>213,141.43</b>     | <b>199,217.23</b>     | <b>13,924.20</b>     |
| <b>Total Expenses</b>                      | <b>\$213,141.43</b>   | <b>\$199,217.23</b>   | <b>\$13,924.20</b>   |
| NET OPERATING INCOME                       | <b>\$ -213,141.43</b> | <b>\$ -199,217.23</b> | <b>\$ -13,924.20</b> |
| Other Expenses                             |                       |                       |                      |
| 5000000 City Contribution Toward Budget    | -83,333.33            | -83,333.33            | 0.00                 |
| <b>Total Other Expenses</b>                | <b>\$ -83,333.33</b>  | <b>\$ -83,333.33</b>  | <b>\$0.00</b>        |
| NET OTHER INCOME                           | <b>\$83,333.33</b>    | <b>\$83,333.33</b>    | <b>\$0.00</b>        |
| NET INCOME                                 | <b>\$ -129,808.10</b> | <b>\$ -115,883.90</b> | <b>\$ -13,924.20</b> |

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

|   | TOTAL             |
|---|-------------------|
| <b>Income</b>                             |                   |
| Theatre Income                            |                   |
| 4000 Ticket Sales Collected               | 3,545.00          |
| 4001 Ticket Sales Due/Paid                | -3,545.00         |
| 4010 Facility Rental - Theatre            | 1,175.00          |
| 40200 Ticket Processing Fees              | 98.70             |
| 40203 Historical Facility Fee             | 846.00            |
| 40204 Box Office Fee                      | 527.25            |
| 40206 Web Ticket Fees                     | 153.00            |
| 40208 Convenience Fees                    | 425.00            |
| <b>Total 40200 Ticket Processing Fees</b> | <b>2,049.95</b>   |
| 4050 Equipment Rental                     | 700.00            |
| 4140 Miscellaneous Income                 | 314.25            |
| Event Labor                               |                   |
| 4030 Stagehands, Etc.                     | 136.00            |
| 4040 Front of House                       | 84.00             |
| <b>Total Event Labor</b>                  | <b>220.00</b>     |
| <b>Total Theatre Income</b>               | <b>4,459.20</b>   |
| <b>Total Income</b>                       | <b>\$4,459.20</b> |
| Cost of Goods Sold                        |                   |
| Cost of Sales                             |                   |
| 5025 Merchant Ticket Fees                 | 1,057.50          |
| 5030 Ticket CC Processing Expense         | 169.01            |
| Direct Labor - Events                     |                   |
| 5050 Stage Labor                          | 110.54            |
| 5060 Front of House Labor                 | 90.94             |
| <b>Total Direct Labor - Events</b>        | <b>201.48</b>     |
| <b>Total Cost of Sales</b>                | <b>1,427.99</b>   |
| <b>Total Cost of Goods Sold</b>           | <b>\$1,427.99</b> |
| <b>GROSS PROFIT</b>                       | <b>\$3,031.21</b> |
| Expenses                                  |                   |
| Hourly Costs                              | 0.00              |
| <b>Total Expenses</b>                     | <b>\$0.00</b>     |
| <b>NET OPERATING INCOME</b>               | <b>\$3,031.21</b> |
| <b>NET INCOME</b>                         | <b>\$3,031.21</b> |

The Lerner Theatre  
 South Bend Right To Life's: Right To Life  
 All Dates

|                                    | TOTAL             |
|------------------------------------|-------------------|
| <b>Income</b>                      |                   |
| Theatre Income                     |                   |
| 4050 Equipment Rental              | 700.00            |
| 4140 Miscellaneous Income          | 300.00            |
| Event Labor                        |                   |
| 4030 Stagehands, Etc.              | 204.00            |
| 4040 Front of House                | 76.00             |
| <b>Total Event Labor</b>           | <b>280.00</b>     |
| <b>Total Theatre Income</b>        | <b>1,280.00</b>   |
| <b>Total Income</b>                | <b>\$1,280.00</b> |
| <b>Cost of Goods Sold</b>          |                   |
| Cost of Sales                      |                   |
| Direct Labor - Events              |                   |
| 5050 Stage Labor                   | 156.70            |
| 5060 Front of House Labor          | 65.50             |
| <b>Total Direct Labor - Events</b> | <b>222.20</b>     |
| <b>Total Cost of Sales</b>         | <b>222.20</b>     |
| <b>Total Cost of Goods Sold</b>    | <b>\$222.20</b>   |
| <b>GROSS PROFIT</b>                | <b>\$1,057.80</b> |
| Expenses                           |                   |
| Hourly Costs                       | 0.00              |
| <b>Total Expenses</b>              | <b>\$0.00</b>     |
| <b>NET OPERATING INCOME</b>        | <b>\$1,057.80</b> |
| <b>NET INCOME</b>                  | <b>\$1,057.80</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.

March 10

,2025



JAMIE ARCE - CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF \$71,521.79 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 12TH DAY OF MARCH 2025 BY:

PRESIDENT

GARY BOYN

VICE PRESIDENT

DINA HARRIS

TREASURER

DALLAS BERGL

MEMBER

FRANCES BOUIE

MEMBER

DIANA LAWSON

MEMBER

JAMIE ARCE

MEMBER

CARRIE BERGHOFF

ORIGINAL COPY MUST BE RETAINED IN THE CONTROLLER'S OFFICE



City of Elkhart

City of Elkhart

# Expense Approval Report By Fund

| Vendor Name  | Payable Number     | Post Date  | Description (Item)               | Account Number     | Amount           |
|--|--------------------|------------|----------------------------------|--------------------|------------------|
| <b>Fund: 2511 - LERNER THEATRE</b>                                   |                    |            |                                  |                    |                  |
| <b>ExpObject: 4210500 - Office Supplies</b>                          |                    |            |                                  |                    |                  |
| AMAZON CAPITAL SERVICES I  | 17J6-TCNX-4KLX     | 03/12/2025 | 20pc Lithonia 277ELNF ELB-48     | 2511-5-502-4210500 | 41.19            |
| AMAZON CAPITAL SERVICES I  | 1C4D-RPTT-VQRQ     | 03/12/2025 | METALREAD 61" Metal Broom        | 2511-5-502-4210500 | 36.79            |
| <b>ExpObject 4210500 - Office Supplies Total:</b>                    |                    |            |                                  |                    | <b>77.98</b>     |
| <b>ExpObject: 4220150 - Operating Supplies</b>                       |                    |            |                                  |                    |                  |
| ULINE, INC.  | 189040055          | 03/12/2025 | 96"x30"x29" Laminate Foldin      | 2511-5-502-4220150 | 880.00           |
| AMAZON CAPITAL SERVICES I  | 1C4D-RPTT-VQRQ     | 03/12/2025 | METALREAD 61" Metal Broom        | 2511-5-502-4220150 | 179.96           |
| CELIA A. WEISS   | 202                | 03/12/2025 | 2025 annual live play & organ    | 2511-5-502-4220150 | 800.00           |
| PRINTED BY ERIK, INC   | 50035              | 03/12/2025 | A Frame Signs Inserts w/Velcr    | 2511-5-502-4220150 | 108.74           |
| NEA LLC dba ALLEGRA PRINT  | 61053              | 03/12/2025 | Sarah Macer Signature Stamp      | 2511-5-502-4220150 | 38.00            |
| Menard, INC  | 71891              | 03/12/2025 | Rust-Oleum Satin Battleship G    | 2511-5-502-4220150 | 23.88            |
| <b>ExpObject 4220150 - Operating Supplies Total:</b>                 |                    |            |                                  |                    | <b>2,030.58</b>  |
| <b>ExpObject: 4220310 - Household, Laundry, &amp; Cleaning</b>       |                    |            |                                  |                    |                  |
| AMAZON CAPITAL SERVICES I  | 11R3-C4TD-41NJ     | 03/12/2025 | LED Emergency Light with Ba      | 2511-5-502-4220310 | 721.55           |
| AMAZON CAPITAL SERVICES I  | 11R3-C4TD-41NJ     | 03/12/2025 | LED Emergency Light with Ba      | 2511-5-502-4220310 | -1.14            |
| AMAZON CAPITAL SERVICES I  | 14QM-MKL9-73LF     | 03/12/2025 | Best BAL 1400 One or Two-La      | 2511-5-502-4220310 | 209.82           |
| AMAZON CAPITAL SERVICES I  | 1C4D-RPTT-VQRQ     | 03/12/2025 | METALREAD 61" Metal Broom        | 2511-5-502-4220310 | 194.02           |
| AMAZON CAPITAL SERVICES I  | 1C4D-RPTT-VQRQ     | 03/12/2025 | METALREAD 61" Metal Broom        | 2511-5-502-4220310 | -18.00           |
| Menard, INC  | 72157              | 03/12/2025 | Red Devil SLAMSCRAPER Imp        | 2511-5-502-4220310 | 111.30           |
| Menard, INC  | 72277              | 03/12/2025 | Zep Fast 505 Industrial Cleane   | 2511-5-502-4220310 | 24.59            |
| Menard, INC  | 72885              | 03/12/2025 | Grip Fast #8x1" Phillips Drive   | 2511-5-502-4220310 | 42.45            |
| <b>ExpObject 4220310 - Household, Laundry, &amp; Cleaning Total:</b> |                    |            |                                  |                    | <b>1,284.59</b>  |
| <b>ExpObject: 4230200 - Repair Parts</b>                             |                    |            |                                  |                    |                  |
| PETTY CASH /SARAH MACER  | 2.5.2025-2.18.2025 | 03/12/2025 | Petty Cash-replenish-9 sheets    | 2511-5-502-4230200 | 45.00            |
| AMAZON CAPITAL SERVICES I  | 11R3-C4TD-41NJ     | 03/12/2025 | LED Emergency Light with Ba      | 2511-5-502-4230200 | 160.98           |
| AMAZON CAPITAL SERVICES I  | 14QM-MKL9-73LF     | 03/12/2025 | Best BAL 1400 One or Two-La      | 2511-5-502-4230200 | 7.99             |
| AMAZON CAPITAL SERVICES I  | 17J6-TCNX-4KLX     | 03/12/2025 | 20pc Lithonia 277ELNF ELB-48     | 2511-5-502-4230200 | 69.10            |
| AMAZON CAPITAL SERVICES I  | 1C4D-RPTT-VQRQ     | 03/12/2025 | METALREAD 61" Metal Broom        | 2511-5-502-4230200 | 172.44           |
| Menard, INC  | 72885              | 03/12/2025 | Grip Fast #8x1" Phillips Drive   | 2511-5-502-4230200 | 20.60            |
| <b>ExpObject 4230200 - Repair Parts Total:</b>                       |                    |            |                                  |                    | <b>476.11</b>    |
| <b>ExpObject: 4230300 - Small Tools &amp; Minor Equipment</b>        |                    |            |                                  |                    |                  |
| PETTY CASH /SARAH MACER  | 2.5.2025-2.18.2025 | 03/12/2025 | Petty Cash-replenish-9 sheets    | 2511-5-502-4230300 | 18.19            |
| AMAZON CAPITAL SERVICES I  | 11R3-C4TD-41NJ     | 03/12/2025 | LED Emergency Light with Ba      | 2511-5-502-4230300 | 186.48           |
| AMAZON CAPITAL SERVICES I  | 17J6-TCNX-4KLX     | 03/12/2025 | 20pc Lithonia 277ELNF ELB-48     | 2511-5-502-4230300 | 221.44           |
| AMAZON CAPITAL SERVICES I  | 1C4D-RPTT-VQRQ     | 03/12/2025 | METALREAD 61" Metal Broom        | 2511-5-502-4230300 | 151.70           |
| Menard, INC  | 71891              | 03/12/2025 | Rust-Oleum Satin Battleship G    | 2511-5-502-4230300 | 147.82           |
| Menard, INC  | 72157              | 03/12/2025 | Red Devil SLAMSCRAPER Imp        | 2511-5-502-4230300 | 88.86            |
| Menard, INC  | 72277              | 03/12/2025 | Zep Fast 505 Industrial Cleane   | 2511-5-502-4230300 | 63.60            |
| Menard, INC  | 72885              | 03/12/2025 | Grip Fast #8x1" Phillips Drive   | 2511-5-502-4230300 | 199.94           |
| FULL COMPASS SYSTEMS LTD.  | INC02640887        | 03/12/2025 | 4 Liter Antari Haze Fluid Oil Ba | 2511-5-502-4230300 | 53.91            |
| FULL COMPASS SYSTEMS LTD.  | INC02644913        | 03/12/2025 | Dante AVIO 1 Ch Output Adap      | 2511-5-502-4230300 | 159.00           |
| <b>ExpObject 4230300 - Small Tools &amp; Minor Equipment Total:</b>  |                    |            |                                  |                    | <b>1,290.94</b>  |
| <b>ExpObject: 4310400 - Professional Services</b>                    |                    |            |                                  |                    |                  |
| JAMES A CONWAY   | 1201 A             | 03/12/2025 | Monthly fee                      | 2511-5-502-4310400 | 15,000.00        |
| JAMES A CONWAY   | 11109A             | 03/12/2025 | Monthly expense reimbursem       | 2511-5-502-4310400 | 1,075.63         |
| KENNETH J SELNER   | 109793             | 03/12/2025 | Master Padlock (4)               | 2511-5-502-4310400 | 8.00             |
| KENNETH J SELNER   | 109845             | 03/12/2025 | Keys(2)                          | 2511-5-502-4310400 | 5.00             |
| KRUGGEL, LAWTON & COMPA  | 384845             | 03/12/2025 | Accounting invoice for service   | 2511-5-502-4310400 | 2,237.60         |
| <b>ExpObject 4310400 - Professional Services Total:</b>              |                    |            |                                  |                    | <b>18,326.23</b> |
| <b>ExpObject: 4330300 - Advertising/marketing</b>                    |                    |            |                                  |                    |                  |
| STEPHANIE KROL PUBLIC RELA   | FEB02025           | 03/12/2025 | Publicity work for February 20   | 2511-5-502-4330300 | 3,500.00         |

Expense Approval Report

| Vendor Name  | Payable Number | Post Date  | Description (Item)             | Account Number     | Amount           |
|--|----------------|------------|--------------------------------|--------------------|------------------|
| STEPHANIE KROL PUBLIC RELA                                     | JAN2025        | 03/12/2025 | Publicity work for January 202 | 2511-5-502-4330300 | 3,500.00         |
| STEPHANIE KROL PUBLIC RELA                                     | MARCH2025      | 03/12/2025 | Publicity work for March 2025  | 2511-5-502-4330300 | 3,500.00         |
| <b>ExpObject 4330300 - Advertising/marketing Total:</b>        |                |            |                                |                    | <b>10,500.00</b> |
| <b>ExpObject: 4360100 - Repalrs &amp; Maintenance</b>          |                |            |                                |                    |                  |
| SHAMBAUGH & SON, LP  | 18774580       | 03/12/2025 | Annual Sprinkler and Backflo   | 2511-5-502-4360100 | 915.00           |
| C.E. KEGG INC  | 4402           | 03/12/2025 | Pipe Organ Service-Repair of Z | 2511-5-502-4360100 | 1,317.50         |
| CUSTOM AWNING  | 598579         | 03/12/2025 | Removal and replacement of     | 2511-5-502-4360100 | 150.00           |
| <b>ExpObject 4360100 - Repalrs &amp; Maintenance Total:</b>    |                |            |                                |                    | <b>2,382.50</b>  |
| <b>ExpObject: 4370200 - Equipment Rental</b>                   |                |            |                                |                    |                  |
| RICOH USA, INC   | 5071012967     | 03/12/2025 | Copier February 2025 Color a   | 2511-5-502-4370200 | 207.40           |
| <b>ExpObject 4370200 - Equipment Rental Total:</b>             |                |            |                                |                    | <b>207.40</b>    |
| <b>ExpObject: 4390200 - Postage</b>                            |                |            |                                |                    |                  |
| ULINE, INC.  | 189040055      | 03/12/2025 | 96"x30"x29" Laminate FoldIn    | 2511-5-502-4390200 | 106.20           |
| AMAZON CAPITAL SERVICES I                                      | 1C4D-RPTT-VQRQ | 03/12/2025 | METALREAD 61" Metal Broom      | 2511-5-502-4390200 | 159.98           |
| <b>ExpObject 4390200 - Postage Total:</b>                      |                |            |                                |                    | <b>266.18</b>    |
| <b>ExpObject: 4390800 - Memberships &amp; Dues</b>             |                |            |                                |                    |                  |
| BROADCAST MUSIC INC  | 57397252       | 03/12/2025 | Annual membership fee for m    | 2511-5-502-4390800 | 889.00           |
| <b>ExpObject 4390800 - Memberships &amp; Dues Total:</b>       |                |            |                                |                    | <b>889.00</b>    |
| <b>ExpObject: 4390900 - Other Services &amp; Charges</b>       |                |            |                                |                    |                  |
| PRINTED BY ERIK, INC   | 49770          | 03/12/2025 | Lettering/Maroon Box above     | 2511-5-502-4390900 | 584.09           |
| PRINTED BY ERIK, INC   | 49916          | 03/12/2025 | Window Clings-Static Stick-Ad  | 2511-5-502-4390900 | 273.47           |
| LITHOTONE INC  | 77702          | 03/12/2025 | "The Lerner Legend" Vol. 1- 1  | 2511-5-502-4390900 | 745.80           |
| LITHOTONE INC  | 77784          | 03/12/2025 | 275 each of 2 Lerner postcard  | 2511-5-502-4390900 | 352.00           |
| <b>ExpObject 4390900 - Other Services &amp; Charges Total:</b> |                |            |                                |                    | <b>1,955.36</b>  |
| <b>ExpObject: 4440500 - Other Equipment</b>                    |                |            |                                |                    |                  |
| FULL COMPASS SYSTEMS LTD.                                      | INC02646670    | 03/12/2025 | Projectors for Crystal Ballroo | 2511-5-502-4440500 | 14,230.11        |
| <b>ExpObject 4440500 - Other Equipment Total:</b>              |                |            |                                |                    | <b>14,230.11</b> |
| <b>Fund 2511 - LERNER THEATRE Total:</b>                       |                |            |                                |                    | <b>53,916.98</b> |
| <b>Grand Total:</b>  |                |            |                                |                    | <b>53,916.98</b> |

**Fund Summary**

| Fund                  | Expense Amount   |
|-----------------------|------------------|
| 2511 - LERNER THEATRE | <u>53,916.98</u> |
| <b>Grand Total:</b>   | <b>53,916.98</b> |

**Account Summary**

| Account Number     | Account Name            | Expense Amount   |
|--------------------|-------------------------|------------------|
| 2511-5-502-4210500 | Office Supplies         | 77.98            |
| 2511-5-502-4220150 | Operatng Supplies       | 2,030.58         |
| 2511-5-502-4220310 | Household, Laundry, & C | 1,284.59         |
| 2511-5-502-4230200 | Repair Parts            | 476.11           |
| 2511-5-502-4230300 | Small Tools & Minor Equ | 1,290.94         |
| 2511-5-502-4310400 | Professional Services   | 18,326.23        |
| 2511-5-502-4330300 | Advertising/marketing   | 10,500.00        |
| 2511-5-502-4360100 | Repairs & Maint - Bldg  | 2,382.50         |
| 2511-5-502-4370200 | Equipment Leases        | 207.40           |
| 2511-5-502-4390200 | Postage                 | 266.18           |
| 2511-5-502-4390800 | Membership & Dues       | 889.00           |
| 2511-5-502-4390900 | Other Services & Charge | 1,955.36         |
| 2511-5-502-4440500 | Other Equipment         | <u>14,230.11</u> |
|                    | <b>Grand Total:</b>     | <b>53,916.98</b> |

**Project Account Summary**

| Project Account Key | Expense Amount   |
|---------------------|------------------|
| **None**            | <u>53,916.98</u> |
| <b>Grand Total:</b> | <b>53,916.98</b> |



City of Elkhart

# Expense Approval Report

By Fund

Payment Dates 2/10/2025 - 3/9/2025

City of Elkhart

| Vendor Name  | Payable Number   | Post Date  | Description (Item)             | Account Number     | Amount    |
|--|------------------|------------|--------------------------------|--------------------|-----------|
| <b>Fund: 2511 - LERNER THEATRE</b>                       |                  |            |                                |                    |           |
| ExpObject: 4320300 - Travel                              |                  |            |                                |                    |           |
| TIMOTHY GARDNER  | 2/5/2025         | 02/14/2025 | Employee Reimbursement: mi     | 2511-5-502-4320300 | 4.90      |
| JENNA BROUILLETTE  | 2/6/2025         | 02/14/2025 | Mileage Reimbursement from     | 2511-5-502-4320300 | 35.70     |
| TIMOTHY GARDNER  | 2/13,2/20        | 02/28/2025 | Employee Reimbursement-mil     | 2511-5-502-4320300 | 9.66      |
| TIMOTHY GARDNER  | 3/3/2025         | 03/07/2025 | Employee Reimbursement:mil     | 2511-5-502-4320300 | 4.83      |
| ExpObject 4320300 - Travel Total:                        |                  |            |                                |                    | 55.09     |
| ExpObject: 4320400 - Telephone & Communication           |                  |            |                                |                    |           |
| COMCAST BUSINESS   | 2.23.2025        | 02/14/2025 | account #8771402051216131      | 2511-5-502-4320400 | 140.65    |
| COMCAST BUSINESS   | 2-23-2025        | 03/07/2025 | Monthly service charges for s  | 2511-5-502-4320400 | 140.65    |
| FRONTIER NORTH INC.                                      | INV0006961       | 03/07/2025 | Elevator Lines, Security Alarm | 2511-5-502-4320400 | 146.56    |
| ExpObject 4320400 - Telephone & Communication Total:     |                  |            |                                |                    | 427.86    |
| ExpObject: 4330300 - Advertising/marketing               |                  |            |                                |                    |           |
| 1ST SOURCE BANK  | 8816299875154561 | 02/24/2025 | QXK23G86Z2 - 01/02/2025        | 2511-5-502-4330300 | 2.65      |
| 1ST SOURCE BANK  | 8816299875154561 | 02/24/2025 | FQGGDGL5Z2 - 12/31/2024        | 2511-5-502-4330300 | 2.70      |
| ExpObject 4330300 - Advertising/marketing Total:         |                  |            |                                |                    | 5.35      |
| ExpObject: 4350100 - Electricity                         |                  |            |                                |                    |           |
| INDIANA MICHIGAN POWER C                                 | INV0006845       | 02/21/2025 | 04680727429 410 S Mai          | 2511-5-502-4350100 | 10,057.71 |
| ExpObject 4350100 - Electricity Total:                   |                  |            |                                |                    | 10,057.71 |
| ExpObject: 4350200 - Natural Gas                         |                  |            |                                |                    |           |
| NORTHERN INDIANA PUBLIC S                                | INV0006768       | 02/14/2025 | 0517660086 410 S Main S        | 2511-5-502-4350200 | 2,404.88  |
| ExpObject 4350200 - Natural Gas Total:                   |                  |            |                                |                    | 2,404.88  |
| ExpObject: 4350400 - Water & Sewer                       |                  |            |                                |                    |           |
| ELKHART PUBLIC UTILITIES                                 | INV0006866       | 02/21/2025 | 3148906100 410 S Main          | 2511-5-502-4350400 | 180.12    |
| ExpObject 4350400 - Water & Sewer Total:                 |                  |            |                                |                    | 180.12    |
| ExpObject: 4390300 - Subscriptions                       |                  |            |                                |                    |           |
| 1ST SOURCE BANK  | 7Y9WO-6TDF4      | 02/24/2025 | Smartdraw Renewal: \$8.36 ref  | 2511-5-502-4390300 | 127.76    |
| ExpObject 4390300 - Subscriptions Total:                 |                  |            |                                |                    | 127.76    |
| Fund 2511 - LERNER THEATRE Total:                        |                  |            |                                |                    | 13,258.77 |
| <b>Fund: 8853 - LERNER THEATRE BOX OFFICE</b>            |                  |            |                                |                    |           |
| ExpObject: 4310101 - Show Closing                        |                  |            |                                |                    |           |
| CONSERVATORY OF DANCE IN                                 | EFT-2.27.25      | 02/27/2025 | Final Settlement-Conservator   | 8853-5-502-4310101 | 4,250.04  |
| ExpObject 4310101 - Show Closing Total:                  |                  |            |                                |                    | 4,250.04  |
| ExpObject: 4390100 - Refunds, Awards & Indemnities       |                  |            |                                |                    |           |
| JOE CASEY  | 10.4.2024        | 03/07/2025 | Patron Refund- Pete Rose Live  | 8853-5-502-4390100 | 96.00     |
| ExpObject 4390100 - Refunds, Awards & Indemnities Total: |                  |            |                                |                    | 96.00     |
| Fund 8853 - LERNER THEATRE BOX OFFICE Total:             |                  |            |                                |                    | 4,346.04  |
| Grand Total:   |                  |            |                                |                    | 17,604.81 |

## Report Summary

### Fund Summary

| Fund                             | Payment Amount   |
|----------------------------------|------------------|
| 2511 - LERNER THEATRE            | 13,258.77        |
| 8853 - LERNER THEATRE BOX OFFICE | <u>4,346.04</u>  |
| <b>Grand Total:</b>              | <b>17,604.81</b> |

### Account Summary

| Account Number      | Account Name          | Payment Amount   |
|---------------------|-----------------------|------------------|
| 2511-5-502-4320300  | Travel                | 55.09            |
| 2511-5-502-4320400  | Telephone & Communic  | 427.86           |
| 2511-5-502-4330300  | Advertising/marketing | 5.35             |
| 2511-5-502-4350100  | Electricity           | 10,057.71        |
| 2511-5-502-4350200  | Natural Gas           | 2,404.88         |
| 2511-5-502-4350400  | Water & Sewer         | 180.12           |
| 2511-5-502-4390300  | Subscriptions         | 127.76           |
| 8853-5-502-4310101  | Show Closing          | 4,250.04         |
| 8853-5-502-4390100  | Refunds               | <u>96.00</u>     |
| <b>Grand Total:</b> |                       | <b>17,604.81</b> |

### Project Account Summary

| Project Account Key | Payment Amount   |
|---------------------|------------------|
| **None**            | <u>17,604.81</u> |
| <b>Grand Total:</b> | <b>17,604.81</b> |

**March 10, 2025**

Dear Lerner Board,

As we celebrate the Lerner Theatre's 100th anniversary, we are excited to express our appreciation for the community's support over the years by offering a series of free events. One of these initiatives, *The Lerner Loves You* Free Film Series, aims to create a special experience for attendees.

To enhance this offering, we would like to provide free popcorn to the first 300 attendees at each screening. The Elkhart County Convention & Visitors Bureau has generously agreed to contribute \$3 per box of popcorn. Additionally, Kurt Janowsky has graciously agreed to support this initiative if the concession fee is waived.

Therefore, I respectfully request that the Lerner Board approve waiving the concession fee to allow us to provide 1,700 boxes of free popcorn (at \$3 per box) as part of the Film Series.

Your support in making this initiative possible would be greatly appreciated. Thank you for your consideration.

**Best always,**  
Diana Lawson  
Chairperson, Lerner 100 Celebration



| EVENT INFORMATION        |                       | REVENUE / COMMISSION CATEGORIES |                                       |          |                       |        |                               |          |                       |          |              | Crystal Ballroom |                  | GRAND TOTAL SALES |     |                          |
|--------------------------|-----------------------|---------------------------------|---------------------------------------|----------|-----------------------|--------|-------------------------------|----------|-----------------------|----------|--------------|------------------|------------------|-------------------|-----|--------------------------|
| DATE                     | EVENT NAME            | EVENT TYPE                      | Lerner                                |          |                       |        |                               |          |                       |          |              |                  | Crystal Ballroom |                   |     |                          |
|                          |                       |                                 | RENTAL OF LERNER SPACES               |          | CONCESSIONS < \$1,000 |        | CONCESSIONS \$1,001 - \$3,000 |          | CONCESSIONS > \$3,001 |          | RENTAL OF CB |                  | BANQUET          |                   |     |                          |
|                          |                       |                                 | RENT                                  | TAX      | Food & Bar            | Food   | Bar                           | Food     | Bar                   | Food     | Bar          | Food             | Bar              | Food              | Bar |                          |
| 02/06/25                 | RV/A                  | Banquet                         |                                       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     | 4,200.00                 |
| 02/08/25                 | Lexington House       | Banquet                         |                                       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     | 1,950.00                 |
| 02/13/25                 | CAPS Breakfast        | Banquet                         | 375.00                                | 26.25    |                       |        |                               |          |                       |          |              |                  |                  |                   |     | 400.00                   |
| 02/14/25                 | Grand Shanghai Circus | Concessions                     |                                       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     | 6,606.00                 |
| 02/14/25                 | Lerner Theatre        | Donated                         |                                       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     | 0.00                     |
| 02/22/25                 | Conservatory          | Concessions                     |                                       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
| 02/23/25                 | Free Movie            | Concessions                     |                                       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
| TOTAL SALES              |                       |                                 | \$ 375.00                             | \$ 26.25 | -                     | 200.93 | 157.94                        | 1,209.35 | 457.01                | 1,615.89 | 1,481.31     | 2,750.00         | 21,516.02        | 2,673.72          |     | 32,463.43                |
| Commission Rate          |                       |                                 | 50.00%                                | 50.00%   | 25.0%                 | 20.0%  | 20.0%                         | 30.0%    | 30.0%                 | 40.0%    | 40.0%        | 15.00%           | 15.00%           | 15.00%            |     |                          |
| Total Commissions Earned |                       |                                 | 187.50                                | 13.13    | -                     | 40.19  | 31.59                         | 362.81   | 137.10                | 646.36   | 592.52       | 412.50           | 3,227.40         | 401.06            |     | 6,052.15                 |
|                          |                       |                                 | Lerner Total 2,011.19                 |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
|                          |                       |                                 | Lerner Rent 187.50                    |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
|                          |                       |                                 | Lerner Rent Tax 13.13                 |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
|                          |                       |                                 | Lerner Concession Commission 1,810.56 |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
|                          |                       |                                 | Lerner Total 2,011.19                 |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
|                          |                       |                                 | Crystal Ballroom Total 4,040.96       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     |                          |
| Net Commission Due       |                       |                                 |                                       |          |                       |        |                               |          |                       |          |              |                  |                  |                   |     | GRAND TOTAL DUE 6,052.15 |



## Lerner Theatre Board Report March 2025

| Activity (March-May)      | As % of 90 days |                            |
|---------------------------|-----------------|----------------------------|
| <b>45 Events</b>          | 50%             | <b>Activity in theatre</b> |
| <b>18 Ticketed Events</b> | 20%             | <b>Ticketed events</b>     |
| 9 Non-Ticketed Events     | 10%             | Non-Ticketed events        |
| <b>18 Rehearsal Dates</b> | 20%             | <b>Rehearsal Space</b>     |

Compare to 2024 Board Report Ticketed Events: 22

Compare to 2024 Board Report Non-Ticketed Events + Rehearsals: 24

### DIRECTOR OF EVENTS

PREPARED BY: SARAH MACER

#### Accomplished in February:

- The updated Facility Occupancy numbers were sent off to departments for life safety to account for anyone visiting The Lerner. I'm continuing to update Prism based off from conversations with Sherry, Blake and Scott. I am updating Show Manager as shows come through and verifying others are keeping up on the shared drive and have start training Deen on doing this as well as a checks and balance.
- The 100 year celebration is trucking along and Deen and I are still working with our committee, Community Outreach, to make sure our downtown merchants feel included and help spread the message of our 100 year. Our committee has been doing an amazing job reaching out to different groups, organizations and peoples to share our excitement.
- Show Closings sheets have been completed for each show and Brittany has been amazing sending those to us. The show closing schedule for the month has been sent to Kruggel Lawton. I truly appreciate the communication with Nick from Kruggel Lawton, and everyone else on their staff, as I know I can always check in with them if I have a question or need something, urgent or not.

#### Updates for February:

##### Prism:

I have loved communicating with Kayln, our Prism rep, as she's continuing to help send me updates and help teach me some of the nuances of Prism. I've talked show closings with Deen and have started to train him on these and he is going to dive into Prism into see if our show closings match and if this is an option for the future. I'm excited to see how this turns out and will dabbling myself as time permits. Prism has a lot to offer and

I'm thankful for Deen's assistance diving into the software so we can bounce ideas off each other and connect with Kayln if/when we have questions.

### **Hiring Part Time Staff:**

As we are continuing to work on bringing in new Volunteers I am planning on checking my numbers and hiring a few new ushers and a part time manager. After talking with Sherry, she wanted to make sure we had enough part time managers on staff to help with shows to make sure our full time staff are able to work a good chunk of their hours in the office and after filling that quota one of my part time staff had to resign. And so I begin again hiring as a few ushers as well have had changes to their life situations and I know we're going to be getting busier here soon.

### **Planning and Building Procedures:**

This month I plan on diving into a few building policies with Deen. First and foremost we are planning on changing the entrance into the building after Sherry, Scott and Blake spoke with various security and planning committees. We're excited to roll this out for Premier Arts: Charlie and the Chocolate Factory and have already made part time, full time and the Volunteers aware of the changes. We will be communicating all and excited to put our plan into action. I am also working with Kina and Deen on setting up haunted tours for the fall and will have some of those details here soon!

## **OPERATIONS MANAGER**

PREPARED BY: DEEN TUGGLE

February was a busy month for us in the world of operations. Tim and the Facilities crew tackled a rather large task of completely redoing the floor in the ballroom kitchen. They had to remove old tiles, strip adhesive, and clean out old grease before laying on a new epoxy-based flooring that will hold up to the test of time. In the realm of Building Services, Diana and her crew knocked out their deep cleaning as well as routine cleaning. Diana has two great new staff members on her team who've been able to experience working events and learn the ropes. Jacob has taken the Tech world on at full speed, successfully pulling off a few shows and advancing his first show! On my end, I've been working with Tim on implementing new PM tasks and we had our annual sprinkler inspection which has resulted in a few needed repairs. We've also had our state boiler inspection, allowing us to renew our boiler permit. I'm happy to report there were no issues there. I've also been in communication with different companies interested in quoting the active security system RFP, as well as working with our volunteer docents on ideas to bring more folks in for building tours.

### **February Projects/Tasks Overview**

| <b>Task</b> | <b>Department</b> | <b>Deadline</b> | <b>Completion Status</b> | <b>Employee</b> |
|-------------|-------------------|-----------------|--------------------------|-----------------|
|-------------|-------------------|-----------------|--------------------------|-----------------|

|   |                       |            |      |            |
|---|-----------------------|------------|------|------------|
| Add additional preventative maintenance tasks into the management software. | Operations Facilities | 2025-02-28 | 100% | Deen & Tim |
| Annual sprinkler inspection.  | Operations            | 2025-02-28 | 100% | Deen       |
| Microphone Cleaning   | Tech                  | 2025-02-28 | 100% | Jacob      |
| HVAC Filter Change  | Facilities            | 2025-02-28 | 100% | Tim/Tom    |
| Kitchen Floor Revamp  | Facilities            | 2025-02-28 | 100% | Tim/Tom    |
| Ballroom Carpet Cleaning  | Bldg. Services        | 2025-02-07 | 100% | Diana      |
| Building Carpet Spot Cleaning   | Bldg. Services        | 2025-02-28 | 100% | Diana      |
| Boiler State Inspection   | Operations            | 2025-03-25 | 100% | Deen       |

### Upcoming Projects/Tasks

| Task                                      | Department     | Deadline | Employee   |
|---|----------------|----------|------------|
| Organ Maintenance                         | Ops/Tech       | 03/26    | Deen/Jacob |
| Theatre Rigging Inspection/Maintenance    | Ops/Tech       | 04/04    | Deen/Jacob |
| Sub Install                               | Ops/Tech       | 04/01    | Deen/Jacob |
| Emergency Light Repairs                   | Ops/Facilities | 05/01    | Deen/Tim   |
| Finish training part-time services staff. | Bldg. Services | 03/31    | Diana      |
| Grand Stairs carpet cleaning              | Bldg. Services | 03/31    | Diana      |
| Deep clean freight elevator floor         | Bldg. Services | 03/31    | Diana      |
| Brass cleaning throughout building        | Bldg. Services | 03/31    | Diana      |
| Side stage painting                       | Facilities     | 03/31    | Tim        |
| Patch/paint main floor of theatre         | Facilities     | 03/31    | Tim        |
| Misc. construction                        | Facilities     | 03/31    | Tim        |

### TECHNICAL DIRECTOR

PREPARED BY: JACOB ZEHR

February was a productive and eventful month. I continue to request training and feedback when needed, but already am able to act more decisively when discussing future shows and setup. Additionally, I took the first week of the month to finish any lingering maintenance I started in January.

Our first n-house event was the Grand Shanghai Circus. Verbal communication working with a case of Chinese acrobats proved tricky and slowed down some of what we were trying to accomplish that day. Despite this barrier, everything was executed safely and turned out to be a very exciting and engaging performance, culminating in their use of aerial silks that really impressed the audience.

We then hosted the local Conservatory of Dance for their performance of Cinderella, supplemented with additional performances from their class repertory. This day included a tea party before the show for young, aspiring ballet dancers; they even got the chance

to sit in on the final rehearsal of the Cinderella cast! This company always showcases their artistry and it was a joy to help on the production side with lighting and music to elevate their performance.

Finally, our first installment of the 100 year movie series was a success. Introductions from Craig Gibson as well as Mayor Rod Roberson and his wife helped launch this series and engage the community that supports the Lerner. I'm excited to see who comes out for the upcoming variety of movies in our lineup!

We look forward to our annual visit from Chicago Flyhouse to inspect our theatre rigging and systems, as well as scheduled organ maintenance anticipating upcoming performances on the Kimball Organ.

**February Accomplishments:**

- Produced Three Shows
- Completed Lighting, Audio Maintenance
- Ordered Replacement Parts(as needed for theatre equipment)

**Upcoming Tasks:**

- Scheduling stagehands for large shows & busy weekends
- Chicago Flyhouse rigging consultation and feedback
- Organ preventative maintenance and repair

**COMMUNICATIONS & MARKETING COORDINATOR**

PREPARED BY: JENNA BROUILLETTE

As we continue celebrating the Lerner Theatre's 100th anniversary, I've been focused on projects that highlight our rich history while enhancing community engagement. This past month, we have been pleased to put together a number of materials to be displayed in the building and/or given out in the community from post cards, window clings for merchants, and a special "Lerner Legend" publication detailing information about The Lerner's History, Upcoming Lerner 100 events and more.

Additionally, we announced "The Lerner Loves You" a free series sponsored by the Elkhart County CVB thanking the community for its support over the last 100 years. The series kicks off with five films from different eras across Lerner Theatre history and continues on Sunday, March 23<sup>rd</sup> with 101 Dalmatians. Due to film licensing restrictions, film titles are not permitted in usage for newsprint, radio, or television, but we are marketing through other means.

This month, I've started attending Management Training courses at IUSB, which will strengthen leadership skills in the office and during events. I'm excited to continue the coursework and utilize those skills at The Lerner.

Outside of these initiatives, I've been working alongside our promoters to announce and market upcoming shows in March and April.

Here is a snapshot of The Lerner Theatre's Socials as of 3/3/25:

|  | December 2024 | January 2025 | February 2025 | 1-Month Change |
|--|---------------|--------------|---------------|----------------|
|  |               |              |               |                |

|                   |         |        |         |                |
|-------------------|---------|--------|---------|----------------|
| Total Audience    | 37,003  | 37,012 | 37,040  | 0.07% Increase |
| Total Impressions | 471,502 | 82,095 | 536,844 | 553% Increase  |
| Total Engagement  | 8,419   | 1,681  | 4,075   | 142% Increase  |

**Additional Social Context:**

*Beginning June 2024, 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 long-term challenges to our social data as this limits engagement with our posts and impressions as well.

**Done in February**

- Continued as a liaison to the Lerner's 100 year celebration committees in the areas of History+Renovation, Community Outreach, and Communications.
- Continued Lerner History Research and digital documentation of resources
- Assisted in the rebrand our information, website, and socials for the 100<sup>th</sup> Anniversary!
- Began attending Management training courses at IUSB.

**Goals for March**

- Continue as a liaison to the Lerner's 100 year celebration committees in the areas of History+Renovation, Community Outreach, and Communications while working on projects related to The Lerner's 100<sup>th</sup> Anniversary Celebration
- Continue working with promoters to market upcoming shows in March and April
- Work with Holly to get the Lerner's website history page up to date with new information, photos, and interactive display.

**MEDIA SPECIALIST**

PREPARED BY: HOLLY COWAN

This month I've been working on completing projects for The Lerner 100 Committee. A few of the projects that we've been working on are some new wall decals within the building, window stickers for the merchants downtown, and a new step and repeat banner. We now have the merchant window stickers and hope to get these distributed soon to our partners downtown. Alphagraphics has also already installed our dancing lady graphics for the columns in the Art Deco lobby, a banner above the theatre doors, and our new amuser boxes in the theatre. We still have a few more projects to be

installed, but everything looks great so far! Last week I was able to finish our design for the new step and repeat so that will be ordered soon to showcase our new branding.

Along with the wall decals, I have also been working on some other design projects for The Lerner 100. Over the last month I helped create "The Lerner Legend" which is a newspaper that will be released quarterly with articles and facts to celebrate our 100<sup>th</sup> year! The first edition was launched at our movie "Imitation of Life" at the end of February and featured our 100 Year Anniversary Kickoff. We also distributed this at the band concert at the beginning of this month. Lots of patrons grabbed their copies to read and seemed excited about the project. The next edition will start to be in the works soon for this summer.

I also worked on creating some historical postcards based off of real postcards that were created back in the early 20s and 30s. These postcards will also be distributed with The Lerner Legend. The two postcards created feature a photo of The Lerner Theatre during it's opening in 1924 that has been colorized and the interior lobby of what is now the Art Deco lobby in the 1930's. This series will continue to feature architecture of each time period.

There have been lots of exciting projects happening this month for The Lerner 100 with more to come soon!

### **Accomplishments in February**

- Created graphics for upcoming shows and Lerner series
- Worked with Alphagraphics on new decals for the building and getting these installed
- Finished and distributed The Lerner Legend and Postcards

### **Upcoming Goals for March**

- Create a new page for the website about our accessibility and work with Eyedart on redesigning our website
- New page for the website about artwork on display in The Lerner
- Ongoing – update The Lerner Website and Friends of The Lerner Website information
- Continue working with Eyedart on accessibility features for our websites
- Work on sponsorship deck with Jenna and Sherry
- Create next edition of The Lerner Legend and Postcards
- Order new design for step & repeat

### **BOX OFFICE MANAGER**

PREPARED BY: BRITTANY WEINGART

Box Office Manager Goals:

- Build Jazz Fest 2025
- Have new Box Office Staff fully trained
- Create an SOP on how to build offers

Accomplishments:

- Successfully built 3 National Tour Events
- Created an SOP on how to pull numbers for the Board Report
- Hired 2 new Part-Time box office staff

Box Office Assistant Goals:

1. Build a show on my own
2. Keep up with reports / spreadsheets
3. Keep up with meetings and schedules

Accomplishments:

1. Doing the daily audits with less errors
2. Building a show with help
3. Doing the monthly reports by myself

| Date      | Time    | Event Name   | On Sale Date | Sold | Net Revenue | Hist. Fee  | Total Revenue |
|-----------|---------|--|--------------|------|-------------|------------|---------------|
| 2/2/2025  | 4:00 PM | Elkhart County Symphony - Mahler Symphony Number 2 | 7/24/2024    | 228  | \$6,123.00  | \$684.00   | \$6,807.00    |
| 2/14/2025 | 7:30 PM | The Grand Shanghai Circus                          | 2/1/2025     | 545  | \$20,003.00 | \$1,635.00 | \$21,638.00   |
| 2/22/2025 | 3:00PM  | Aurinko Ballet Presents: Cinderella and Repertory  | 10/16/2024   | 268  | \$5,782.00  | \$804.00   | \$6,586.00    |
| 2/22/2025 | 1:00 PM | Cinderella and Repertory - Tea Party               | 10/16/2024   | 10   | \$525.00    | \$30.00    | \$555.00      |
| 3/14/2025 | 7:30PM  | Charlie & The Chocolate Factory                    | 2/3/2025     | 172  | \$3,610.00  | \$516.00   | \$4,126.00    |
| 3/15/2025 | 7:30PM  | Charlie & The Chocolate Factory                    | 2/3/2025     | 152  | \$3,398.00  | \$456.00   | \$3,854.00    |
| 3/16/2025 | 2:00PM  | Charlie & The Chocolate Factory                    | 2/3/2025     | 156  | \$3,123.00  | \$468.00   | \$3,591.00    |
| 3/30/2025 | 4:00 PM | Elkhart County Symphony - Passion and Poetry       | 7/24/2024    | 40   | \$1,240.00  | \$120.00   | \$1,360.00    |
| 4/25/2025 | 7:00 PM | Rend Collective: Folk! Tour                        | 2/28/2025    | 101  | \$4,130.00  | \$303.00   | \$4,433.00    |

|            |         |  |           |     |             |          |             |
|------------|---------|--|-----------|-----|-------------|----------|-------------|
| 4/26/2025  | 7:30 PM | Air Supply - 50th Anniversary Celebration  | 2/28/2025 | 309 | \$28,574.00 | \$927.00 | \$29,501.00 |
| 5/3/2025   | 7:00 PM | Justin Willman                             | 11/1/2024 | 33  | \$2,309.25  | \$99.00  | \$2,408.25  |
| 5/9/2025   | 7:30PM  | Fiddler on The Roof                        | 2/3/2025  | 25  | \$333.00    | \$75.00  | \$408.00    |
| 5/10/2025  | 7:30PM  | Fiddler on The Roof                        | 2/3/2025  | 23  | \$359.00    | \$69.00  | \$428.00    |
| 5/10/2025  | 2:00PM  | Fiddler on The Roof All Youth              | 2/3/2025  | 18  | \$384.00    | \$54.00  | \$438.00    |
| 5/11/2025  | 2:00PM  | Fiddler on The Roof                        | 2/3/2025  | 6   | \$140.00    | \$18.00  | \$158.00    |
| 5/16/2025  | 7:30 PM | Oaklawn's Got Talent                       | 2/21/2025 | 4   | \$56.00     | \$12.00  | \$68.00     |
| 5/18/2025  | 4:00 PM | Elkhart County Symphony - Rebel Symphnoire | 7/24/2024 | 2   | \$48.00     | \$6.00   | \$54.00     |
| 6/13/2025  | 7:00 PM | A Toast to Bread                           | 11/8/2024 | 105 | \$4,385.80  | \$315.00 | \$4,700.80  |
| 6/19/2025  | 8:00 PM | Elkhart Jazz Fest Presents: Diana Krall    | 12/6/2024 | 77  | \$6,114.00  | \$231.00 | \$6,345.00  |
| 7/18/2025  | 7:30PM  | Disney's The Little Mermaid                | 2/3/2025  | 4   | \$81.00     | \$12.00  | \$93.00     |
| 7/19/2025  | 7:30PM  | Disney's The Little Mermaid                | 2/3/2025  | 7   | \$159.00    | \$21.00  | \$180.00    |
| 7/19/2025  | 2:00PM  | Disney's The Little Mermaid All Youth      | 2/3/2025  | 13  | \$259.00    | \$39.00  | \$298.00    |
| 7/20/2025  | 2:00PM  | Disney's The Little Mermaid                | 2/3/2025  | 9   | \$145.00    | \$27.00  | \$172.00    |
| 8/15/2025  | 7:00PM  | The Chrisette Michele Experience           | 1/24/2025 | 31  | \$2,437.00  | \$93.00  | \$2,530.00  |
| 10/17/2025 | 7:30PM  | Disney's Descendants The Musical           | 2/3/2025  | 7   | \$158.00    | \$21.00  | \$179.00    |
| 10/18/2025 | 7:30 PM | Disney's Descendants The Musical           | 2/3/2025  | 7   | \$144.00    | \$21.00  | \$165.00    |
| 10/18/2025 | 2:00PM  | Disney's Descendants The Musical All Youth | 2/3/2025  | 10  | \$229.00    | \$30.00  | \$259.00    |
| 10/19/2025 | 2:00PM  | Disney's Descendants The Musical           | 2/3/2025  | 14  | \$244.00    | \$42.00  | \$286.00    |
| 11/16/2025 | 3:00 PM | Snow Queen                                 | 9/18/2024 | 2   | \$68.00     | \$6.00   | \$74.00     |
| 12/13/2025 | 7:30PM  | The Gift: A New Musical                    | 2/3/2025  | 4   | \$84.00     | \$12.00  | \$96.00     |



|                      |              |
|----------------------|--------------|
| Total Ticket Revenue | \$101,791.05 |
|----------------------|--------------|

**LERNER SERVICES COORDINATOR**

PREPARED BY: DIANA GALVES

In February, The Lerner as well as Ballroom had several events. Building Services continued to work on completing heavy duty cleaning within the building.

Accomplished in February:

- February started off filling the 2 part-time custodial positions.
- Beginning of February Building Services vacuumed and shampooed the Ballroom carpet using our new carpet shampooer machine.
- Building Services completed the deep cleaning of all 4 Dressing rooms.
- Building Services started and completed deep cleaning the auditorium and balcony. Cleaning the back of the seats/cup holders and mopping under seats and isles. Dusting as well as wiping down walls/tapestries and sconces.
- Due to cold/snowy weather and treated sidewalks/streets Building Services had to vacuum and mop daily the Franklin St. entrance, Premier Arts entrance, and Box office.

Upcoming Tasks:

- Working with our new custodial staff getting them familiar with cleaning procedures and daily cleaning procedures throughout The Lerner.
- Working with our new custodial staff getting them familiar with what is all involves in working Lerner performances and Ballroom events.

**FACILITIES MANAGER**

PREPARED BY: TIM GARDNER

Repaired Railing in Balcony, mount into wall broke away from foundation.

Plaster patched several spots on Proscenium, repainted, stage left and right.

Painted green room kitchen, installed new base cove.

Painted green room, removed large mirror and relocated that to DR#1. Installed new base cove.

Removed both original tile and repair tile in kitchen. Navarre was very helpful in removing everything from kitchen to allow me the space to properly remove and dispose of tile. Deep cleaned floor. Resurfaced kitchen floor with same paint used in dressing room bathrooms in lower level. Patched all cracks in concrete. Installed new base cove.

## Goals for March 25

Repaint stage left and right where it is black.

Cracks in Theatre to repair and paint.

Touch up floor paint in main theatre.

Build additional set of stage steps for acts. Needed whenever the tall drum risers are used.



February 19, 2025

Lerner Governing Board,

Please find attached the updated Not For Profit Rate Card for approval.

It was discovered that the fees under Ticket Surcharges were transposed. This has now been corrected to state \$0.35 Per Ticket and \$0.15 Per Ticket-Comps.

If you have any questions, please don't hesitate to reach out.

Sincerely,

Sherry May  
Interim General Manager  
The Lerner Theatre

**Sherry May**  
INTERIM GENERAL MANAGER

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

RESOLUTION OF THE LERNER GOVERNING BOARD APPROVING REVISED  
2025 NOT FOR PROFIT HOUSE EXPENSE USER RATE SHEET

Whereas, the Board has received and reviewed the attached revised 2025 Not for Profit House Expense User Rate Sheet which corrects the Ticket Surcharges section (the "Revised Rate Sheet"); and

Whereas, the Board finds the Revised Rate Sheet is necessary for the proper operations of the facility and desires to approve the same.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board approves the form and content of the Revised Rate Sheet.
2. The Lerner managers and staff are authorized to incorporate the Revised Rate Sheet into their Procedures Manual, provide the Revised Rate Sheet to potential non-profit Lessees and do all other acts they deem necessary in furtherance of this Resolution.

DULY ADOPTED THIS 12<sup>TH</sup> DAY OF MARCH 2025.

LERNER GOVERNING BOARD

By: \_\_\_\_\_  
Gary D. Boyn, President

ATTEST:

By: \_\_\_\_\_  
Nancy Wilson, Secretary



# THE LERNER NOT-FOR-PROFIT USER 100 YEARS 2025 HOUSE EXPENSE RATE SHEET



## 2025 FACILITY RENTAL FEE (per performance): \$1200.00 vs. 5% of Gross Ticket Sales (whichever is higher) Rehearsal Rental Cost per day \$100 – 2 day maximum

| BOX OFFICE FEES                   | PRICE  |
|-----------------------------------|--|
| Gross Box Office Ticket Revenue   | 5%   |
| Box Office Setup                  | \$350.00   |
| Credit Cards                      | 4% Bank Rate<br>for Visa, MasterCard*  |
| Ticket Surcharge                  | \$0.35 Per Ticket<br>\$0.15 Per Ticket-Comps   |
| SURCHARGE                         | PRICE  |
| Historical/Facility Fee Surcharge | \$3.00 per ticket<br>(MUST be included in all<br>advertised ticket prices)                               |
| Historical/Facility Fee Surcharge | \$3.00 per person<br>(Will apply based on attendance for<br>free or general admission events)            |
| Ticket Processing/Facility Fee    | \$4.00<br>(NOT included in the ticket price<br>and advertised separately)                                |
| LABOR                             | PRICE  |
| *Stage Manager                    | \$34.00 Per Hour   |
| *Stage Hand                       | \$26.00 Per Hour   |
| Rigger                            | Prevailing Rate  |
| Security (Minimum Of 4 Hours)     | \$25.00 Per Hour   |
| *Usher                            | \$16.00 Per Hour   |
| *Police Officer                   | \$45.00 Per Hour<br>or the prevailing rate   |
| Show Runner (10-hour Maximum)     | \$250.00 Per Event   |
| Piano Tuner                       | Current Market Rates<br>Per Tuning   |
|                                   | \$300.00 Per Performance   |
| Housekeeping                      | \$525.00 Per Two<br>Performances in One Day<br>\$400.00 Additional if Confetti<br>is Used in Performance |

| STAGING EQUIPMENT                                     | PRICE  |
|---|--|
| Complete Sound System                                 | \$400.00 Per Performance                           |
| Complete Lighting System                              | \$400.00 Per Performance                           |
| Projector & Podium w/ Mic                             | \$300.00 Per Performance                           |
| Lighting Board Only                                   | \$100.00 Per Performance                           |
| Follow Spots (2 Available)                            | \$75.00 Per Performance                            |
| Marlee Floor (30' Deep X 50' Wide)                    | \$200.00 Per Event                                 |
| Grand Piano   | \$100.00 Per Performance                           |
| Wardrobe (Steamer)                                    | \$25.00 Per Day<br>\$65.00 Per Week                |
| Sign on Marquee (If Available)                        | \$25.00  |
| Sign-in Glass Cases (If Available)                    | \$25.00  |
| Lighting, Marquee, Glass Cases<br>Package Price       | \$175.00   |
| Backstage / Dressing Room<br>Phone / Internet Package | \$50.00 Per Engagement                             |
| Towels  | Bath Size - \$3.00 Each<br>Hand Size - \$2.00 Each |

\*Notes: Credit Card fees are subject to bank rate increases. Labor Rates are subject to periodic review/increases. Indiana Sales tax of 7% is applicable on facility rental fee and all equipment rentals.



March 7, 2025

Lerner Governing Board,

Please find attached the updated Not-For-Profit Rate Sheet and Commercial Rate Sheet for approval.

A few minor discrepancies were discovered.

On the Not-For-Profit Rate Sheet, updates include adding the word "Printing" to Ticket Surcharge, removing the line "will apply based on attendance for free or general admission events", updating Security pricing to \$26 per hour, deleting "& Podium" from Projector line and adding "with screen" and updating the number of Spots from 2 to 4.

On the Commercial Rate Sheet, updates include adding the word "Printing" to Ticket Surcharge, adding asterisks in the Labor Section, updating Security pricing to \$26 per hour, removed the second line for Historical Fee, and add "Current Market Rates per tuning" beside Piano Tuner.

If you have any questions, please don't hesitate to reach out.

Sincerely,

Sherry May  
Interim General Manager  
The Lerner Theatre

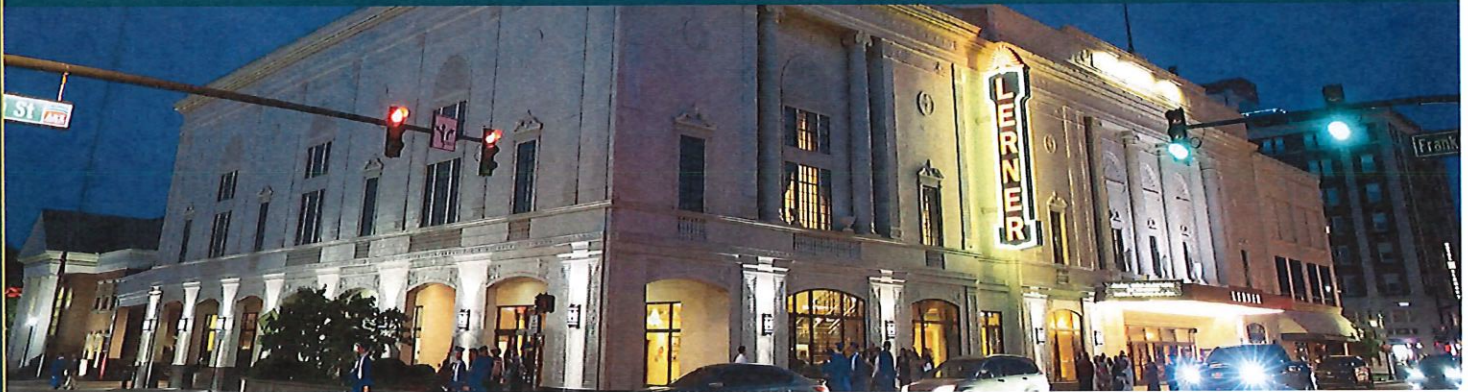
**Sherry May**  
INTERIM GENERAL MANAGER

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



# THE LERNER NOT-FOR-PROFIT USER

## 100 YEARS 2025 HOUSE EXPENSE RATE SHEET



### 2025 FACILITY RENTAL FEE (per performance): \$1200.00 vs. 5% of Gross Ticket Sales (whichever is higher) Rehearsal Rental Cost per day \$100 – 2 day maximum

| BOX OFFICE FEES                   | PRICE  |
|-----------------------------------|--|
| Gross Box Office Ticket Revenue   | 5%   |
| Box Office Setup                  | \$350.00   |
| Credit Cards                      | 4% Bank Rate<br>for Visa, MasterCard*  |
| Ticket Printing                   | \$0.35 Per Ticket<br>\$0.15 Per Ticket-Comps   |
| SURCHARGE                         | PRICE  |
| Historical/Facility Fee Surcharge | \$3.00 per ticket<br>(MUST be included in all<br>advertised ticket prices)   |
| Ticket Processing/Facility Fee    | \$4.00<br>(NOT included in the ticket price<br>and advertised separately)  |
| LABOR                             | PRICE  |
| *Stage Manager                    | \$34.00 Per Hour   |
| *Stage Hand                       | \$26.00 Per Hour   |
| Rigger                            | Prevailing Rate  |
| *Security (Minimum Of 4 Hours)    | \$26.00 Per Hour   |
| *Usher                            | \$16.00 Per Hour   |
| *Police Officer                   | \$45.00 Per Hour<br>or the prevailing rate   |
| Show Runner (10-hour Maximum)     | \$250.00 Per Event   |
| Piano Tuner                       | Current Market Rates<br>Per Tuning   |
| Housekeeping                      | \$300.00 Per Performance<br><br>\$525.00 Per Two<br>Performances in One Day<br>\$400.00 Additional if Confetti<br>is Used in Performance |

| STAGING EQUIPMENT                                     | PRICE  |
|---|--|
| Complete Sound System                                 | \$400.00 Per Performance                           |
| Complete Lighting System                              | \$400.00 Per Performance                           |
| Projector with Screen                                 | \$300.00 Per Performance                           |
| Follow Spots (4 Available)                            | \$75.00 Per Performance                            |
| Marlee Floor (30' Deep X 50 Wide)                     | \$200.00 Per Event                                 |
| Grand Piano   | \$100.00 Per Performance                           |
| Wardrobe (Steamer)                                    | \$25.00 Per Day<br>\$65.00 Per Week                |
| Sign on Marquee (If Available)                        | \$25.00  |
| Sign-in Glass Cases (If Available)                    | \$25.00  |
| Lighting, Marquee, Glass Cases<br>Package Price       | \$175.00   |
| Backstage / Dressing Room<br>Phone / Internet Package | \$50.00 Per Engagement                             |
| Towels  | Bath Size - \$3.00 Each<br>Hand Size - \$2.00 Each |

\*Notes: Credit Card fees are subject to bank rate increases. Labor Rates are subject to periodic review/increases. Indiana Sales tax of 7% is applicable on facility rental fee and all equipment rentals.

Approved 3/11/25



THE LERNER  
100 YEARS

# COMMERCIAL RATE SHEET



## 2025 FACILITY RENTAL FEE: \$3000.00 vs 5% of Gross Ticket Sales / Cap At \$7500.00

| BOX OFFICE FEES  | PRICE  |
|--|--|
| Gross Box Office Ticket Revenue                                | 5%   |
| Box Office Setup   | \$500.00   |
| Credit Cards   | 4% All Outlets   |
| Ticket Printing  | \$0.50 Per Ticket<br>\$0.20 Per Ticket-Comps   |
| SURCHARGE  | PRICE  |
| Ticket Surcharge/Historic Fee                                  | \$3.00 Per Ticket  |
| Ticket Processing/Facility Fee                                 | \$4.50 - \$8.00<br>According to Ticket Price   |
| LABOR  | PRICE  |
| *House Staff   | \$500.00   |
| *Stage Manager (MANDATORY)                                     | \$45.00 Per Hour   |
| *Stage Hands<br><i>(Number Depends On Load In / Show Call)</i> | \$35.00 Per Hour   |
| Riggers<br><i>(4 Hour Minimum 2 Up And 1 Down)</i>             | Prevailing Rate Approx.<br>\$48.00 Up / \$54.00 Down   |
| *Security <i>(Minimum Of 4 Hours)</i>                          | \$26.00 Per Hour   |
| *Ushers (MANDATORY)<br><i>(Number Depends On Attendance)</i>   | \$20.00 Per Hour   |
| *Police Officers <i>(Minimum Of 2)</i>                         | \$45.00 Per Hour<br>or the prevailing rate   |
| Runner/Vehicle /Fuel   | \$300.00   |
| Piano Tuner  | Current Market Rates<br>Per Tuning   |
| Ticket Takers / Scanners                                       | \$20.00 Per Hour   |
| Catering   | Cost Per Artist Rider  |
| Maintenance  | \$300.00 Per Day   |
| Housekeeping   | \$600.00 Per Performance<br>\$1,000.00 Per Two<br>Performances in One Day<br>\$400.00 Additional if Confetti<br>is Used in Performance |

| STAGING EQUIPMENT                                      | PRICE  |
|--|--|
| Utilities  | \$200.00   |
| Full Production Sound & Lights                         | \$3,500.00   |
| Lighting Rig Only                                      | \$1,500.00   |
| Sound Rig Only   | \$2,000.00   |
| Projector With Screen                                  | \$400.00   |
| Follow Spots <i>(4 Available)</i>                      | \$100.00 Per Use                                   |
| Marlee Floor <i>(30' Deep X 50' Wide)</i>              | \$400.00 Per Event                                 |
| Grand Piano  | \$250.00 Day Rate                                  |
| Wardrobe (Steamer)                                     | \$50.00 Per Day<br>\$150.00 Per Week               |
| Advertising - Marquee/Glass Case/<br>Building Lighting | \$200.00 Per Engagement                            |
| Backstage / Dressing Room<br>Phone / Internet Package  | \$100.00 Per Engagement                            |
| Towels   | Bath Size - \$3.00 Each<br>Hand Size - \$2.00 Each |
| Show Advertising                                       | Cost Per Marketing Plan                            |
| ASCAP  | 0.05%  |
| BMI  | 0.08%  |
| GMR  | 0.15%  |
| SEASAC   | 0.03%  |
| Merch Fees   | 30% Of Gross Sales<br>After Sales Tax Deduction    |

\*Notes: Credit Card fees are subject to bank rate increases. Labor Rates are subject to periodic review/increases. Indiana Sales tax of 7% is applicable on facility rental fee and all equipment rentals.

Approved 3/11/25





# THE LERNER

100 YEARS

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## MEMORANDUM

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**DATE:** Tuesday, February 25, 2025

**TO:** Lerner Governing Board

**FROM:** Deen Tuggle, Director of Operations

**RE:** **Shambaugh & Son – Deficiency Proposal**

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The Lerner Theatre staff requests approval of the Shambaugh & Son Deficiency Proposal dated February 13, 2025. During our annual inspection of our fire suppression system, it was noted that 12 sprinklers are due for removal and testing. This is a preventative measure monitored by Shambaugh & Son.

This proposal has been reviewed and approved by City Legal.

The action requested by the Lerner Governing Board is as follows:

**Approve the Shambaugh & Son Deficiency Proposal.**

## CONTRACT FOR THE REPAIR OF DRY PENDENT SPRINKLERS

This Agreement is made and entered into this \_\_\_\_ of \_\_\_\_\_, 2025, between the **CITY OF ELKHART, INDIANA** ("CITY"), by and through the Lerner Governing Board, located at 229 S. Second Street, Elkhart, Indiana 46516 and **SHAMBAUGH & SON, L.P., ("S&S")** ("CONTRACTOR"), located at 7614 Opportunity Dr, Fort Wayne, IN 46825.

### **RECITALS:**

**WHEREAS**, the Lerner Theater Board needs to repair or reinstall twelve dry pendent sprinklers at the Lerner 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 SBS-25-0139 dated February 13, 2025, and attached to this Contract as Exhibit A.

#### SECTION 2. Schedule.

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

#### SECTION 3. Payment.

In consideration for the services rendered under this contract, the CITY agrees to pay to the CONTRACTOR the sum of Six Thousand Seven Hundred and Seventy-Two dollars (\$6, 772.00) for the services listed in Exhibit A, upon inspection and approval by the City, under the terms and conditions described in the attached Exhibits 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

\_\_\_\_\_  
Signature of Contractor

Lerner Governing Board

\_\_\_\_\_

City of Elkhart, Indiana

Print Name

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



# Deficiency Proposal

2/13/2025

Deen Tuggle  
574-399-0956  
[deen@thelerner.com](mailto:deen@thelerner.com)

Quotation Number: SBS-25-0139

City Of Elkhart  
229 S 2nd St  
Elkhart, IN 46516

## Project Name and Location:

Lerner Theatre  
410 S Main St.  
Elkhart, IN 46516

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

*The items / devices listed below are deficient, failed testing, or were found in need of maintenance. If applicable time, has been included to take systems(s) in and out of service as needed along with test as required.*

- Replace 12 dry pendent sprinklers that are due for testing. Per NFPA 25.
- If unable to remove dry sprinkler heads from attic, ceiling around dry sprinkler to be removed and reinstalled by others.

---

**SUBJECT TO THE "ADDITIONAL TERMS AND CONDITIONS,"** S&S agrees to sell and provide, and Purchaser agrees to buy the materials and services necessary for performance of the above-described Work for the sum of **\$6,772.00**.

PRICING ABOVE IS GOOD FOR 30 DAYS.

## CLARIFICATIONS

- A representative shall provide us with access to the sprinkler room and the alarm codes to take the system out of service.
- If a sprinkler specification is available, please advise.
- We assume a small staging area will be made available to thread and cut piping.

## WORKING CONDITIONS

- This proposal, and upon execution, this Agreement is based on the work being performed from an unobstructed concrete floor during normal working hours (Monday – Friday, excluding holidays, between 7:00 AM and 3:30 PM)
- A representative of Purchaser shall provide S&S with access to all alarm codes and each sprinkler room, and any other locations as may be required, to put the equipment on test for the duration of the Work. Upon completion of the Work, all equipment shall be taken off test mode and put back in service. In the event the equipment malfunctions after S&S has left the premises, any repairs shall be performed by S&S upon request by Purchaser and shall be paid on a time and material basis plus markup for overhead and profit at S&S's standard rates ("T&M").
- Except as otherwise noted in the scope of this Agreement, all Work accepted and identified in the scope shall be performed per applicable codes.

**ITEMS EXCLUDED FROM THIS PROPOSAL/AGREEMENT**

- Tariffs imposed or increased after the date of this proposal.
- Submittals for Permit, hydraulic calculations, as-built drawings.
- Hydrostatic Testing.
- Fire Watch
- All painting of pipe-work, fittings, and equipment including cleaning of pipe-work and protection of the sprinkler heads from paint not mentioned in this proposal.
- Mason and carpenter's work to provide any required patching and decorating of fire stopping penetrations and sleeves.
- Pipe identification markers
- Performance and payment bonds
- Premium time, double time, or shift differentials
- City fees, permit fees, plan review fees
- Warranty in excess of 1-year. Only new materials are covered under Warranty.

**PAYMENT TYPE (select one)**

- Purchaser will be invoiced.
- Purchaser to pay by credit card. An additional credit card processing fee of 3% will apply.

**PURCHASER'S ACCEPTANCE:** Purchaser hereby agrees to be bound by the terms of this Agreement, including the S&S General Terms and Conditions available at <https://www.shambaugh.com/forms/> and incorporated as if fully set forth herein.

If you have any questions or concerns, please don't hesitate to contact us. Thanks, and take care!

Sincerely,

*Charles Doyle*

Service Account Representative  
South Bend • Fire Protection Group  
Phone: (269) 666-3921  
Email: [cdoyle@shambaugh.com](mailto:cdoyle@shambaugh.com)

|                          |
|--------------------------|
| <b>Owner Acceptance:</b> |
| By: _____                |
| Title: _____             |
| Company: _____           |
| Date: _____              |
| PO#: _____               |



March 5, 2025

Lerner Governing Board,

Please find attached a resolution to authorize the Lerner Theatre's General Manager and the Director of Events to execute Event Contracts on behalf of The Lerner Governing Board.

This resolution expires December 31, 2025, at which time it can be renewed.

If you have any questions, please don't hesitate to reach out.

Sincerely,

Sherry May  
Interim General Manager  
The Lerner Theatre

**Sherry May**  
INTERIM GENERAL MANAGER

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

**A RESOLUTION OF THE LERNER GOVERNING BOARD OF THE CITY OF  
ELKHART, INDIANA, TO AUTHORIZE THE LERNER THEATER GENERAL  
MANAGER OR THE DIRECTOR OF EVENTS TO EXECUTE CONTRACTS ON  
BEHALF OF THE LERNER GOVERNING BOARD FOR EVENTS CONDUCTED AT  
THE LERNER THEATER**

---

WHEREAS, the City of Elkhart, Indiana, is a municipal corporation; and

WHEREAS, the Lerner Governing Board (“Board”) is authorized to enter into event contracts for events at The Lerner Theater on behalf of the City; and

WHEREAS, there are times when there is insufficient opportunity to present an event contract for prior approval to the Board; and

WHEREAS, because of the timing of the event booking process and the need to enter into event contracts as soon as possible to guarantee performance dates; and

WHEREAS, the Board has approved the event contract template; and

WHEREAS, there may be times when the Lerner Theater may need to negotiate the rates for the respective user rate sheets; and

WHEREAS, The General Manager and Director of Events will use their best reasonably commercial efforts to accommodate any user rate requests the Promoter may have to book said event; and



NOW, THEREFORE, BE IT RESOLVED BY THE LERNER GOVERNING BOARD OF THE CITY OF ELKHART, THAT the General Manager or the Director of Events are hereby authorized to enter into event contracts and execute such contracts on behalf of the Board.

This authorization expires December 31, 2025.

RESOLVED this \_\_ day of March 2025.

\_\_\_\_\_  
Gary D. Boyn, President

\_\_\_\_\_  
Dina Harris, Vice President

\_\_\_\_\_  
Diana Lawson

\_\_\_\_\_  
Dallas Bergl

\_\_\_\_\_  
Jamie Arce

\_\_\_\_\_  
Carrie Berghoff

Attest

\_\_\_\_\_  
Nancy Wilson  
Clerk, Lerner Governing Board



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## MEMORANDUM

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**DATE:** March 6, 2025

**TO:** The Lerner Governing Board

**FROM:** Kevin Davis, Deputy City Attorney

**RE:** **Amendment No. 2 Conway Entertainment Group Agreement**

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Please see the attached Amendment No.2 to the Contract Agreement dated October 1, 2024, between the City of Elkhart, acting by and through its Lerner Governing Board, and Conway Entertainment Group, Consultant. This Amendment provides an extension for the services contained in the above referenced Agreement and requires thirty (30) days notice prior to termination. I ask the Lerner Governing Board's approval of the attached contract amendment. I have reviewed the contract for its legality.

**Please authorize The Lerner Governing Board President to sign Amendment No. 2 to the contract between the City of Elkhart and Conway Entertainment Group.**

**ADDENDUM No. 2 TO CONTRACT AGREEMENT**

This Addendum to the Contract Agreement dated October 1, 2024, between the City of Elkhart, Indiana, a municipal corporation, acting by and through its Lerner Governing Board and Conway Entertainment Group, a domestic corporation, (CEG) is executed this 12<sup>th</sup> day of March 2025.

In order to clarify the intent and agreement of the parties, the parties hereby amend Paragraph 3.1 Term to reflect: Either Party shall give thirty (30) days written notice prior to the termination of this Agreement.

In all other respects the Contract Agreement shall remain unchanged.

IN WITNESS WHEREOF, the parties have executed this Addendum No. 2 as of the date above set forth.

City of Elkhart  
Lerner Governing Board

Conway Entertainment Group LLC

By: \_\_\_\_\_  
Gary D. Boyn, President

By: \_\_\_\_\_  
Blake McDaniel, Member

Attest:

By: \_\_\_\_\_  
Nancy Wilson, Clerk