

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

**Common Council Chambers**

**10:00 a.m., Wednesday, April 9, 2025**

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

**Meeting Number: 2316 817 3481, Meeting Password: Lerner25  
1-415-655-0001**

- 1. ROLL CALL**
- 2. APPROVE AGENDA**
- 3. MINUTES Regular Meeting March 12, 2025**
- 4. TREASURER'S REPORT**
  - Financial Report February 28, 2025- Nick Muller (Kruggel, Lawton, and Co.)
  - Claims and Allowance Docket
- 5. PRESIDENT'S REPORT**
  - 100 Year Celebration- Waiver of Lerner Venue Rental, Lighting, and Sound for Epic Dance Studio Event
- 6. FRIENDS OF THE LERNER**
- 7. CRYSTAL BALLROOM CATERING REPORT**
- 8. PREMIER ARTS REPORT**
- 9. GENERAL MANAGER'S REPORT**
- 10. NEW BUSINESS**
  - Reject Convergent Quote #25-01 Lerner Security System Improvements
  - Approve Sourcewell Contract with Johnson Controls
  - EyeDart Creative Studio Contract
- 11. PUBLIC PARTICIPATION**
- 12. ADJOURNMENT**

LERNER THEATRE BOARD  
Wednesday March 12, 2025

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

1. AGENDA

On motion by Dina Harris, seconded by Dallas Bergl and carried 5-0, the agenda was adopted as presented.

2. MINUTES: Regular Meeting February 12, 2025

On motion by Dina Harris, seconded by Diana Lawson and carried 5-0, the Board approved the minutes from February 12, 2025.

3. TREASURER'S REPORT

Financials January 21, 2025

Nick Muller of Kruggel, Lawton and Co. attended on Webex. The January 31, 2025 financial report was submitted to the Board for review. 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 compared with the 2024 City's contribution of 97% and the Lerner's contribution of 3%. The net income from Theatre operations only (shown as Gross Profit) at the end of the period was \$11,813 which was an increase of \$7,195 from 2024. The YTD net loss for all Lerner operations (including City expenses) at the end of the period was (\$117,572) which was a decline of (\$72,111) from the net loss on last year's statement of (\$45,461). On budgeted City Operational Expenses alone we were over-budget by \$13,924 year-to-date. On motion by Dallas Bergl, seconded by Jamie Arce and carried 6-0, the Financials from January 31, 2025 were approved.

Note for the Record: Member Jamie Arce joined the meeting.

Claims and Allowance Docket

On motion by Dallas Bergl, seconded by Jamie Arce and carried 6-0, the Board approved the claims and allowance docket totaling \$71,521.79 as listed on the register consisting of 5 pages, prepared on March 10, 2025 at 10:00 a.m.

4. PRESIDENT'S REPORT

Diana Lawson gave an update on the 100-year celebration. Diana and Jenna distributed communication materials to the Board, and she was very proud of the way everything looks. You will start noticing the Dancing Lady 100-Years in the downtown merchant windows. They are excited to participate and help with this. They are actually purchasing their own wine glasses and beer mugs with the 100-year logo and offering signature drinks to celebrate the anniversary. Also you can purchase a quarter-zip or t-shirt. There's something for everyone. We are excited about the branding getting out there. The most recent Lerner Loves You series film was "Imitation of Life" and we had a few hundred people there who really enjoyed it. It was a lovely afternoon. We also had a report on the Jazz Festival prelude reception which is being hosted by the Elkhart County Convention and Visitors Bureau for the Lerner Loves You 100 salute to the arts. It is going to be a fabulous evening. Craig has been involved with his creativity, and it is going to look like a cabaret, very different than what the Crystal Ballroom has looked for the Jazz Festival in the past where it has been seats all lined up. A few rows of seats will



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stay, and we will have high tables and low tables. It is called soft seating or conversation areas. This is being set up for the reception and will live through the Jazz Festival until the brunch on Sunday. Ben Decker with the Jazz Festival has provided us with a wonderful Jazz Quartet for this event. You will all get an invitation. Craig came up with the idea of having gold frames throughout the Crystal Ballroom with live portraits. Each portrait will be an actor that is dressed in an era, and will be able to talk to people as they come by about things that were happening in that era. We are continuing to work on the communication, the window clings, the wearables and much more. The Community Outreach committee, Danny Reynolds and Jeanne Kern are doing a fabulous job, and they are on the street talking about the Lerner 100. The History Committee Craig Gibson, Chris Baiker, and Phalene Leichtman are gathering information over the decades of the 100 years and providing that for the time capsule. The Renovation Committee JJ Bond and Dan Cripe are telling the story of the renovation. JJ has also come up with a plan for the renovation of the Green Room, and Dan has come up with the design for the time capsule. There will be two spaces that Dan defined for the time capsule. One for smaller items is in the Art Deco Lobby just south of the dedication wall. It will be displayed so patrons can look inside and see what's in there. There is a larger area upstairs adjacent to the Cittadine Room where Dan is designing a hanging storage area for the larger items, things such as President Obama's stool he used when he was here for the PBS Special, the large ELCO letters, and a number of larger items. Ashley Hughes is working on the time capsule, reaching out and searching for things we can put into the time capsule that people have in their own collections or we find on-line. The Grand Event fundraising is doing well and will be announced soon. There will be an Event in July that will be on the lawn which will also be announced soon. We are also looking forward to a performance with the Elkhart County Symphony on Sunday, November 23, 2025 with a surprise guest everyone will enjoy. We are all excited, the Committee, the staff, the community have all been incredible to work with. Diana passed out thank you cards, if anyone wants to write a little note to the staff or to volunteers. We want people to know how much we appreciate them and their support of the 100-year celebration. Diana asked the Board to support a request to waive the Lerner Concession Fees on Free Popcorn at the Lerner Loves You Film Series. The ECCVB is sponsoring the popcorn which is free to the public. On motion by Dallas Bergl, seconded by Jamie Arce and carried 6-0, the Board waived the concession fees due for popcorn during the Lerner Loves You 100- Year Celebration Film Series.

5. FRIENDS OF THE LERNER

Dallas said they are working on details for the Lerner 100.

6. CRYSTAL BALLROOM CATERING

Kurt Janowsky was unable to attend, however, he submitted a report for February activity in the Crystal Ballroom. Gary noted sales are going very well.

7. PREMIER ARTS

Craig Gibson said Charlie and the Chocolate Factory opens Friday. They are excited. It's the first show of 2025. Season tickets are selling really well. Brittney and Kena in the Box Office have made this new transition to on-line season tickets very smooth for us and our patrons. Over the years, PA has been the ginny pig for



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pilot programs as the partner in the building, so we are excited this weekend to start using those Main Street doors. Coming through the front door will be a big day and a big change. He said they will make extra effort to make sure people feel welcomed in the building in a new way. Next is Fidler on the Roof and auditions are right around the corner. It is a fun throw back because when we re-opened the theatre after the renovation we had a professional production of Fidler on the Roof. We added an all-youth production of 101 Dalmatians at the end of the year, heralding us into our 101<sup>st</sup> year, and partly because our special play for the 100-year does not have many opportunities for the youth. Dallas told Craig that the Lerner, since the revitalization, would not be what it is without you and your organization. We appreciate everything you do and the way you bring our community into the space. Thank you.

8. GENERAL MANAGER REPORT

Conway Entertainment Group

Sherry May gave an overview of the last month's activities for the staff. January was a slower month and focused on cleaning and training. As Diana mentioned the 100, the committees, the Marketing Department, everybody involved, and the staff are doing such great work. Sherry said she is blown away with the programming they are giving the community for the 100! Three employees are half way through management training. The film Imitation of Life brought in 300 patrons, and the next one is 101 Dalmatians on March 23<sup>rd</sup>. Active Shooter Training that was scheduled for March 4 for employees and volunteers is being rescheduled due to a family emergency. With the new Promoter deal the shows are starting to book for 2025. We announced Randy Travis, and the first week ticket sales are strong, Rend Collective, an Irish Christian Band, Air Supply, and Killers of Kill Tony Comedy Show are all on sale and there's a lot more to come. Diana Krall for Jazz Festival has broken 1,000 tickets and we have every reason to believe it will be a sellout. We have an opportunity to try another new kind of event in the Crystal Ballroom in May. A popular National Act is releasing about 5 or 6 new songs and they are looking for an acoustic venue to have something for 300-400 people, so we suggested the Crystal Ballroom. We sent them a photo of 400 chairs, and it looked great, so we are waiting to hear back on that. We reinstated the Tour Tuesdays from 10 am-3 pm that will start on March 18. Deen will be running those. Lunchtime Live with Celia Weiss starts March 24, and four of them are scheduled for the year. Lerner on the Lawn is in the process of being reimagined for this year. Sherry met with City leaders and told them she would like them to focus on diversity and the 100 this year. Charlie and the Chocolate Factory is this weekend and Sherry went to a rehearsal. It was amazing and she hopes everyone can come out this weekend for that.

9. NEW BUSINESS

Open Quote #25-01 Lerner Security Improvements

One quote was received for Quote #25-01 Lerner Security Improvements. from Convergent Technologies for \$114,850.00. On motion by Dallas Bergl, seconded by Jamie Arce and carried 6-0, the quote was referred to staff for review and a recommendation at the next meeting.

Resolution Approving Revised Not for Profit Rate Sheet & Commercial Rate Sheet

Sherry May explained the revisions to the Board. On motion by Dina Harris,



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seconded by Dallas Bergl and carried 6-0, the revised Not for Profit Rate Sheet and Commercial Rate Sheet were approved.

Shambaugh & Son Deficiency Proposal

Deen Tuggle explained the proposal to the Board. On motion by Dina Harris, seconded by Dallas Bergl and carried 6-0, the Board approved the Shambaugh & Son Deficiency Proposal.

Signature Resolution to Execute Event Contracts

Sherry May explained the Resolution to the Board. On motion by Dallas Bergl, seconded by Diana Lawson and carried 6-0, the Board approved the Lerner 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.

Amendment No. 2 to Conway Entertainment Group Agreement

Gary introduced the Amendment to the Board. On motion by Diana Lawson, seconded by Dallas Bergl and carried 6-0, Amendment No. 2 to the Conway Entertainment Group was approved.

10. DIRECTOR OF EVENTS REPORT

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

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

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



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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



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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**

Task	Department	Deadline	Completion Status	Employee
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



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Misc. construction	Facilities	03/31	Tim
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**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



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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



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- 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 its 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



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### 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
2/2/2025	4:00 PM	Elkhart County Symphony - Mahler Symphony Number 2	7/24/2024	228	\$6,123.00	\$684.00
2/14/2025	7:30 PM	The Grand Shanghai Circus	2/1/2025	545	\$20,003.00	\$1,635.00
2/22/2025	3:00 PM	Aurinko Ballet Presents: Cinderella and Repertory	10/16/2024	268	\$5,782.00	\$804.00



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2/22/2025	1:00 PM	Cinderella and Repertory - Tea Party	10/16/2024	10	\$525.00	\$30.00
3/14/2025	7:30 PM	Charlie & The Chocolate Factory	2/3/2025	172	\$3,610.00	\$516.00
3/15/2025	7:30 PM	Charlie & The Chocolate Factory	2/3/2025	152	\$3,398.00	\$456.00
3/16/2025	2:00 PM	Charlie & The Chocolate Factory	2/3/2025	156	\$3,123.00	\$468.00
3/30/2025	4:00 PM	Elkhart County Symphony - Passion and Poetry	7/24/2024	40	\$1,240.00	\$120.00
4/25/2025	7:00 PM	Rend Collective: Folk! Tour	2/28/2025	101	\$4,130.00	\$303.00
4/26/2025	7:30 PM	Air Supply - 50th Anniversary Celebration	2/28/2025	309	\$28,574.00	\$927.00
5/3/2025	7:00 PM	Justin Willman	11/1/2024	33	\$2,309.25	\$99.00
5/9/2025	7:30 PM	Fiddler on The Roof	2/3/2025	25	\$333.00	\$75.00
5/10/2025	7:30 PM	Fiddler on The Roof	2/3/2025	23	\$359.00	\$69.00
5/10/2025	2:00 PM	Fiddler on The Roof All Youth	2/3/2025	18	\$384.00	\$54.00
5/11/2025	2:00 PM	Fiddler on The Roof	2/3/2025	6	\$140.00	\$18.00
5/16/2025	7:30 PM	Oaklawn's Got Talent	2/21/2025	4	\$56.00	\$12.00
5/18/2025	4:00 PM	Elkhart County Symphony - Rebel Symphnoire	7/24/2024	2	\$48.00	\$6.00
6/13/2025	7:00 PM	A Toast to Bread	11/8/2024	105	\$4,385.80	\$315.00
6/19/2025	8:00 PM	Elkhart Jazz Fest Presents: Diana Krall	12/6/2024	77	\$6,114.00	\$231.00
7/18/2025	7:30 PM	Disney's The Little Mermaid	2/3/2025	4	\$81.00	\$12.00
7/19/2025	7:30 PM	Disney's The Little Mermaid	2/3/2025	7	\$159.00	\$21.00
7/19/2025	2:00 PM	Disney's The Little Mermaid All Youth	2/3/2025	13	\$259.00	\$39.00
7/20/2025	2:00 PM	Disney's The Little Mermaid	2/3/2025	9	\$145.00	\$27.00
8/15/2025	7:00 PM	The Chrisette Michele Experience	1/24/2025	31	\$2,437.00	\$93.00
10/17/2025	7:30 PM	Disney's Descendants The Musical	2/3/2025	7	\$158.00	\$21.00
10/18/2025	7:30 PM	Disney's Descendants The Musical	2/3/2025	7	\$144.00	\$21.00
10/18/2025	2:00 PM	Disney's Descendants The Musical All Youth	2/3/2025	10	\$229.00	\$30.00
10/19/2025	2:00 PM	Disney's Descendants The Musical	2/3/2025	14	\$244.00	\$42.00
11/16/2025	3:00 PM	Snow Queen	9/18/2024	2	\$68.00	\$6.00
12/13/2025	7:30 PM	The Gift: A New Musical	2/3/2025	4	\$84.00	\$12.00



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<b>Total Ticket Revenue</b>	<b>\$101,791.05</b>
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**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.



LERNER THEATRE BOARD  
Wednesday, March 12, 2025

10. ADJOURNMENT

On motion by Dina Harris, seconded by Diana Lawson and carried 6-0, the Lerner Theatre Governing Board was adjourned at 10:53 a.m.

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

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

# The Lerner Theatre

To: The Lerner Governing Board

From: Michelle Adams (Krugger, Lawton and Co)

Subject: Notes regarding the February 28, 2025 Financial Statements

Attached are the year-to-date financial statements for The Lerner for the period ending February 28, 2025.

The net income from theatre operations only (shown as Gross Profit) at the end of the period is \$36,226, which is a decrease of (\$43,489) from the Gross Profit on last year's statement of \$79,715.

The year-to-date net loss for all Lerner operations (including city expenses) at the end of the period is (\$177,657) which is a decline of (\$153,534) from the net loss on last year's statement of (\$24,123).

On budgeted city Operational Expenses alone are under-budget by \$14,935 year-to-date.

Total Operational Expenses of \$383,500 were covered by a City contribution of \$344,324 (90%) and a Lerner contribution of \$39,176 (10%). This compares with last year's City contribution of 69% and the Lerner's contribution of 31%.

There were 4 shows and events in February that generated the following profit:

- Ballet and Repertory - \$4,304.22
- Valentine's Day Tea Party - \$100.75
- Grand Shanghai Circus - \$2,998.26
- Mahler No. 2 - \$2,423.19



# The Lerner Theatre

## Financial Analysis Through February 28, 2025

	<u>2025</u>	<u>2024</u>	<u>Diff</u>
<b><i>City Operational Expenses</i></b>			
Staff & Related	204,015	185,615	18,400
Other	<u>179,484</u>	<u>91,476</u>	<u>88,009</u>
Total Expenses to be Covered	383,500	277,090	106,409
Less: City Subsidy (Budgeted)	<u>166,667</u>	<u>166,667</u>	<u>-</u>
Net City Operational Expenses	216,833	110,424	106,409
<b><i>Lerner Box Office Operations</i></b>			
Income	43,585	95,343	(51,759)
COGS	<u>7,358</u>	<u>15,628</u>	<u>(8,269)</u>
Gross Profit (Loss)	36,226	79,716	(43,489)
Lerner Labor Expense	<u>2,950</u>	<u>6,585</u>	<u>(3,635)</u>
Lerner Contribution from Operations	39,176	86,300	(47,124)
<b><i>Additional Subsidy Sources</i></b>			
City Subsidy (Un-Budgeted)	177,657	24,123	
Lerner Excess Contribution	-	-	

### How the Operational Expenses Are Covered:

City Contribution	344,324	90%	190,790	69%
Lerner Contribution	<u>39,176</u>	10%	<u>86,300</u>	31%
Total Expenses to be Covered	383,500	100%	277,090	100%

# The Lerner Theatre

## P&L - Total Theatre - Summary Comparison

January - February, 2025

	TOTAL			
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)	CHANGE	% CHANGE
Income				
Theatre Income	43,584.50	95,343.30	-51,758.80	-54.29 %
<b>Total Income</b>	<b>\$43,584.50</b>	<b>\$95,343.30</b>	<b>\$ -51,758.80</b>	<b>-54.29 %</b>
Cost of Goods Sold				
Cost of Sales	7,358.04	15,627.52	-8,269.48	-52.92 %
<b>Total Cost of Goods Sold</b>	<b>\$7,358.04</b>	<b>\$15,627.52</b>	<b>\$ -8,269.48</b>	<b>-52.92 %</b>
GROSS PROFIT	<b>\$36,226.46</b>	<b>\$79,715.78</b>	<b>\$ -43,489.32</b>	<b>-54.56 %</b>
Expenses				
City Accts by Submission Date	383,499.77	277,090.37	106,409.40	38.40 %
<b>Total Expenses</b>	<b>\$383,499.77</b>	<b>\$277,090.37</b>	<b>\$106,409.40</b>	<b>38.40 %</b>
NET OPERATING INCOME	<b>\$ -347,273.31</b>	<b>\$ -197,374.59</b>	<b>\$ -149,898.72</b>	<b>-75.95 %</b>
Other Expenses				
5000000 City Contribution Toward Budget	-166,666.66	-166,666.66	0.00	0.00 %
99998 Show Labor Exp Incl in Budget	-2,949.81	-6,584.58	3,634.77	55.20 %
<b>Total Other Expenses</b>	<b>\$ -169,616.47</b>	<b>\$ -173,251.24</b>	<b>\$3,634.77</b>	<b>2.10 %</b>
NET OTHER INCOME	<b>\$169,616.47</b>	<b>\$173,251.24</b>	<b>\$ -3,634.77</b>	<b>-2.10 %</b>
NET INCOME	<b>\$ -177,656.84</b>	<b>\$ -24,123.35</b>	<b>\$ -153,533.49</b>	<b>-636.45 %</b>



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

	TOTAL			
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)	CHANGE	% CHANGE
<b>Income</b>				
Theatre Income				
4000 Ticket Sales Collected	35,635.75	181,712.50	-146,076.75	-80.39 %
4001 Ticket Sales Due/Paid	-35,635.75	-181,712.50	146,076.75	80.39 %
4010 Facility Rental - Theatre	6,247.25	7,390.00	-1,142.75	-15.46 %
40200 Ticket Processing Fees	445.90	-415.71	861.61	207.26 %
40203 Historical Facility Fee	4,926.00	9,750.00	-4,824.00	-49.48 %
40204 Box Office Fee	3,059.44	10,135.63	-7,076.19	-69.82 %
40205 Blended Ticket Transaction Fee	0.00	7,982.40	-7,982.40	-100.00 %
40206 Web Ticket Fees	1,372.20	16,243.40	-14,871.20	-91.55 %
40208 Convenience Fees	7,083.10	12,961.00	-5,877.90	-45.35 %
<b>Total 40200 Ticket Processing Fees</b>	<b>16,886.64</b>	<b>56,656.72</b>	<b>-39,770.08</b>	<b>-70.19 %</b>
4050 Equipment Rental	2,100.00	3,800.00	-1,700.00	-44.74 %
4060 Outside Lighting & Advertising	0.00	-200.00	200.00	100.00 %
4090 Merchandise Commissions	569.40		569.40	
4130 Grants & Other Funding	5,883.00		5,883.00	
4140 Miscellaneous Income	945.90	1,249.65	-303.75	-24.31 %
4150 In-Kind Contributions	-883.00		-883.00	
Event Labor				
4030 Stagehands, Etc.	1,748.00	4,549.50	-2,801.50	-61.58 %
4040 Front of House	252.00	2,698.00	-2,446.00	-90.66 %
<b>Total Event Labor</b>	<b>2,000.00</b>	<b>7,247.50</b>	<b>-5,247.50</b>	<b>-72.40 %</b>
Non-Ticketed Event Revenue				
41314 Crystal Ballroom Events	9,835.31	19,199.43	-9,364.12	-48.77 %
<b>Total Non-Ticketed Event Revenue</b>	<b>9,835.31</b>	<b>19,199.43</b>	<b>-9,364.12</b>	<b>-48.77 %</b>
<b>Total Theatre Income</b>	<b>43,584.50</b>	<b>95,343.30</b>	<b>-51,758.80</b>	<b>-54.29 %</b>
<b>Total Income</b>	<b>\$43,584.50</b>	<b>\$95,343.30</b>	<b>\$ -51,758.80</b>	<b>-54.29 %</b>
<b>Cost of Goods Sold</b>				
Cost of Sales				
5025 Merchant Ticket Fees	2,384.25	6,399.00	-4,014.75	-62.74 %
5030 Ticket CC Processing Expense	3,786.73	10,546.34	-6,759.61	-64.09 %
5035 Merchant Account Fees	-1,762.75	-7,902.40	6,139.65	77.69 %
Direct Labor - Events				
5050 Stage Labor	2,083.60	4,470.87	-2,387.27	-53.40 %
5060 Front of House Labor	866.21	2,113.71	-1,247.50	-59.02 %
<b>Total Direct Labor - Events</b>	<b>2,949.81</b>	<b>6,584.58</b>	<b>-3,634.77</b>	<b>-55.20 %</b>
<b>Total Cost of Sales</b>	<b>7,358.04</b>	<b>15,627.52</b>	<b>-8,269.48</b>	<b>-52.92 %</b>
<b>Total Cost of Goods Sold</b>	<b>\$7,358.04</b>	<b>\$15,627.52</b>	<b>\$ -8,269.48</b>	<b>-52.92 %</b>
<b>GROSS PROFIT</b>	<b>\$36,226.46</b>	<b>\$79,715.78</b>	<b>\$ -43,489.32</b>	<b>-54.56 %</b>

# The Lerner Theatre

## P&L - Total Theatre - Detailed Comparison

January - February, 2025

	TOTAL			
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)	CHANGE	% CHANGE
Expenses				
City Accts by Submission Date				
Capital Outlay				
4440500 Other Equipment-Capital Expense	0.00	22,337.41	-22,337.41	-100.00 %
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>22,337.41</b>	<b>-22,337.41</b>	<b>-100.00 %</b>
Other Services/Charges				
4310400 Professional Services	54,021.94	7,485.75	46,536.19	621.66 %
4320300 Travel	93.31		93.31	
4320400 Telephone/Communications	3,774.13	3,084.61	689.52	22.35 %
4330300 Advertising/Marketing	1,703.28	1,985.79	-282.51	-14.23 %
4330301 Promotions		117.49	-117.49	-100.00 %
4350100 Electricity	30,160.94	29,233.92	927.02	3.17 %
4350200 Natural Gas	4,527.10	5,488.60	-961.50	-17.52 %
4350400 Water & Sewer	721.61	411.52	310.09	75.35 %
4360100 Repairs & Maintenance-Building	39,898.04	1,963.91	37,934.13	1,931.56 %
4370200 Equipment Leases	1,215.58		1,215.58	
4390200 Postage	613.42	176.54	436.88	247.47 %
4390300 Subscriptions	2,109.76	2,007.40	102.36	5.10 %
4390800 Memberships & Dues	650.00		650.00	
4390900 Other Services & Charges	4,170.00		4,170.00	
4390910 Education		7,519.96	-7,519.96	-100.00 %
4390912 Contract Services	25,167.00	150.00	25,017.00	16,678.00 %
<b>Total Other Services/Charges</b>	<b>168,826.11</b>	<b>59,625.49</b>	<b>109,200.62</b>	<b>183.14 %</b>
Personnel Services				
4110130 Full Time	137,536.52	122,685.78	14,850.74	12.10 %
4110150 Part Time	17,797.35	16,258.80	1,538.55	9.46 %
4110160 Overtime Wages	0.00	6.68	-6.68	-100.00 %
4130100 Employer's Social Security	9,805.37	8,313.48	1,491.89	17.95 %
4130200 Employer's Medicare	2,293.18	1,944.30	348.88	17.94 %
4130300 Employer's PERF	19,948.36	16,893.16	3,055.20	18.09 %
4130500 Employer's Group & Life	16,634.52	19,512.65	-2,878.13	-14.75 %
<b>Total Personnel Services</b>	<b>204,015.30</b>	<b>185,614.85</b>	<b>18,400.45</b>	<b>9.91 %</b>



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

	TOTAL			
	JAN - FEB, 2025	JAN - FEB, 2024 (PY)	CHANGE	% CHANGE
Supplies				
4210500 Office Supplies	775.88	170.42	605.46	355.28 %
4220150 Operating Supplies	1,451.57	6,435.35	-4,983.78	-77.44 %
4220310 Household, Laundry	1,061.56	1,353.86	-292.30	-21.59 %
4230200 Repair Parts	1,602.77	794.46	808.31	101.74 %
4230300 Small Tools/Minor Equipment	5,766.58	758.53	5,008.05	660.23 %
<b>Total Supplies</b>	<b>10,658.36</b>	<b>9,512.62</b>	<b>1,145.74</b>	<b>12.04 %</b>
<b>Total City Accts by Submission Date</b>	<b>383,499.77</b>	<b>277,090.37</b>	<b>106,409.40</b>	<b>38.40 %</b>
<b>Total Expenses</b>	<b>\$383,499.77</b>	<b>\$277,090.37</b>	<b>\$106,409.40</b>	<b>38.40 %</b>
NET OPERATING INCOME	<b>\$ -347,273.31</b>	<b>\$ -197,374.59</b>	<b>\$ -149,898.72</b>	<b>-75.95 %</b>
Other Expenses				
5000000 City Contribution Toward Budget	-166,666.66	-166,666.66	0.00	0.00 %
99998 Show Labor Exp Incl in Budget	-2,949.81	-6,584.58	3,634.77	55.20 %
<b>Total Other Expenses</b>	<b>\$ -169,616.47</b>	<b>\$ -173,251.24</b>	<b>\$3,634.77</b>	<b>2.10 %</b>
NET OTHER INCOME	<b>\$169,616.47</b>	<b>\$173,251.24</b>	<b>\$ -3,634.77</b>	<b>-2.10 %</b>
NET INCOME	<b>\$ -177,656.84</b>	<b>\$ -24,123.35</b>	<b>\$ -153,533.49</b>	<b>-636.45 %</b>

# The Lerner Theatre

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

January - February, 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	17,333.34	-17,333.34
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>17,333.34</b>	<b>-17,333.34</b>
Other Services/Charges			
4310400 Professional Services	54,021.94	17,116.66	36,905.28
4320300 Travel	93.31	2,283.34	-2,190.03
4320400 Telephone/Communications	3,774.13	4,191.00	-416.87
4330300 Advertising/Marketing	1,703.28	12,133.34	-10,430.06
4330301 Promotions		833.34	-833.34
4340200 Liability Insurance	0.00	9,383.34	-9,383.34
4350100 Electricity	30,160.94	24,500.00	5,660.94
4350200 Natural Gas	4,527.10	3,833.34	693.76
4350400 Water & Sewer	721.61	586.66	134.95
4360100 Repairs & Maintenance-Building	39,898.04	23,226.66	16,671.38
4360200 Equipment Repair		333.34	-333.34
4370200 Equipment Leases	1,215.58	533.34	682.24
4390200 Postage	613.42	333.34	280.08
4390300 Subscriptions	2,109.76	1,800.00	309.76
4390800 Memberships & Dues	650.00	289.16	360.84
4390900 Other Services & Charges	4,170.00	8,333.34	-4,163.34
4390910 Education		3,333.34	-3,333.34
4390912 Contract Services	25,167.00	6,574.24	18,592.76
4390930 Processing Fees		8,500.00	-8,500.00
<b>Total Other Services/Charges</b>	<b>168,826.11</b>	<b>128,117.78</b>	<b>40,708.33</b>
Personnel Services			
4110130 Full Time	137,536.52	146,766.66	-9,230.14
4110150 Part Time	17,797.35	29,166.66	-11,369.31
4110160 Overtime Wages	0.00	966.66	-966.66
4130100 Employer's Social Security	9,805.37	11,033.34	-1,227.97
4130200 Employer's Medicare	2,293.18	2,583.34	-290.16
4130300 Employer's PERF	19,948.36	21,283.34	-1,334.98
4130500 Employer's Group & Life	16,634.52	31,133.34	-14,498.82
<b>Total Personnel Services</b>	<b>204,015.30</b>	<b>242,933.34</b>	<b>-38,918.04</b>
Supplies			
4210500 Office Supplies	775.88	583.34	192.54
4220150 Operating Supplies	1,451.57	3,916.66	-2,465.09
4220310 Household, Laundry	1,061.56	1,583.34	-521.78



# The Lerner Theatre

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

January - February, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
4230200 Repair Parts	1,602.77	700.00	902.77
4230300 Small Tools/Minor Equipment	5,766.58	3,266.66	2,499.92
<b>Total Supplies</b>	<b>10,658.36</b>	<b>10,050.00</b>	<b>608.36</b>
<b>Total City Accts by Submission Date</b>	<b>383,499.77</b>	<b>398,434.46</b>	<b>-14,934.69</b>
<b>Total Expenses</b>	<b>\$383,499.77</b>	<b>\$398,434.46</b>	<b>\$ -14,934.69</b>
NET OPERATING INCOME	<b>\$ -383,499.77</b>	<b>\$ -398,434.46</b>	<b>\$14,934.69</b>
Other Expenses			
5000000 City Contribution Toward Budget	-166,666.66	-166,666.66	0.00
<b>Total Other Expenses</b>	<b>\$ -166,666.66</b>	<b>\$ -166,666.66</b>	<b>\$0.00</b>
NET OTHER INCOME	<b>\$166,666.66</b>	<b>\$166,666.66</b>	<b>\$0.00</b>
NET INCOME	<b>\$ -216,833.11</b>	<b>\$ -231,767.80</b>	<b>\$14,934.69</b>

# The Lerner Theatre

## The Conservatory of Dance's: Conservatory of Dance 2025

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	6,832.25
4001 Ticket Sales Due/Paid	-6,832.25
4010 Facility Rental - Theatre	1,260.00
40200 Ticket Processing Fees	124.95
40203 Historical Facility Fee	1,071.00
40204 Box Office Fee	341.61
40206 Web Ticket Fees	529.00
40208 Convenience Fees	1,315.50
<b>Total 40200 Ticket Processing Fees</b>	<b>3,382.06</b>
4050 Equipment Rental	700.00
4140 Miscellaneous Income	307.65
Event Labor	
4030 Stagehands, Etc.	1,408.00
4040 Front of House	196.00
<b>Total Event Labor</b>	<b>1,604.00</b>
<b>Total Theatre Income</b>	<b>7,253.71</b>
<b>Total Income</b>	<b>\$7,253.71</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	1,338.75
5030 Ticket CC Processing Expense	356.84
Direct Labor - Events	
5050 Stage Labor	1,045.01
5060 Front of House Labor	208.89
<b>Total Direct Labor - Events</b>	<b>1,253.90</b>
<b>Total Cost of Sales</b>	<b>2,949.49</b>
<b>Total Cost of Goods Sold</b>	<b>\$2,949.49</b>
<b>GROSS PROFIT</b>	<b>\$4,304.22</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$4,304.22</b>
<b>NET INCOME</b>	<b>\$4,304.22</b>



# The Lerner Theatre

## The Conservatory of Dance's: Conservatory of Dance Tea Party 2025

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	2,000.00
4001 Ticket Sales Due/Paid	-2,000.00
40200 Ticket Processing Fees	14.00
40203 Historical Facility Fee	120.00
40204 Box Office Fee	100.00
40208 Convenience Fees	100.00
<b>Total 40200 Ticket Processing Fees</b>	<b>334.00</b>
<b>Total Theatre Income</b>	<b>334.00</b>
<b>Total Income</b>	<b>\$334.00</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	150.00
5030 Ticket CC Processing Expense	83.25
<b>Total Cost of Sales</b>	<b>233.25</b>
<b>Total Cost of Goods Sold</b>	<b>\$233.25</b>
<b>GROSS PROFIT</b>	<b>\$100.75</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$100.75</b>
<b>NET INCOME</b>	<b>\$100.75</b>

# The Lerner Theatre

## New Century Entertainment: Grand Shanghai Circus

All Dates

	TOTAL
Income	
Theatre Income	
4000 Ticket Sales Collected	11,553.00
4001 Ticket Sales Due/Paid	-11,553.00
40200 Ticket Processing Fees	0.00
40203 Historical Facility Fee	1,104.00
40204 Box Office Fee	1,155.30
40206 Web Ticket Fees	537.05
40208 Convenience Fees	3,146.00
<b>Total 40200 Ticket Processing Fees</b>	<b>5,942.35</b>
<b>Total Theatre Income</b>	<b>5,942.35</b>
<b>Total Income</b>	<b>\$5,942.35</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	1,380.00
5030 Ticket CC Processing Expense	605.81
Direct Labor - Events	
5050 Stage Labor	627.71
5060 Front of House Labor	330.57
<b>Total Direct Labor - Events</b>	<b>958.28</b>
<b>Total Cost of Sales</b>	<b>2,944.09</b>
<b>Total Cost of Goods Sold</b>	<b>\$2,944.09</b>
<b>GROSS PROFIT</b>	<b>\$2,998.26</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$2,998.26</b>
<b>NET INCOME</b>	<b>\$2,998.26</b>



The Lerner Theatre  
Elkhart County Symphony's: Mahler 2  
All Dates

	TOTAL
<b>Income</b>	
Theatre Income	
4000 Ticket Sales Collected	11,705.50
4001 Ticket Sales Due/Paid	-11,705.50
40200 Ticket Processing Fees	208.25
40203 Historical Facility Fee	1,785.00
40204 Box Office Fee	935.28
40206 Web Ticket Fees	153.15
40208 Convenience Fees	2,096.60
<b>Total 40200 Ticket Processing Fees</b>	<b>5,178.28</b>
4140 Miscellaneous Income	24.00
<b>Total Theatre Income</b>	<b>5,202.28</b>
<b>Total Income</b>	<b>\$5,202.28</b>
Cost of Goods Sold	
Cost of Sales	
5025 Merchant Ticket Fees	2,231.25
5030 Ticket CC Processing Expense	547.84
<b>Total Cost of Sales</b>	<b>2,779.09</b>
<b>Total Cost of Goods Sold</b>	<b>\$2,779.09</b>
<b>GROSS PROFIT</b>	<b>\$2,423.19</b>
Expenses	
Hourly Costs	0.00
<b>Total Expenses</b>	<b>\$0.00</b>
<b>NET OPERATING INCOME</b>	<b>\$2,423.19</b>
<b>NET INCOME</b>	<b>\$2,423.19</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.

April 7th

,2025



ERIN KOONS - DEPUTY CONTROLLER

IN RELIANCE ON THE ABOVE CERTIFICATION, CLAIMS IN THE TOTAL AMOUNT OF **\$66,260.93** 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 9TH DAY OF APRIL 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

# Expense Approval Report

## By Fund

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2315 - LERNER THEATER DONATION</b>					
<b>ExpObject: 4310400 - Professional Services</b>					
JAMES A CONWAY	11111	04/09/2025	Conway Entertainment Group	2315-5-137-4310400	498.99
JAMES A CONWAY	11112	04/09/2025	Conway Entertainment Group	2315-5-137-4310400	134.62
JAMES A CONWAY	2008A	04/09/2025	Conway Entertainment Group	2315-5-137-4310400	5,625.00
<b>ExpObject 4310400 - Professional Services Total:</b>					<b>6,258.61</b>
<b>Fund 2315 - LERNER THEATER DONATION Total:</b>					<b>6,258.61</b>
<b>Fund: 2511 - LERNER THEATRE</b>					
<b>ExpObject: 4210500 - Office Supplies</b>					
AMAZON CAPITAL SERVICES I	14DQ-DTVP-XCHX	04/09/2025	Goodbulb F28T5/835/ECO 28	2511-5-502-4210500	9.99
AMAZON CAPITAL SERVICES I	1MK1-RJK1-3LQC	04/09/2025	Spiral Notebook Journal-4 pk,	2511-5-502-4210500	16.99
AMAZON CAPITAL SERVICES I	1QFM-6G4C-1MCX	04/09/2025	4 new puma air compressor in	2511-5-502-4210500	23.57
<b>ExpObject 4210500 - Office Supplies Total:</b>					<b>50.55</b>
<b>ExpObject: 4220150 - Operating Supplies</b>					
FOX FIRE SAFETY INC	148473	04/09/2025	Annual: Fire Extinguisher(18),	2511-5-502-4220150	291.14
AMAZON CAPITAL SERVICES I	14DQ-DTVP-XCHX	04/09/2025	Goodbulb F28T5/835/ECO 28	2511-5-502-4220150	394.46
AMAZON CAPITAL SERVICES I	1PLH-4VKV-4WX1	04/09/2025	Kshioe Thicker 10x8ft Backdro	2511-5-502-4220150	63.98
AMAZON CAPITAL SERVICES I	1QFM-6G4C-1MCX	04/09/2025	4 new puma air compressor in	2511-5-502-4220150	68.68
Menard, INC	74603	04/09/2025	Diamond Crysta Birght & Soft	2511-5-502-4220150	23.88
FLIPNODE LLC	INV-181643	04/09/2025	2 New Lobby Screen Displays-	2511-5-502-4220150	280.59
<b>ExpObject 4220150 - Operating Supplies Total:</b>					<b>1,122.73</b>
<b>ExpObject: 4220310 - Household, Laundry, &amp; Cleaning</b>					
Menard, INC	73400	04/09/2025	Flora Toilet Paper-12 Double R	2511-5-502-4220310	87.82
AMAZON CAPITAL SERVICES I	14DQ-DTVP-XCHX	04/09/2025	Goodbulb F28T5/835/ECO 28	2511-5-502-4220310	191.23
Menard, INC	73904	04/09/2025	Shepherd Hardware 2" Polyur	2511-5-502-4220310	149.82
Menard, INC	74603	04/09/2025	Diamond Crysta Birght & Soft	2511-5-502-4220310	28.95
<b>ExpObject 4220310 - Household, Laundry, &amp; Cleaning Total:</b>					<b>457.82</b>
<b>ExpObject: 4230200 - Repair Parts</b>					
LABEL LABORATORY INC	12587	04/09/2025	Replacement parts for big vac	2511-5-502-4230200	164.59
AMAZON CAPITAL SERVICES I	1MK1-RJK1-3LQC	04/09/2025	Spiral Notebook Journal-4 pk,	2511-5-502-4230200	41.19
AMAZON CAPITAL SERVICES I	1QFM-6G4C-1MCX	04/09/2025	4 new puma air compressor in	2511-5-502-4230200	431.04
PETTY CASH /SARAH MACER	3.25.2025	04/09/2025	Petty cash-replenish-vacuum r	2511-5-502-4230200	10.69
Menard, INC	73904	04/09/2025	Shepherd Hardware 2" Polyur	2511-5-502-4230200	17.96
Menard, INC	74603	04/09/2025	Diamond Crysta Birght & Soft	2511-5-502-4230200	81.56
<b>ExpObject 4230200 - Repair Parts Total:</b>					<b>747.03</b>
<b>ExpObject: 4230300 - Small Tools &amp; Minor Equipment</b>					
Menard, INC	73400	04/09/2025	Flora Toilet Paper-12 Double R	2511-5-502-4230300	85.96
AMAZON CAPITAL SERVICES I	14DQ-DTVP-XCHX	04/09/2025	Goodbulb F28T5/835/ECO 28	2511-5-502-4230300	95.51
AMAZON CAPITAL SERVICES I	1PLH-4VKV-4WX1	04/09/2025	Kshioe Thicker 10x8ft Backdro	2511-5-502-4230300	19.99
AMAZON CAPITAL SERVICES I	1QFM-6G4C-1MCX	04/09/2025	4 new puma air compressor in	2511-5-502-4230300	17.98
Menard, INC	73904	04/09/2025	Shepherd Hardware 2" Polyur	2511-5-502-4230300	51.94
Menard, INC	74603	04/09/2025	Diamond Crysta Birght & Soft	2511-5-502-4230300	66.71
<b>ExpObject 4230300 - Small Tools &amp; Minor Equipment Total:</b>					<b>338.09</b>
<b>ExpObject: 4310400 - Professional Services</b>					
JAMES A CONWAY	11111	04/09/2025	Conway Entertainment Group	2511-5-502-4310400	831.66
JAMES A CONWAY	11112	04/09/2025	Conway Entertainment Group	2511-5-502-4310400	224.36
JAMES A CONWAY	2008A	04/09/2025	Conway Entertainment Group	2511-5-502-4310400	9,375.00
KRUGGEL, LAWTON & COMPA	385803	04/09/2025	Accounting invoice for service	2511-5-502-4310400	2,559.40
KENNETH J SELNER	41921	04/09/2025	Troubleshoot lock cylinder iss	2511-5-502-4310400	193.00
TERMINIX INTERNATIONAL C	74361696	04/09/2025	Pest Initial Service	2511-5-502-4310400	112.40
TERMINIX INTERNATIONAL C	74361699	04/09/2025	Slim Multicatch Mousetrap(2)	2511-5-502-4310400	163.32
<b>ExpObject 4310400 - Professional Services Total:</b>					<b>13,459.14</b>

## Expense Approval Report

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>ExpObject: 4330300 - Advertising/marketing</b>					
NEA LLC dba ALLEGRA PRINT	61136	04/09/2025	5 different takeaway cards(12	2511-5-502-4330300	125.52
NEA LLC dba ALLEGRA PRINT	61149	04/09/2025	5 Posters	2511-5-502-4330300	105.36
NEA LLC dba ALLEGRA PRINT	61170	04/09/2025	11x17 Posters(30)	2511-5-502-4330300	73.63
<b>ExpObject 4330300 - Advertising/marketing Total:</b>					<b>304.51</b>
<b>ExpObject: 4360100 - Repairs &amp; Maintenance</b>					
Menard, INC	74603	04/09/2025	Diamond Crysta Birght & Soft	2511-5-502-4360100	18.60
KONE INC	871650727	04/09/2025	Maintenance Period: 4/1/202	2511-5-502-4360100	1,608.03
TEK-PRO COMMERCIAL ROOFI	INV-0026	04/09/2025	Leak Repair for roof. Checking	2511-5-502-4360100	472.00
MID-CITY SUPPLY CO INC	54765586.001	04/09/2025	12x24x2 MERV 8 Pleated Furn	2511-5-502-4360100	658.00
<b>ExpObject 4360100 - Repairs &amp; Maintenance Total:</b>					<b>2,756.63</b>
<b>ExpObject: 4370200 - Equipment Rental</b>					
RICOH USA, INC	5071176510	04/09/2025	Copier March 2025 Color and	2511-5-502-4370200	118.26
<b>ExpObject 4370200 - Equipment Rental Total:</b>					<b>118.26</b>
<b>ExpObject: 4390900 - Other Services &amp; Charges</b>					
PRINTED BY ERIK, INC	49404	04/09/2025	Lerner Signage for 100 Year, L	2511-5-502-4390900	672.09
OLIVE BRANCH ETC, INC	100 63887	04/09/2025	8'x10' Step and Repeat Backdr	2511-5-502-4390900	156.55
AMAZON CAPITAL SERVICES I	1PLH-4VKV-4WX1	04/09/2025	Kshioe Thicker 10x8ft Backdro	2511-5-502-4390900	78.99
PRINTED BY ERIK, INC	49337	04/09/2025	Lerner Signage for 100 Year, L	2511-5-502-4390900	470.24
PRINTED BY ERIK, INC	49915	04/09/2025	Green Room Wall Decal- cut fr	2511-5-502-4390900	470.57
PRINTED BY ERIK, INC	49972	04/09/2025	Cut Graphics for Windows ab	2511-5-502-4390900	685.21
PRINTED BY ERIK, INC	49973	04/09/2025	Informational Signs for 100 Ye	2511-5-502-4390900	140.83
NEA LLC dba ALLEGRA PRINT	61171	04/09/2025	Movie Series Business Cards-	2511-5-502-4390900	110.00
<b>ExpObject 4390900 - Other Services &amp; Charges Total:</b>					<b>2,784.48</b>
<b>ExpObject: 4390912 - Contract Services</b>					
SHERRY LYNN MAY	218	04/09/2025	Consulting Services as Interim	2511-5-502-4390912	10,000.00
SHERRY LYNN MAY	219	04/09/2025	Consulting Services as Interim	2511-5-502-4390912	1,475.59
SHERRY LYNN MAY	222	04/09/2025	Consulting Services as Interim	2511-5-502-4390912	10,000.00
SHERRY LYNN MAY	223	04/09/2025	Consulting Services as Interim	2511-5-502-4390912	2,500.00
SHOFF SECURITY SERVICES , I	154554	04/09/2025	Monthly monitoring of Burgla	2511-5-502-4390912	122.00
SHOFF SECURITY SERVICES , I	154969	04/09/2025	Monthly monitoring of Burgla	2511-5-502-4390912	122.00
SHOFF SECURITY SERVICES , I	155173	04/09/2025	Guard Response-System was	2511-5-502-4390912	45.00
SHOFF SECURITY SERVICES , I	155611	04/09/2025	Monthly monitoring of Burgla	2511-5-502-4390912	122.00
<b>ExpObject 4390912 - Contract Services Total:</b>					<b>24,386.59</b>
<b>Fund 2511 - LERNER THEATRE Total:</b>					<b>46,525.83</b>
<b>Grand Total:</b>					<b>52,784.44</b>



Fund Summary

Fund	Expense Amount
2315 - LERNER THEATER DONATION	6,258.61
2511 - LERNER THEATRE	46,525.83
Grand Total:	52,784.44

Account Summary

Account Number	Account Name	Expense Amount
2315-5-137-4310400	Professional Services	6,258.61
2511-5-502-4210500	Office Supplies	50.55
2511-5-502-4220150	Operating Supplies	1,122.73
2511-5-502-4220310	Household, Laundry, & C	457.82
2511-5-502-4230200	Repair Parts	747.03
2511-5-502-4230300	Small Tools & Minor Equ	338.09
2511-5-502-4310400	Professional Services	13,459.14
2511-5-502-4330300	Advertising/marketing	304.51
2511-5-502-4360100	Repairs & Maint - Bldg	2,756.63
2511-5-502-4370200	Equipment Leases	118.26
2511-5-502-4390900	Other Services & Charge	2,784.48
2511-5-502-4390912	Contract Services	24,386.59
Grand Total:		52,784.44

Project Account Summary

Project Account Key	Expense Amount
**None**	52,784.44
Grand Total:	52,784.44



City of Elkhart

City of Elkhart

# Expense Approval Report

By Fund

Payment Dates 3/10/2025 - 4/6/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Fund: 2511 - LERNER THEATRE</b>					
<b>ExpObject: 4320300 - Travel</b>					
TIMOTHY GARDNER	3.12.2025	03/21/2025	Employee Reimbursement: mi	2511-5-502-4320300	4.83
JENNA BROUILLETTE	3.18.2025	03/21/2025	Mileage reimbursement from	2511-5-502-4320300	41.37
<b>ExpObject 4320300 - Travel Total:</b>					<b>46.20</b>
<b>ExpObject: 4330300 - Advertising/marketing</b>					
OVG MEDIA & CONFERENCES	150324	03/10/2025	Pro Subscription: Yearly Fee w	2511-5-502-4330300	598.00
1ST SOURCE BANK	2.21-2.24.2025	03/24/2025	Facebook Ads: Love the Lerne	2511-5-502-4330300	248.98
1ST SOURCE BANK	2.3-2.18.2025	03/24/2025	Facebook Ads: Grand Shangha	2511-5-502-4330300	849.68
<b>ExpObject 4330300 - Advertising/marketing Total:</b>					<b>1,696.66</b>
<b>ExpObject: 4350100 - Electricity</b>					
INDIANA MICHIGAN POWER C	INV0007276	03/21/2025	04680727429 410 S Main	2511-5-502-4350100	9,082.74
<b>ExpObject 4350100 - Electricity Total:</b>					<b>9,082.74</b>
<b>ExpObject: 4350200 - Natural Gas</b>					
NORTHERN INDIANA PUBLIC S	INV0007222	03/21/2025	0517660086 410 S Main S	2511-5-502-4350200	2,464.19
<b>ExpObject 4350200 - Natural Gas Total:</b>					<b>2,464.19</b>
<b>ExpObject: 4350400 - Water &amp; Sewer</b>					
ELKHART PUBLIC UTILITIES	INV0007278	03/21/2025	3148906100 410 S Main	2511-5-502-4350400	195.06
<b>ExpObject 4350400 - Water &amp; Sewer Total:</b>					<b>195.06</b>
<b>ExpObject: 4390300 - Subscriptions</b>					
1ST SOURCE BANK	C7Y9W0-6TDF4-13025	03/24/2025	Credit given for Sales Tax Char	2511-5-502-4390300	-8.36
<b>ExpObject 4390300 - Subscriptions Total:</b>					<b>-8.36</b>
<b>Fund 2511 - LERNER THEATRE Total:</b>					<b>13,476.49</b>
<b>Grand Total:</b>					<b>13,476.49</b>



Report Summary

Fund Summary

Fund	Payment Amount
2511 - LERNER THEATRE	13,476.49
Grand Total:	13,476.49

Account Summary

Account Number	Account Name	Payment Amount
2511-5-502-4320300	Travel	46.20
2511-5-502-4330300	Advertising/marketing	1,696.66
2511-5-502-4350100	Electricity	9,082.74
2511-5-502-4350200	Natural Gas	2,464.19
2511-5-502-4350400	Water & Sewer	195.06
2511-5-502-4390300	Subscriptions	-8.36
Grand Total:		13,476.49

Project Account Summary

Project Account Key	Payment Amount
**None**	13,476.49
Grand Total:	13,476.49



# THE LERNER

## 100 YEARS

Wednesday, April 9<sup>th</sup>, 2025

To: The Lerner Theatre Governing Board  
From: Diana Lawson, Chair – Lerner 100 Year Committee  
Subject: Request for Fee Forgiveness - Dancing Through The Decades: Epic Dance Celebrates Lerner 100 Years  
Date: April 9<sup>th</sup>, 2025

In celebration of the Lerner Theatre's 100th anniversary, Epic Dance Studios has proposed to host a special, free-to-the-public event that showcases the evolution of dance across several decades. This dance studio, a nonprofit organization based in Elkhart, IN, has graciously offered to donate their time, talent, and dancers to make this event a success.

Epic Dance Studios is a well-established nonprofit dance organization in Elkhart, dedicated to providing high-quality dance education and performance opportunities to students of all ages. The organization is committed to fostering artistic expression, discipline, and community involvement through the performing arts. Its outreach programs have enriched the local arts scene and provided numerous opportunities for young dancers to showcase their talents.

To facilitate this community-driven event celebrating The Lerner's 100<sup>th</sup> Anniversary, it is respectfully requested that the Lerner Governing Board consider waiving the fixed costs associated with the venue rental, lighting, and sound. Resources associated with other costs for this event would be gathered elsewhere. Given that Epic Dance Studios is providing all performances and talent at no cost, this fee forgiveness would allow for a high-quality event that is both accessible and engaging for the public while celebrating The Lerner 100 Year Anniversary.

Respectfully submitted,

Diana Lawson  
Chair – Lerner 100 Year Committee





EVENT INFORMATION			REVENUE / COMMISSION CATEGORIES												
DATE	EVENT NAME	EVENT TYPE	Lerner						Crystal Ballroom			GRAND TOTAL SALES			
			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		
03/02/25	Municipal Band	Concessions				\$ 517.76	\$ 195.33							\$ 713.09	
03/05/25	LaCasa	Banquet						\$ 400.00	\$ 6,936.00			\$ 6,936.00		\$ 6,936.00	
03/07/25	Chamber Annual Meeting	Banquet						\$ 1,000.00	\$ 10,920.00			\$ 10,920.00		\$ 11,920.00	
03/13/25	Epic Dance Studio	Citidatre	\$ 375.00	\$ 26.25				\$ 400.00	\$ 5,962.79	\$ 760.75		\$ 760.75		\$ 7,524.79	
03/14/25	Premier Arts	Concessions						\$ 2,343.93	\$ 1,068.22			\$ 3,412.15		\$ 3,412.15	
03/15/25	Black Expo	Banquet						\$ 1,857.01	\$ 845.79			\$ 1,950.00	\$ 3,240.19	\$ 1,121.50	
03/15/25	Premier Arts	Concessions						\$ 2,510.28	\$ 881.31					\$ 3,391.59	
03/16/25	Premier Arts	Concessions						\$ 1,120.56	\$ 109.35					\$ 1,229.91	
03/23/25	Free Movie	Concessions						\$ 883.18	\$ 185.05					\$ 1,068.23	
03/30/25	Symphony	Concessions												\$ 1,068.23	
		TOTAL SALES	\$ 375.00	\$ 26.25	-	\$ 517.76	\$ 195.33	\$ 3,860.75	\$ 1,140.19	\$ 4,854.21	\$ 1,949.53	\$ 3,750.00	\$ 26,658.98	\$ 1,882.25	
		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	\$ -	\$ 103.55	\$ 39.07	\$ 1,158.23	\$ 342.06	\$ 1,941.68	\$ 779.81	\$ 562.50	\$ 3,998.85	\$ 282.34	
			Lerner Total \$ 4,565.02												
			Lerner Rent \$ 187.50												
			Lerner Rent Tax \$ 13.13												
			Lerner Concession Commission \$ 4,364.40												
	Net Commission Due		Lerner Total \$ 4,565.02												
			Crystal Ballroom Total \$ 4,843.68												
			GRAND TOTAL DUE \$ 9,408.71												

## Lerner Theatre Board Report April 2025

Activity (April-June)	As % of 90 days	
40 Events	44%	Activity in theatre
20 Ticketed Events	22%	Ticketed events
7 Non-Ticketed Events	8%	Non-Ticketed events
13 Rehearsal Dates	14%	Rehearsal Space

Compare to 2023 Board Report Ticketed Events: 28

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

### **DIRECTOR OF EVENTS**

**PREPARED BY: SARAH MACER**

#### **Accomplished in March:**

- Facility Occupancy numbers were sent off to departments for life safety to account for anyone visiting The Lerner. I spoke with Lieutenant Bias about the importance of these numbers after an Active Shooter training he put on for our full time staff and I appreciated his use of the information and how it plays out with other departments.
- I'm continuing to update Prism and Show Manager as shows come through. I'm verifying others are updating the shared drive and Deen is doing a great job training.
- As always, the 100 year celebration is at the front of all of our minds 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 is still doing an amazing job reaching out to different groups, organizations and peoples to share our excitement of our 100 years.
- Show Closings sheets have been completed for each show and the show closing schedule for the month has been sent to Kruggel Lawton. Nick has been assisting me with other show closing questions and helping keep everything transparent.

#### **Updates:**

##### **Prism:**

Deen has been doing a great job with show closings and we're both hoping to dive into more of Prism, once we hammer through a few preferred promoter shows. After those negotiations are plugged in we should be able to try out a closing and we're hoping to work through a few other shows coming up and the updated user rate sheets that the board approved. This is an ongoing task I want to continue to grow on and report back on, hopefully, in a few months, but by the end of the year.



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

We're revamping some of the Floor Manager expectations for shifts and in doing so I'm hiring a few more floor managers. I have 2 officially trained and ready for shows with another 2 moving through the process. I am actively hiring ushers and have one scheduled for a Lerner orientation this week along with a few moving through the interview stages.

### **Update on Planning and Building Procedures:**

The entrance changes went great. I thought the communication was sent out to all of the staff and everyone was on the same page by the time we opened doors. I had a lot of fun helping to execute the changes and everyone I spoke with seemed excited. We have a few tweaks to review but all in all I thought it was a great success returning to our original entrance.

### **First Aid and CPR Training:**

I've been working with Elkhart Fire Department to set up some training sessions for our full time and part time staff. At this time more than half of my part time staff are trained and once we have some dates/times for the full time staff am excited to have everyone attend! Huge thanks to Division Chief Bill Sullivan for working with me to get that planned!

### **OPERATIONS MANAGER**

PREPARED BY: DEEN TUGGLE

We were full steam ahead in March at The Lerner. The HVAC work began on the organ chambers to keep them humidified to the preferred setpoints to keep the instruments and equipment in good working order. We continued to work on replacing emergency lighting batteries throughout the building as well. The work began on installing the hanging subwoofers as well as the theatrical rigging inspection and maintenance. Building Services worked on carpet cleaning the stairs throughout the building as well as deep-cleaned the freight elevator. There were numerous painting projects, including painting the sides of the stage, adding yellow safety lines around equipment, and touching up the burgundy floors of the theatre from the previous seating project. We continue to move along into April, gearing up for a busy weekend of big shows, refining our new entry procedures, and continuing to care for our historic building. I am continuing to work on ways to provide a safe and secure venue for all who attend, including new security measures and training to come soon. Things are looking bright at The Lerner this spring.

### **March Projects/Tasks Overview**

Task	Department	Deadline	Completion Status	Employee
Organ Maintenance	Ops/Tech	03/26	100%	Deen/Jacob



Theatre Rigging Inspection/Maintenance	Ops/Tech	04/04	100%	Deen/Jacob
Sub Install	Ops/Tech	04/21	50%	Deen/Jacob
Emergency Light Repairs	Ops/Facilities	05/01	66%	Deen/Tim
Grand Stairs carpet cleaning	Bldg. Services	03/31	100%	Diana
Deep clean freight elevator floor	Bldg. Services	03/31	100%	Diana
Brass cleaning throughout building	Bldg. Services	03/31	50%	Diana
Side stage painting	Facilities	03/31	100%	Tim
Patch/paint main floor of theatre	Facilities	03/31	100%	Tim
Misc. construction	Facilities	03/31	100%	Tim

### Upcoming Projects/Tasks

Task	Department	Deadline	Employee
Severe weather preparedness training	Ops	ASAP	Deen
Theatre Tour Tuesdays – Inaugural Event	Ops	04/15	Deen
Finalize 10-year maintenance plan	Ops	05/31	Deen
Construct small podium	Facilities	04/27	Tim
Continue emergency light repairs	Ops/Facilities	05/01	Deen/Tim
Lerner blade sign bulb replacement	Facilities	TBD	Tim
Train part-time staff	Tech	04/30	Jacob
Carpet Cleaning	Bldg. Services	04/30	Diana
Begin outdoor cleaning	Bldg. Services	04/30	Diana

## TECHNICAL DIRECTOR

PREPARED BY: JACOB ZEHR

March has been a great month for showcasing the local talent we have in Elkhart!

The Municipal Band brought the liveliness of spring with their “Thawing Out” concert, which was followed by Premier Arts’ “Charlie and the Chocolate Factory”. After designing lighting scenes & cues for their show, I trained on their student ambassadors on the basics of lighting operation: enough for him to be able to operate the light board for all 3 performances that weekend! This allows me to attend to my TD responsibilities on Premier Arts show days, monitoring technical systems as well as the people involved backstage. The show was a journey of silliness, fun, and lots of special effects to immerse the audience into Willy Wonka’s world.

We then had a successful showing on 101 Dalmatians with some 600+ patrons filling the seats! Some of the kids in attendance were so compelled they would randomly break out in howls and other dog noises throughout the movie. Celia Weiss gave her first Lunchtime Live concert of 2025 and had her loyal fanbase eagerly coming up to the stage to connect with her after the show. To end the month, Elkhart Symphony collaborated with students from Goshen High School. It continues to be heartwarming to see the mentorship that happens each year the symphony involves the young talent we have here.

We look forward to some big tours in April, for which I am currently communicating with several production teams to schedule labor and tech rentals in advance. We will then roll right into hosting out many local dance groups throughout May. I'm excited to get these shows on their feet!

**March Accomplishments:**

- Produced a variety of local events, including 3 performances with Premier Arts
- Initiated communications with upcoming tours
- Installed new overhead projectors in the Crystal Ballroom

**Upcoming Tasks:**

- Securing labor and gear rentals for upcoming tours
- Chicago Flyhouse rigging consultation and feedback
- Training part-time staff on upcoming local dance shows (dance floors, installation, etc.)

**COMMUNICATIONS & MARKETING COORDINATOR**

PREPARED BY: JENNA BROUILLETTE

It's been an exciting month for announces here at The Lerner, and we're looking forward to more in the spring!

This month, we continued "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 saw several hundred guests for 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.

I've also continued 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 market upcoming shows in April.

Here is a snapshot of The Lerner Theatre's Socials as of 4/3/25:

	January 2025	February 2025	March 2025	1-Month Change
Total Audience	37,012	37,040	34,206	0.44% Increase
Total Impressions	82.1k	536.8k	846.9k	57.7% Increase
Total Engagement	1,681	4,075	6816	67.2% 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).

## **Done in March**

- 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
- Continued attending Management training courses at IUSB.

## **Goals for April**

- 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 April and May
- Work with Holly to get the Lerner's website history page up to date with new information, photos, and interactive display.
- Update The Lerner's Media Contacts List to include new details such as demographics and station strength

## **MEDIA SPECIALIST**

PREPARED BY: HOLLY COWAN

I'm happy to announce that all of our new building decals have been installed! Alphagraphics did an excellent job printing and installing these for our 100 Year Celebration. The last pieces that Alphagraphics printed for us were a large decal on the wall outside of the Crystal Ballroom and two window decals above our box office doors. We also have a new step & repeat in our lobby for new photo opportunities!

As we've started adding some new decals to the building, I've also been working on refreshing the branding for our partners, Friends of the Lerner and The Crystal Ballroom. These logos have been completed and will be presented to each group in the next week. The idea was to create a family of brands with a similar look and feel to The Lerner's new branding. We have also been working on branding for "The Cittadine Club" to give the lounge a luxurious feel. I will be working on creating some new signage for this before our Randy Travis event at the end of this month. Additionally, I will also be assisting The Crystal Ballroom in refreshing their signage for concessions.

I will also be starting the next versions of "The Lerner Legend". There will be one version that is the next iteration of our historical time pieces and some of the events that



we're focusing on. There will also be another version that focuses on some of the organizations that we frequently partner with. This special edition will be released around the start of Jazz Festival.

### **Accomplishments in March**

- Created graphics for upcoming shows and Lerner series
- New building decals have been completed and installed
- Started on sponsorship deck with Jenna and Sherry
- Purchased and installed new step & repeat
- Created new logos for Friends of the Lerner, Crystal Ballroom, and the Cittadine Club to match current Lerner 100 Branding

### **Upcoming Goals for April**

- 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
- Create next edition of The Lerner Legend and Postcards

### **BOX OFFICE MANAGER**

PREPARED BY: BRITTANY WEINGART

Box Office Manager Goals:

1. Finish Jazz Fest build and have a successful on sale
2. Staying on top of Show Closing Sheets and making sure they are filled out in advance
3. Train BO Assistant on how to update receipt and invoice templates

Box Office Manager Accomplishments:

1. Figured out how to get The Lerner logo printed on tickets
2. Successfully built 15 new events
3. Created a Box Office Manager SOP binder full of how-to's

Box Office Assistant:

For the month of March I have accomplished the following:

1. How to build shows
2. Training our new staff members

### 3. Keeping our staff members informed of the up coming shows and pre/on sales

My goals for April:

1. Building more shows
2. Keeping up with information sheets for all the shows
3. to feel more comfortable doing the show builds with the promoters

Date	Time	Event Name	On Sale Date	Sold	Net Revenue	Hist. Fee	Total Revenue
3/14/2025	7:30PM	Charlie & The Chocolate Factory	2/3/2025	266	\$5,309.80	\$798.00	\$6,107.80
3/15/2025	7:30PM	Charlie & The Chocolate Factory	2/3/2025	272	\$4,883.00	\$816.00	\$5,699.00
3/16/2025	2:00PM	Charlie & The Chocolate Factory	2/3/2025	379	\$7,128.00	\$1,137.00	\$8,265.00
3/30/2025	4:00 PM	Elkhart County Symphony - Passion and Poetry	7/24/2024	342	\$7,573.00	\$1,026.00	\$8,599.00
4/24/2025	7:30 PM	Randy Travis	3/7/2025	817	\$56,040.00	\$2,451.00	\$58,491.00
4/25/2025	7:00 PM	Rend Collective: Folk! Tour	2/28/2025	273	\$9,402.00	\$819.00	\$10,221.00
4/26/2025	7:30 PM	Air Supply - 50th Anniversary Celebration	2/28/2025	322	\$24,088.00	\$966.00	\$25,054.00
5/2/2025	6:30 PM	9th Annual A Year in Dance	3/21/2025	289	\$6,936.00	\$867.00	\$7,803.00
5/3/2025	7:00 PM	Justin Willman	11/1/2024	175	\$6,956.25	\$525.00	\$7,481.25
5/9/2025	7:30PM	Fiddler on The Roof	2/3/2025	107	\$2,506.80	\$321.00	\$2,827.80
5/10/2025	7:30PM	Fiddler on The Roof	2/3/2025	65	\$1,454.00	\$195.00	\$1,649.00
5/10/2025	2:00PM	Fiddler on The Roof All Youth	2/3/2025	86	\$1,916.00	\$258.00	\$2,174.00
5/11/2025	2:00PM	Fiddler on The Roof	2/3/2025	50	\$1,113.00	\$150.00	\$1,263.00
5/16/2025	7:30 PM	Oaklawn's Got Talent	2/21/2025	611	\$9,740.00	\$1,833.00	\$11,573.00
5/19/2025	7:30 PM	Girl Named Tom	3/28/2025	276	\$11,198.00	\$828.00	\$12,026.00



6/7/2025	10:00 AM	Conservatory of Dance Student Concert	10/8/2024	5	\$89.00	\$15.00	\$104.00
6/13/2025	7:00 PM	A Toast to Bread	11/8/2024	77	\$3,105.40	\$231.00	\$3,336.40
6/19/2025	8:00 PM	Elkhart Jazz Fest Presents: Diana Krall	12/6/2024	93	\$8,250.00	\$279.00	\$8,529.00
7/18/2025	7:30PM	Disney's The Little Mermaid	2/3/2025	15	\$355.80	\$45.00	\$400.80
7/19/2025	7:30PM	Disney's The Little Mermaid	2/3/2025	21	\$468.00	\$63.00	\$531.00
7/20/2025	2:00PM	Disney's The Little Mermaid	2/3/2025	19	\$323.00	\$57.00	\$380.00
7/25/2025	7:00 PM	Killers of Kill Tony	3/14/2025	614	\$34,046.25	\$1,842.00	\$35,888.25
8/15/2025	7:00PM	The Chrisette Michele Experience	1/24/2025	39	\$2,093.00	\$117.00	\$2,210.00
10/3/2025	7:00 PM	The Great Gatsby	3/28/2025	38	\$2,422.00	\$114.00	\$2,536.00
10/17/2025	7:30PM	Disney's Descendants The Musical	2/3/2025	13	\$286.80	\$39.00	\$325.80
10/18/2025	7:30 PM	Disney's Descendants The Musical	2/3/2025	11	\$249.00	\$33.00	\$282.00
10/19/2025	2:00PM	Disney's Descendants The Musical	2/3/2025	27	\$425.00	\$81.00	\$506.00
11/16/2025	3:00 PM	Snow Queen	9/18/2024	10	\$702.00	\$30.00	\$732.00
12/12/2025	7:30 PM	The Gift: A New Musical	2/3/2025	8	\$118.80	\$24.00	\$142.80
12/13/2025	7:30PM	The Gift: A New Musical	2/3/2025	4	\$84.00	\$12.00	\$96.00
12/14/2025	2:00 PM	The Gift: A New Musical	2/3/2025	13	\$231.00	\$39.00	\$270.00

Total Ticket Revenue	\$225,503.90
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**LERNER SERVICES COORDINATOR**  
**PREPARED BY: DIANA GALVES**

In March, The Lerner as well as Ballroom had several events throughout the month. Building Services continued to work on cleaning within the building.

Accomplished in March:

- Worked with part-time Building Services staff familiarizing them with cleaning procedures throughout The Lerner.
- Scrubbed with degreaser solution the freight elevator cleaning the metal floor and door tracks.
- Scrubbed with degreaser solution all step plates Ballroom/Kitchen, Main stage, Premier Art's entrance, and the two Dressing room step plates exiting from freight elevator.
- Shampooed Grand staircase steps/landings, the Left/Right of House steps, and Coat Check room.

Upcoming Tasks:

- Continue to work with part-time Building Services staff getting them familiar with what is all involved in working Performances and Events. As well as familiarizing them with Pre/Post show procedures and clean-up.
- Will start to work on shampooing carpets in Main Lobbies, Grand Hall, Cittadine Room, and Theatre.
- Continue daily cleaning and maintenance throughout the Lerner.

## **FACILITIES MANAGER**

PREPARED BY: TIM GARDNER

March:

Rebuilt/repaired our 2 sweepers, Big Blue and Baby Blue in house

Had plumbers in to fix long standing leak in Men's Main floor restroom

Paint touch up in Theatre front of house and house left. Also painted Main Theatre floor touch up with 2 part epoxy to cover repairs where seats had been removed or repositioned.

All March PM's completed including State Marshal elevator inspection. Fox Fire came in for yearly re-up on all our fire extinguishers, we currently have a few "loaners" that they will replace with ours once they are refurbished. Sprinkler system compressor also serviced in house with oil and filter change.

WMI came in and repaired the Liebert heating/humidifying unit in North Organ chamber. South Organ chamber will also be repaired once the parts come in. Deen and myself have worked up an agreement between tech and facilities for all PM's and upkeep of these areas.



Built 2<sup>nd</sup> set of stage riser steps to match existing set, both painted and caution line painted.

Cleaned, prepped and painted backstage left and right, also all new caution lines painted off stage including caution lines leading to house.

Started replacing hinges that have sprung or bent in Kitchen, Ballroom and Grand Hallway. This will continue into April.

#### Goals for April

Design and build small podium to be used for speakers and announcers during Lerner events. This will have new branding as well.

Replace emergency lights in Theatre and above Grand Staircase. Also exterior emergency lighting as well, weather permitting.

Install kick down door stoppers on new Main Entrance exterior doors to help volunteers/ushers to have doors held open as patrons exit the building post show.

"Weather permitting" start exterior building work, i.e. Franklin and Main Street sidewalk cleaning to ready for sealing. Power washing lower section of building, as well as Balcony off Ballroom. *These could very well move to May if weather doesn't allow.*



# THE LERNER

100 YEARS

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## MEMORANDUM

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**DATE:** Thursday, April 3, 2025

**TO:** Lerner Governing Board

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

**RE:** **Quote #25-01: Rejection of Convergent Quote**

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I respectfully request the rejection of the received Convergent quote for Quote #25-01 for The Lerner security system improvements.

Since the March 12<sup>th</sup> Lerner Governing Board meeting, the quote was reviewed in consultation with City IT. It was brought to our attention that we have a Sourcewell contract with Johnson Controls who is the vendor the City has been using for the rest of the City's security systems. This system offers compatibility with the current City security system and will allow easy integration with the infrastructure already set forth by City IT

This purchase is being made through Sourcewell, ensuring a competitive and compliant procurement process.

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

**Reject the Convergent quote for Quote #25-01, Lerner Security System Improvements.**





# THE LERNER

100 YEARS

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## MEMORANDUM

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**DATE:** Thursday, April 3, 2025

**TO:** Lerner Governing Board

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

**RE:** **Request for Approval of the Sourcewell Contract with Johnson Controls**

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I respectfully request approval of the Sourcewell contract 030421-TIS with Johnson Controls for the purchase and installation of the upgraded security system at The Lerner to replace the existing systems on site. The new system will offer significant improvements to our existing system, enhancing access control and security monitoring. The new systems will create a unified system for easy monitoring of the building at all times, as well as credential creation for an added layer of security.

This system offers compatibility with the current City security system and will allow easy integration with the infrastructure already set forth by City IT.

This purchase is being made through Sourcewell, ensuring a competitive and compliant procurement process. The purchase price includes removal of the current system, installation, equipment, training, and monitoring. Funds for this purchase were approved by the City Council as part of the 2025 budget.

Pending negotiations between the City of Elkhart and Johnson Controls, the pricing presented in the contracts may be reduced in cost.

This contract has been reviewed and approved by City Legal.

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

**Approve the Sourcewell contract with Johnson Controls.**



Johnson  
Controls

# THE LERNER

410 S Main St, Elkhart, IN 46516

**Prepared For:** The Lerner Theatre  
**System Type:** Intrusion Alarm, Access control, Visitor Management  
**Submitted By:** Gary Gingerich  
[gary.gingerich@jci.com](mailto:gary.gingerich@jci.com)  
574-250-0135  
**Date:** June 14, 2024

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## Scope of Work

### SYSTEM OPERATION

Johnson Controls Security Solution (JCSS) will install, program, & test a new DSC Burglar Alarm, Kantech Access Control, Savance Visitor Management system for The Lerner Theater located at 410 South Main Street, Elkhart, IN, 46516.

### Intrusion System

#### Head-End Equipment

JCSS will install all head-end security equipment as identified below and will consist of the following:

- Intrusion Control Panel
- Intrusion Wireless Repeaters
- IP and Cellular Alarm Communicator
- Intrusion Panel Operating Keypad
- Wireless Motion Sensors
- Wireless Door Contacts
- Keypads

### Access Control System

JCSS will install access control devices as identified below and will consist of the following:

- Von Duprin wireless retro kits
- Wireless Schlage Key pad Readers
- Kantech Control Panels
- Kantech Multi-Tech Keypad Readers
- Entrapass Global Software

### Savance Visitor Management

JCSS will Install software on customers server and devices that consist of the following:

- 32" Large Screen Commercial 24x7 Rated LED Display
- Savance Workplace Staff 101-150 User Subscription Service
- EIOBoard
- Kiosk software license

### Cabling Details

- Existing cable will be provided by the customer.

### SITE CONDITIONS

- Building Type: Multi-Floor
- Ceiling height mostly 8 foot but varies
- All work to be performed during normal working hours.

## PROGRAMMING

### System Types

- DMP Intrusion System
- Kantech Access Control System
- Savance Visitor Management System

### Intrusion System

- Intrusion System programming will be completed by the local JCSS office & the JCSS Data Department as required
- Confirm Zone List
- Program all devices into the Intrusion system.
- Program the keypads to arm/disarm based off customer specifications

### Access Control System

- JCSS will install Entrapass software on customer provided PC.
- All control panels will be added to the software.
- All doors will be labeled in software per customer direction

### Visitor Management System

- Two monitors will be installed at customers direction showing who is in the building
- Software will be programmed to the Access Control system

## EXISTING EQUIPMENT

### Existing System

The work and/or cost of replacing any damaged, and or non-compatible equipment and/or cable which is to be reused will be the responsibility of the customer. Upon the discovery of any such situation a change order will be presented to the owner's representatives with a schedule of costs. Upon acceptance of the change order, the paperwork will be processed through JCSS. This will be followed by ordering parts as necessary then the work will be completed. The additional charges will be added to the total charge to the customer. Note: Work will not start nor will part be ordered or supplied without a signed acceptance of the change order. Subsequent changes to system parameters are not within the scope of work

## GENERAL INFORMATION

- All work performed estimated utilizing standard Johnson Controls, Inc. Labor Rates.
- All work to be performed during normal working hours, Monday-Friday between 8:00 am to 5:00 pm excluding local & national holidays.
- Location of all proposed equipment is assumed to be installed outside of any Hazardous Areas. It will be the responsibility of the Customer to advise prior to install if any area hazards exist.
- Any subsequent changes to the parameters of this scope of work will require a change order .
- Any re-engineering of the original scope of work that can compromise the functionality of the system (ex. device relocation that may be further than original design).



- JCI will coordinate an estimated project schedule with the client prior to the start of the project. Any subsequent scheduling changes, additions or deletions must be mutually agreed upon prior to change. Any changes may result in additional charges.
- Any Items identified that are not functional, compatible, or missing cable will not be repaired or replaced as part of this project. A separate proposal shall be prepared and submitted to include system repairs.

## CUSTOMER RESPONSIBILITIES

- The Customer will provide Free & Clear Access.
- The Customer will provide JCSS with Installer Code for the Intrusion Control Panel.
- The Customer will provide & install power as noted in the attached drawing.
- The Customer will provide all infrastructure necessary for the proper operation of the Security Systems; - This includes, but is not limited to:
  - Floor to floor cored drilling penetrations.
  - All 110 & 208 VAC Power connections.
  - If hard ceiling hatches are present, JCSS will conclude that they have been designed, engineered, and installed per states and local code. This means there is adequate space for future maintenance/service/installation at the subject property. If there is no space in this area, this will be an additional cost for JCSS.
- Customer to provide all necessary 110v A/C power within 3-6' within of head end equipment.
- Customer provide the necessary 110v A/C Power 20 Amp Circuits for the head equipment.
- Customer to provide network drops within 3-6' within of head end equipment.
- Customer to provide adequate wall space for mounting of head end equipment and system devices in the field.
- Customer to provide dedicated, working phone-line/s and (1) RJ31x Telco jack for Alarm transmission.
- includes associated ports, IP address ranges, network drops for devices, and access to IDF closets.
- All work performed estimated utilizing standard JCSS Labor Rates. Should Prevailing Wage, or A-Rate Labor apply, customer required to pay variance.
- Customer to have a representative on-site always during Installation. Our technicians will not work unsupervised on-site.
- Customer responsible for all floor to floor cored drilling penetrations.
- All work to be performed during normal working hours, Monday-Friday between 8:00 am to 5:00 pm excluding local and national holidays. If it is required that work be done at any other time except normal working hours, a change order will be presented to the owner's representatives with a schedule of costs. Upon acceptance of the change order the work will be done, and the additional charges will be added to the total charge to the customer.
- The installation work site is accessible by hard surface to the material delivery site and at approximately the same elevation. The owner agrees to maintain clear access, free of obstructions or barriers, during the installation period.
- The owner or his representative is responsible for the structural integrity of all surfaces that will bear the load of equipment covered by this proposal including installation equipment, and installation personnel.



- This proposal does not include permits or fees for the installation of the systems.
- Pricing included in this quotation is valid for 90 days from the date of this proposal.
- It is assumed that existing devices to be reconnected are in a working condition and are not in need of repair or replacement. If any devices are found to be defective, they may be repaired or replaced at an additional cost to Customer.
- The work and/or cost of replacing any damaged existing equipment and/or cable which is to be reused will be the responsibility of the customer. Upon the discovery of any such situation a change order will be presented to the owner's representatives with a schedule of costs. Upon acceptance of the change order the paperwork will be processed through JCSS. This will be followed by ordering parts as necessary then the work will be completed. The additional charges will be added to the total charge to the customer. Note: Work will not start nor will parts be ordered or supplied without a signed acceptance of the change order. Subsequent changes to system parameters are not within the scope of work.
- Location of all proposed equipment is assumed to be installed outside of any Hazardous Areas. It will be the responsibility of the Customer to advise prior to install if any area hazards exist.
- Any subsequent changes to the parameters of this scope of work will require a change order
- Any re-engineering of the original scope of work that can compromise the functionality of the system (ex. device relocation that may be further than original design).

\*\*\* Construction \*\*\*

- The work and/or cost for the provision of electrical and power wire is by others.
- All 110VAC Power as Required for System Operation is by others.
- Patching and painting are not included in our proposal.
- Trenching, core drilling and roof penetrations shall be by others.
- Any plywood backboards and painting required are to be supplied and installed by other.
- The work and/or cost for ditching, trenching, excavations, openings, penetrations, backfilling, tunneling, shoring, or dewatering by others.

\*\*\* Computers \*\*\*

- Workstation PC(s) are not included in this proposal.
- Computer Monitor(s) are not included in this proposal.
- Mouse / Keyboard(s) are not included in this proposal.
- KVM for server(S) is not included in this proposal.
- UPS Power is not included in this proposal.

\*\*\* Network \*\*\*

- The Customer must provide all IP address that may be necessary to complete the system.
- The work and/or cost of the provision and installation of network connections (with static IP addresses) will be the responsibility of the customer. JCSS is only responsible for the components under its control. JCSS is not responsible for the performance of the customer's network. Subsequent changes to system parameters are not within the scope of work.

- Customer to supply all data communication network connections that shall be dedicated exclusively for the bi-direct transfer of data between host/server and workstations at designated panel locations.

\*\*\* Training \*\*\*

- If additional End User/Admin training is requested, JCSS will present the customer with a separate rider outlining available training courses.
- Training provided to the customer on this job will not result in a certification.

\*\*\* TimeLine \*\*\*

- JCSS will coordinate an estimated project schedule with the client prior to the start of the project. Any subsequent scheduling changes, additions or deletions must be mutually agreed upon prior to change. Any changes may result in additional charges.

## CUSTOMER EXPECTATIONS

- JCI will coordinate all internal resources so that all teams are available to complete the installation.
- JCI will schedule in advance the installation on a date that is acceptable to the customer.
- The JCI technician(s) will check in with the customer at the start & finish of each day.

## KEY CONTACTS

Gary Gingerich  
Commercial Account Executive  
gary.gingerich@jci.com

## TRAINING EXPECTATIONS

Prior to completion of the job. Coordinate with designated contact need to be trained on the provided system. The training will consist of and not limited to:

Certified Technician to perform the following (Mandatory)

### Intrusion System Software

- JCSS will train the Customer on Arm/Disarm Procedures, add/delete users, and call list changes

### Access Control Software

- JCSS will train customer on how to add/delete credentials, run reports, and set schedules.
- JCSS will train customer on how the visitor management software works with the Entrapass software.

## MOBILE APPS

- The intrusion system and the access control system both have mobile apps available. Customer is to notify tech on site if they would like those set up. It is the customer responsibility to open all ports on their network needed to make mobile access work.

Pricing

ACCESS CONTROL

Material and Installation.....	\$59,992.60
Annual Maintenance (optional).....	\$5,677.60

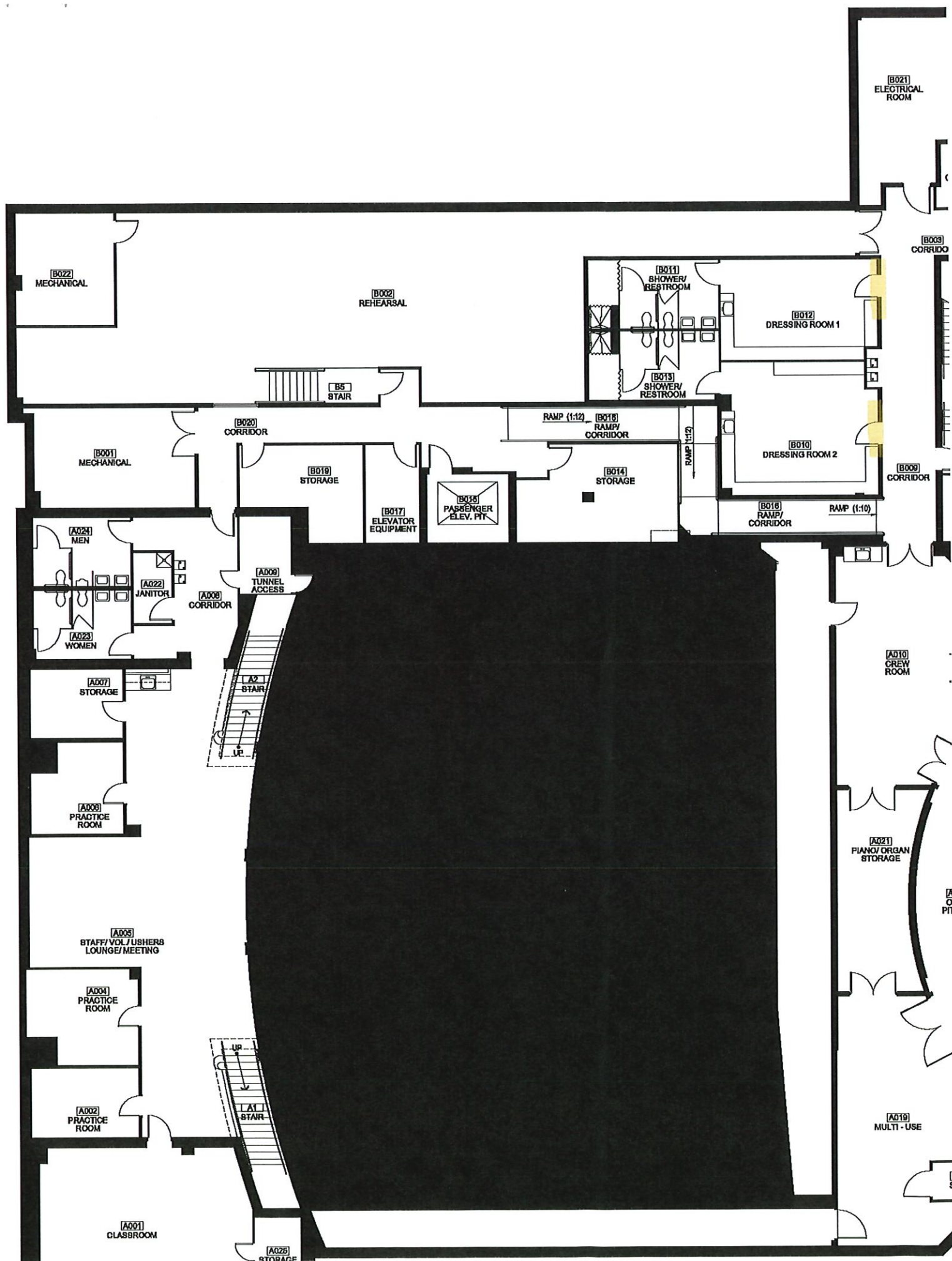
INTRUSION ALARM

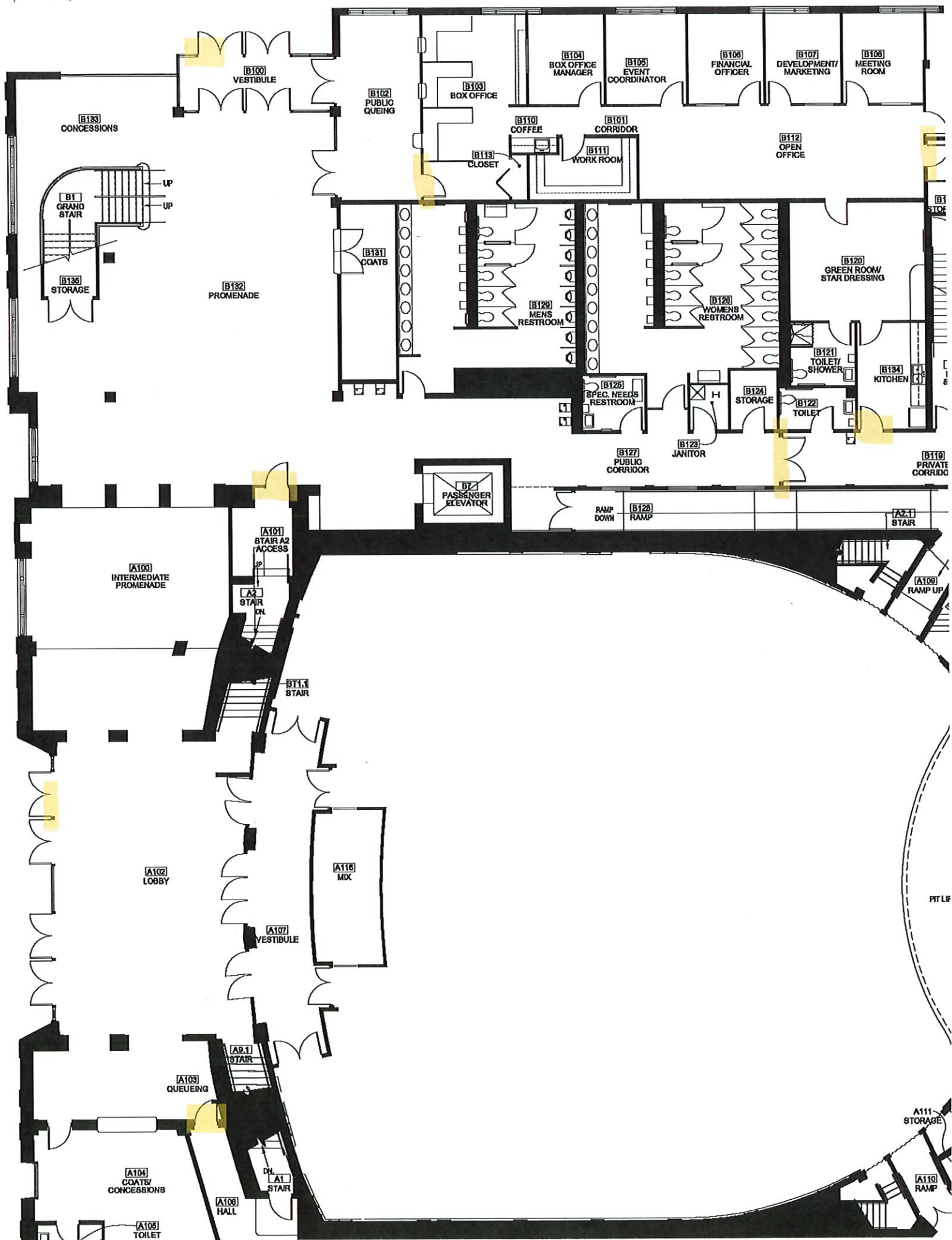
Material and Installation.....	\$12,084.80
Annual Monitoring.....	\$1,158.40

VISITOR MANAGEMENT

Material and Installation.....	\$9,647.08
Annual Software Subscription (required).....	\$6,270.00











# THE LERNER

## 100 YEARS

Wednesday, April 9<sup>th</sup>, 2025

To: The Lerner Theatre Governing Board  
From: Jenna Brouillette, Marketing and Communications Manager  
Subject: Eyedart Creative Studio Contract  
Date: April 9<sup>th</sup>, 2025

The Lerner Theatre requests the Lerner Governing Board's consideration in renewing the contract with Eyedart Creative Studio for web design and maintenance services in 2025. The Lerner has relied on Eyedart's expertise to ensure a high-quality, user-friendly website that aligns with the organization's branding and operational needs.

Eyedart Creative Studio assists with coding and back-end edits that fall outside the skillset of the current team, making their expertise essential in maintaining a professional and functional online presence. Their industry knowledge and insights also help The Lerner Theatre stay aligned with best practices in website development. Having an experienced third-party partner also ensures that the website remains up to date, secure, and optimized for audience engagement.

In the past, The Lerner has also utilized Eyedart Creative Studio for social media advertising. This service has been taken in house for 2025, and we have reduced their annual charge by \$8,498. We suggest replacing that expense with four updated video projects that showcase The Lerner Theatre's building, staff, volunteers, and 100 anniversary.

I am asking that the Lerner Governing Board to renew the contract for Eyedart Creative Studio's web design and maintenance services in 2025, and approve the proposed video projects in the amount of \$7,507.50. Both contracts have been reviewed by City Legal.

Respectfully submitted,

Jenna Brouillette  
Marketing and Communications Manager  
The Lerner Theatre



## Eyedart Terms and Conditions

Prepared for: The Lerner Theatre  
Prepared by: Neil King  
Submission Date: 4/7/2025  
Effective Dates: 4/7/2025



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Eyedart Agreement Between Eyedart Creative Studio "Eyedart," and The Lerner Theatre, "the Client."

All information in this proposal is subject to the Terms and Conditions listed herein.

### **Term of Proposal**

The information contained in this proposal is valid for 30 days. Proposals approved and signed by the Client are binding upon Eyedart and the Client beginning on the date of the Client's signature.

### **Period of Agreement and Notice of Termination**

This Agreement is effective as of the effective date noted above and will continue until terminated by either party upon not less than 30 days notice in writing given by either party to the other.

The terms of this contract are valid from April 7, 2025, through December 31, 2025, unless otherwise agreed upon through a written addendum between the client and Eyedart. An agreement of services may be reached, in case of an extension, to continue to provide services during the creation of a new contract.

After this time period, 4/7/2025 through 12/31/2025, any recurring services will continue with an annual price adjustment. Eyedart will notify the Client of price adjustments at least 30 days before the change.

### **Termination or Change**

The Client has the right to terminate the recurring service plan or change the plan level for any reason at any time given a 30-day written notice.

### **Change or Cancellation**

The Client has the right to modify, reject, cancel or stop any plans or work in process. However, the Client agrees to reimburse Eyedart for all costs and expenses incurred by Eyedart before the Client's change in instructions, which relate to non-cancelable commitments, and to defend, indemnify and hold Eyedart harmless for any liability relating to such action. Eyedart agrees to use our best efforts to minimize such costs and expenses.

### **Payment for Non-Cancellable Materials**

Any non-cancelable materials Eyedart has committed to purchase for the Client will be paid for by the Client, following the provisions of this Agreement. Eyedart agrees to use our best efforts to minimize such liabilities upon written notification from the Client. Eyedart will provide written proof, upon request of the Client, that any such materials and services are non-cancelable.

### **Releases and Permission**

Eyedart will obtain releases, licenses, permits, or other authorization to use testimonials, copyrighted materials, photographs, artwork, or any other property or rights belonging to third parties obtained for use in performing services.

### **Accuracy**

The Client is responsible for the accuracy, completeness, and propriety of information concerning its products and services.

**Confidentiality**

Eyedart acknowledges its responsibility, both during and after the term of its appointment, to preserve the confidentiality of any proprietary or confidential information disclosed by the Client.

**Scope Change and Change Orders**

Eyedart will issue change orders for additional work required or changes requested after approvals or commencement of work. Change orders will include a description of the change requested, estimated costs, and an adjusted timeline. The Client must approve all change orders in writing before Eyedart commences work.

**Transfer of Materials**

Upon termination of this agreement, provided that there is no outstanding indebtedness owed by the Client, Eyedart will transfer, assign and make available to the Client all property and material in our possession or control belonging to the Client. The Client agrees to pay for all costs associated with the transfer of materials.

**Inactivity/Non-Response**

In the event that a project has been completed by either party (Eyedart or the Client) when further actions are needed by the partnering party (Eyedart or the Client) or affiliated partners. In the event of an extended pause of 60 days or greater, either party (Eyedart or the Client) will hold the right to enact the Inactivity Clause of this contract. After 60 days of paused work, either party (Eyedart or the Client) reserves the right to withdraw from this contract, charging for services performed without full completion of the services as requested. This communication must happen in writing between both parties. Work may be resumed at a later date as agreed upon by both parties.

**Rights**

Upon full payment of all fees and costs, rights to the use of the final output work transfer to the

**Client. Billing Policies****Recurring Project Fees**

*(Such as Social Media Management, Ad Management, SEO, Content Management, etc.)*

Eyedart charges a flat fee for recurring services rendered throughout this agreement. Eyedart bills for services on the 1st day of each month, beginning on the first month of planning.

**Non-Recurring Project Fees Schedule of Payment**

*(Such as Consulting, Brand Development, Video, Graphic Design, Special Events)*

Unless otherwise explicitly stated in the quote, payment is due and payable at the following schedule: 20 percent upon project commencement and 80 percent upon completion. Final payment is due upon presentation and delivery of the completed project. Payments are due upon receipt of invoice.

**Acceptance of Non-Recurring Work Products**

Any work product shall be considered accepted by the Client if a notice of a claim or complaint is not made in writing by the Client and received by Eyedart within ten (10) workdays after the performance or delivery of said work product is completed.

**Billable Items**

In addition to the costs and services estimated here, billable items include costs incurred for outside services. Wherever applicable, state and local sales taxes will be included in billable Items. All purchases made on the Client's behalf will be billed to the Client. Such prices will reflect a markup of 20% unless otherwise explicitly stated in the quote.



*Billable items may include (but are not limited to) such items as printing, online subscription services such as email marketing or, social media management platforms, website hosting, domain registration, catering, event rental, and equipment, etc.*

#### **Payment for Third-Party Advertising**

Eyedart and the client will establish an agreed-upon monthly budget for third-party advertising to be paid separately from Eyedart's monthly service fee. All purchases made on the Client's behalf (including advertising charges) will be billed to the Client. Such prices will reflect a markup of 20% unless otherwise explicitly stated in the quote. These ad campaigns will be billed as each campaign begins to ensure timely processing. For promoter ad spends, and other partners of The Lerner, such as Friends of the Lerner, the 20% ad handling fee will be charged to those partner invoices and not to The Lerner. These bills will be delivered no later than 48 hours prior to 9 a.m. on that event's day. If invoiced later than the desired time, Eyedart will not bill for these advertisements or services.

#### **Overtime**

Fees quoted are based upon work performed during regular working hours (based on a five-day week). Overtime, rush, holiday, and weekend work necessitated by the Client's directive is billed in addition to the fees quoted at a 25% upcharge, or a mutually agreed-upon price, to be determined.

#### **Travel**

The Client agrees to reimburse Eyedart for all Client-authorized travel. Eyedart agrees to make best efforts to minimize all travel-related expenses.

#### **Force Majeure**

Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes, to the extent beyond its reasonable control: acts of nature, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure will not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

#### **Governing Law**

This Agreement will be governed and construed in accordance with the laws of the State of Indiana.

#### **Representations and Warranties**

The parties each individually represent and warrant that each has full power and authority to enter into this Agreement and to perform all of their obligations hereunder without violating the legal or equitable rights of any third party.

#### **Entire Agreement**

Except as otherwise set forth or referred to in this Agreement, this Agreement constitutes the sole and entire Agreement and understanding between the parties hereto as to the subject matter hereof and supersedes all prior discussions, agreements, and understandings of every kind and nature between them as to such subject matter. If any provision of this Agreement is held to be illegal, invalid, or unenforceable under any present or future law, then that provision will be fully severable. In such instance, this Agreement will be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement. The remaining provisions of this Agreement will remain in full force and effect.