



CITY OF INDIANOLA COUNCIL STUDY MEETING

October 13, 2025

6:00 PM

City Council Chambers

Agenda

- 1. Library Annual Report**
 - A. Annual Report
- 2. Discussion and direction regarding the City Council Subcommittee Policy**
 - A. Policy
- 3. Discussion and direction regarding the Hotel/Motel Tax Allocation Policy.**
 - A. Hotel/motel tax revenue funding policy and application procedure.

ANNUAL REPORT

FY-2025



indianola
public library



Library Board of Trustees

Andrew Brittingham, President
Randi Malone, Vice President
Valerie Craven
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ABOUT THE LIBRARY

For **141 years**, the Indianola Public Library has proudly served the community — connecting residents to information and to one another, empowering them to learn, enjoy, and thrive.

Mission

We open doors for curious minds.

Vision

IPL anticipates, innovates, and inspires.

Anticipates: We foster trust and communication to identify the needs, wants, and aspirations of our community.

Innovates: We experiment and push expectations with programs and services designed for the people we serve.

Inspires: We encourage discovery, stimulate growth, and cultivate meaningful experiences and relationships.



LIBRARY COLLECTIONS



Collections

The library provides collections to serve the educational needs and diverse interests of the community. In addition to books, the library offers games, puzzles, DVDs, video games, local history, ebooks, digital magazines, streaming videos, and a variety of Library of Things items.

214,709
Number of items

167,255
digital items

47,454
physical items

1,628

IPL Bridges book users

Digital Offerings

The library's digital collection includes books, audiobooks, and magazines through the state-wide consortium Bridges. In FY25, 1,628 IPL patrons checked out digital items, making the library the **10th biggest user of Bridges** in the state of Iowa (503 participating libraries).

Streaming Videos

The library offers access to over 35,000 movies, documentaries, and children's educational shows through Kanopy streaming. In FY25 library users downloaded 2,169 videos.

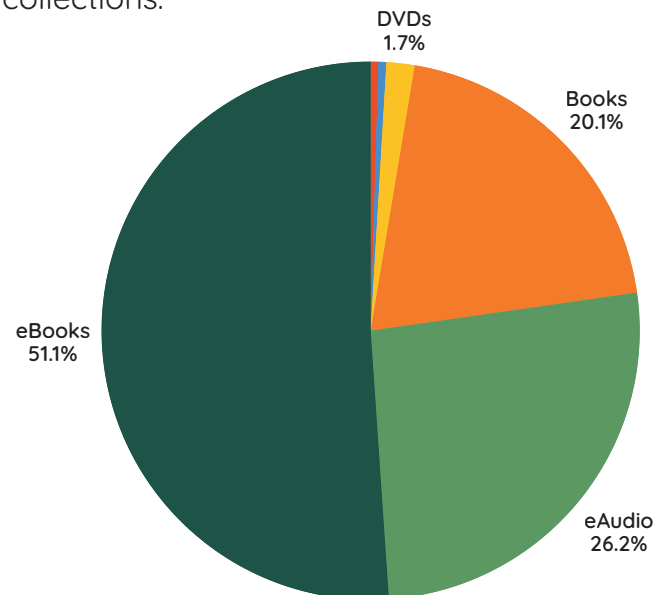
STEM Kits

New in FY25 were 58 STEM (Science, Technology, Engineering, and Math) kits added to the children's collection.



Collection Size

The library's collection included 214,709 items in FY25. Due to space constraints, this is an ever-shifting collection in which less popular collections make room for more in-demand collections.



Special Collections

The library's special collections include games, puzzles, and Library of Things. Children's games and puzzles were the most popular of this group.

LIBRARY USE



Breaking Records

For the third consecutive year, library circulation and use has reached record levels, making FY25 the busiest year in the library's 141-year history.

82,659

Door count

In FY25, a total of 82,659 people visited the library. June and July were the busiest months of the year with over 17,750 visits in those two months alone.

204,792

Items borrowed

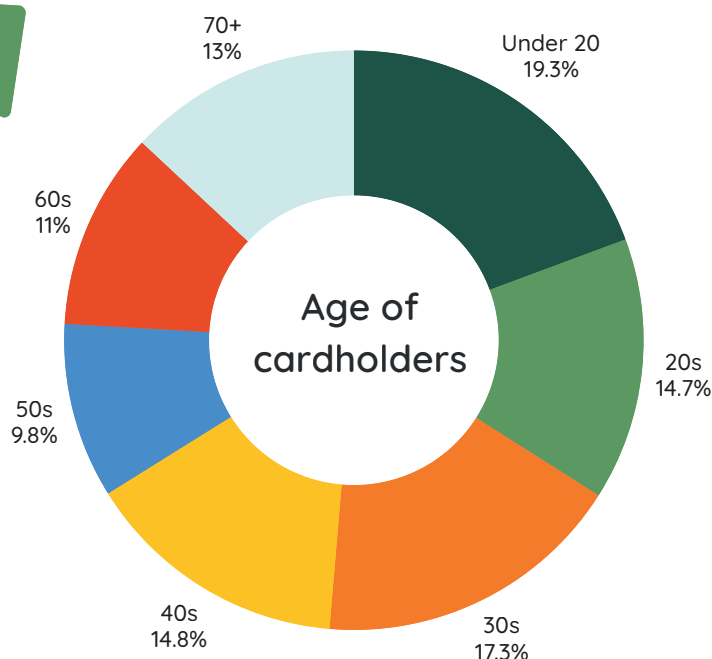


Record Circulation

The library had the **highest circulation in its 141 year history** in FY25 with a record 204,792 checkouts. This was an 8% increase over FY24, which held the previous record.

Popularity

Although digital materials make up the largest number of items in the library's collection, patrons prefer physical items. Physical items such as books account for 75% of checkouts.



8,745

Library Card Holders

The library has 8,745 active card holders. Children and those in their 30s are the largest groups of library users.

The library primarily serves Indianola residents, who account for 68% of library cardholders, while rural Warren County residents make up 23%.

Books

and other physical items

Ebooks

and other digital items

LIBRARY SERVICES

Ask us!

3,900

Reference questions
answered

Services Offered

The library offers many free services to patrons, including test proctoring, research assistance, and computer help.

Questions Answered

Librarians offer computer assistance and answer hundreds of questions each week.

Local History Research

The library provides access to Indianola newspapers from 1850-present along with a variety of local history research resources.

Free Notary Services

In FY25, the library began offering free notary services.

Free Test Proctoring

The library provides free test proctoring for students.

897

Books Delivered

Home Delivery

As part of the library's long-running Home Delivery Service, volunteers made over 50 home visits, delivering 897 books to homebound Indianola residents.

Community Partnerships

The library actively partners with community organizations to provide essential services to residents. Initiatives include a diaper donation box, a food pantry refrigerator in collaboration with Helping Hand, and the "I Have a Need" pantry, which offers free hygiene products for teens.

11,277

Computer Sessions

7,682

wireless sessions

3,595

computer sessions

Public Computers

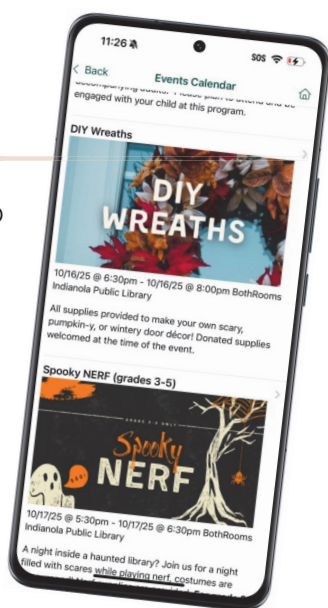
Patrons used 7,682 wireless sessions on personal devices along with 3,595 sessions using the library's six public computers. The library also offers printing, scanning, and faxing for the public.

48,152

Website Hits

The library's mobile app continues to be popular with 3,439 unique users and 26,147 page views.

The library's website also sees sizable online traffic with 48,152 hits in FY25.



LIBRARY PROGRAMS

Programs Offered

The library offers programs for all ages, such as preschool storytimes, teen hangouts, and escape rooms for adults.

16,760

Program Attendance

Library Programs

In FY25, the library hosted 614 programs with a total attendance of 16,760.

In addition to on-site programming, the library actively engages with the community by offering programs at every Indianola elementary school, as well as the middle school, high school, local private schools, and community preschools.

Adventure Passes

Indianola residents checked out 271 free family passes to the Blank Park Zoo, Science Center of Iowa, Des Moines Children's Museum, and Botanical Gardens of Des Moines through the library's Adventure Pass program.

Subscription Boxes

One of the library's more unique services is its personalized subscription boxes, curated by librarians based on each patron's reading preferences. In FY25, 560 individual subscription boxes were created and distributed.

Seed Library

The Seed Library has more than 100 different types of fruit, flower, and vegetable seeds available for free. Patrons can donate seeds back to the Seed Library at harvest.

Book Walk

The year-round children's book walk is a popular feature on the library lawn, showcasing 21 different interactive stories last year.



LIBRARY BUILDING



Library Building

Built in 1984, the library building is 11,250 sq. feet. It is a one-story building with one program/meeting room and a partial basement. Its defining feature is a skylight that divides the building to create an atrium.

In FY25, the building was open seven days a week for a total of 64 hours each week.

Major Repair

In June 2025, three skylight panels and a side window were damaged, resulting in a seven-day closure and the cancellation of 18 programs during the peak of the summer programs. Repairs are estimated to cost over \$22,000 and will be completed in FY26.



FY25 Building Expenses

Janitorial Services	\$25,152
Utilities	\$17,713
Routine Maintenance	\$7,741
Insurance	\$15,400
Repairs	\$5,181
Landscaping and Lawn Care...	\$1,830

Total: \$73,017



MEMORANDUM

To: Mayor and City Council
From: Jacob Meshke, City Manager
Date: October 13, 2025
Subject: Policy

Introduction: Staff is providing a proposed subcommittee policy, which provides a more detailed procedure for subcommittee structure, responsibilities, and role, for City Council review and feedback.

Background: The use of special committees or subcommittees can be desirable as it provides an opportunity for open discussion and dialogue for planning and future action items.

City Council policy currently provides that City Council may create and appoint advisory or ad hoc committees consisting of Council Members, City staff, and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

Discussion: The proposed policy would provide a more detailed procedure for the subcommittee structure, responsibilities, and role.

The Mayor would provide recommendations to fill subcommittee assignments. The City Council would then act on the confirmation of those recommendations. The subcommittee would provide an opportunity for communication between staff, the City Council, and the public at an early point on significant items affecting public policy or the community. It also provides staff with an opportunity to obtain early feedback from representative members of the City Council and enhance City Council preparedness for items of a technical nature.

The proposed policy further provides:

- There will not be a quorum of City Council Members present at a subcommittee meeting unless it is a meeting of multiple subcommittees.
- Members of the public affected by an agenda item may be present.
- All City Council subcommittee meetings will be properly noticed and conducted in accordance with Open Meetings Law to promote transparency.
- Minutes for subcommittee meetings will be prepared and distributed to the Mayor, City Council, City Manager, City Clerk, and affected departments.

The proposed policy would formalize the Community and Economic Development Subcommittee as a starting point. Additional subcommittees could be added to the policy and created as deemed desirable and advantageous.

Budget Impact: None.

Recommendation: Staff recommends City Council discuss and provide feedback.

Attachments:

1. Current Special Committee Policy
2. Draft Subcommittee Policy

SPECIAL COMMITTEES

Unless otherwise specified by City Code or Statute, the City Council may create and appoint advisory or ad hoc committees consisting of Council Members, City staff and/or private citizens, as deemed desirable and necessary to assist and advise the City Council in its work.

City of Indianola

City Policy

CITY COUNCIL SUBCOMMITTEES

1. Purpose

- a. This policy provides guidance and direction on the City Council Subcommittee structure, responsibilities, and process.

2. Scope

- a. This policy will apply to those Committee, Subcommittee and Liaison assignments listed in Section 3 below.
- b. As required or needed, the Mayor will provide a list of recommendations to fill the assignments and alternates included within the scope of this policy. The City Council shall act on the confirmation of those recommendations. The appointments will be made for the period specified, or on an as needed basis if a vacancy occurs or if the number of representative allocations changes.

3. Policy - Council Committees

- a. The role of the City Council Subcommittees is as follows:
 - i. To provide an opportunity for communication between staff, the City Council and the public at an early point in the development of significant items affecting public policy questions; and,
 - ii. To enhance staff's ability to obtain early feedback from representative members of the City Council on issues affecting public policy prior to their presentation, in some cases, to the full City Council.
 - iii. Any discussion or feedback expressed or received at a Subcommittee meeting should not be construed or understood to be a decision by or for the City Council. Further, any recommendation the Subcommittee may make to the City Council is based on information provided to Subcommittee members at that point in time.
- b. An additional function of the Subcommittee structure is to provide a vehicle by which the City Council Committee representatives can obtain an enhanced level of preparedness on matters of a technical nature which might affect public policy, in order to increase the capacity for a positive exchange of information and discussion between City Council Subcommittee representatives, the Mayor, the balance of the City Council and the public.

- c. Every effort will be made to distribute to the Mayor and City Council all necessary materials pertaining to agenda items at least 48 hours prior to the City Council Subcommittee meeting.
- d. When and where applicable, items may come before a City Council Subcommittee before a final recommendation from the appropriate advisory board/commission.
- e. The Subcommittee structure does not provide the authority to assume the role of decision maker on behalf of the full City Council; nor does it presume authorization to direct staff in matters of an administrative nature, such as the taking on of specific assignments or work tasks. Staff direction will be provided by the City Manager. If members of a Subcommittee desire additional information from an outside party or consultant resulting in additional cost to the City approval to incur such cost must be in accordance with the city's procurement policy.
- f. When a City Council Subcommittee meeting is held, all efforts should be made so that all City Council Subcommittee members can be present, together with the involved department director, staff and the City Manager, as necessary. The City's elected officials have agreed attendance at a Subcommittee meeting by more than three Councilmembers will necessitate one or more of the Councilmembers leaving so that a quorum of the full City Council is not present unless the meeting is a joint meeting of two or more Subcommittees. Members of the public affected by a specific agenda item may also be present as appropriate.
- g. All City Council Subcommittee meeting notices will be posted and meetings will be conducted in conformance with the "Open Meetings Law" in the Iowa State Code. All agendas should include language identical or similar to: "Any discussion, feedback or recommendation by Subcommittee member(s) should not be construed or understood to be an action or decision by or for the Indianola City Council."
- h. Minutes of all Subcommittee meetings shall be prepared as expeditiously as practical with copies being provided to the Mayor, City Council, City Manager, City Clerk, and all affected departments.
- i. An outline of the basic issues and topics relating to each of the City Council Subcommittees is listed below, but are not limited to this list.

Community and Economic Development Subcommittee

Organizing City Department: Community & Economic Development

- 1. Planning & Zoning
- 2. Community and Economic Development
- 3. Comprehensive Plan
- 4. Related activities



MEMORANDUM

To: Mayor and City Council
From: Jackie Raffety, City Clerk/Finance Director
Date: October 13, 2025
Subject: Hotel/motel tax revenue funding policy and application procedure.

Introduction: Staff recommends that the Council review the amended hotel/motel tax revenue funding policy and application procedures and provide direction to staff on any changes before considering the resolution approving the amendment at a future meeting.

Background: The current process requires organizations to submit an application in the late fall for consideration during the budget process. Organizations are notified in the spring of the amount they will receive at the beginning of our new fiscal year.

Discussion: The amount of hotel/motel tax revenue is estimated during the budget process. We currently pay most organizations in July or August for the Fiscal Year contribution. This puts us at risk of paying out more than we actually receive. The policy has been amended to include a Funding Timeline:

The City of Indianola receives hotel/motel tax revenue monthly. Funding requests will be fulfilled as the City receives the revenue.

Applications for funding will be open from September 15 – October 15, annually. The Council will consider and award the funding requests in November. Payment to organizations will occur in the following calendar year, prior to June 30.

This timeline will allow the City to receive some funds and make more accurate projections before funding requests are awarded to organizations. Since most organizations operate on a calendar year, this will help them know their funding from the City prior to their fiscal year beginning. All approved funding requests will be paid out between January and June, provided the City receives the revenue. For the current fiscal year, staff recommends adjusting this timeline to October - November to receive applications and awarding requests in December.

Budget Impact: [AGENDA_ITEM_CUSTOM_TEXT_3]

Recommendation: Staff recommends the council review the policy and application and provide direction to staff.

Attachments:

1. Hotel_Motel Tax Funding Policy_2025
2. Hotel Motel Funding Application FY26

City of Indianola - City Policy
Hotel/Motel Tax Funding for Community and External Organizations
Adopted by City Council _____, 2025

1. OVERVIEW

The City Council considers funding requests from community and external organizations ("Organizations") as it develops the City's annual operating budget for the following fiscal year. Funding for these organizations is allowable under guidelines established for collection of Hotel/Motel taxes. The City's budget is generally certified by each April 30th for the fiscal year beginning July 1st.

For Hotel/Motel Tax funding to be considered, the Organization must meet one of the following criteria:

- A. Organization must submit a request using the City's Funding Request Form, as prescribed by this policy, and include all requested information outlined in the next section, by the deadline indicated on the funding request form, OR
- B. Be part of a 28E intergovernmental agreement with the City which obligates a contribution to the Organization (these entities will not need to complete the Funding Request Form each year).

2. DOCUMENTATION REQUIREMENTS

All Organizations qualifying under criteria (A) above must submit each of the following, along with a completed Request for Hotel/Motel Tax Funding form:

- A. Balance sheet/statement of cash position as of the most recently ended month available.
- B. Income statement/statement of cash flow for the most recently completed fiscal year or calendar year.
- C. For applicants that have received City funding in the immediate prior year, a full accounting of use of prior year funds contributed by the City is required.

In addition, the City may request additional information for clarification or review.

3. HOTEL/MOTEL TAX FUND GUIDELINES

The Hotel/Motel tax is a locally imposed lodging tax that is collected by the State from within the corporate boundaries of the City and remitted to the City on a quarterly basis. Iowa law (423A.4) currently limits a City to a Hotel/Motel tax rate not to exceed 7%. Voters in the City of Indianola have approved the maximum tax allowed by the State.

Once funds are received from the State, the City credits a portion of the derived tax revenue to the Parks Fund (approximately 17 percent) and a portion to the General Fund according to the basic formula outlined below, and specifically defined in Section 5. The basic spending restriction formula is as follows:

- A. Under State law (Chapter 423A), of the Hotel/Motel tax revenue remitted to the City, at least 50% must be spent for recreation, convention, cultural, or entertainment facilities. This includes:
 - 1) Acquisition of sites for, or constructing, improving, enlarging, equipping, repairing, operating, or maintaining related facilities, including parking lots at the facilities; OR
 - 2) Paying principal and interest on bonded debt for recreation, convention, cultural, or entertainment facilities; OR
 - 3) Promotion and encouragement of tourism and convention business in the City and surrounding areas.
- B. Under State law (Chapter 423A), the remaining derived Hotel/Motel tax revenue is credited to the General Fund of the City. The City may spend the derived Hotel/Motel revenue for any of its operations authorized by law within statutory limitations of City revenue derived from ad valorem taxes (property taxes).

State law (Chapter 423A) does not define a “qualified” Organization, however for purposes of the Hotel/Motel Fund revenue funding requests, the City will define a “qualified” Organization as follows:

- A. The Organization is designated as an exempt/non-profit entity under the Internal Revenue Code or is an agency of a local government. Consideration may be given to an organization using a fiscal sponsor but will not be funded after three years in this status and must be a certified non-profit by the fourth year, OR
- B. The City has a formal 28E agreement in place that obligates funding.

Further, a “qualified” Organization’s request will be considered for funding from Hotel/Motel tax revenue, if the activities or proposed project for the fiscal year meets the intent of State law for use of the Hotel/Motel revenue. The intent is to support items that will bring in additional Hotel/Motel taxes through additional lodging in Indianola or the surrounding area(s).

This intent includes the Organization’s operating purpose and whether the specific item requested for funding benefits recreation, convention, cultural, or entertainment facilities in Indianola and the Greater Des Moines area, or results in or promotes tourism or convention activities, either indirectly or directly.

It is encouraged that the Organization’s request funds one of the following:

- A. **Capital-related Items** for purchase of assets – land, buildings, motor equipment, furniture, equipment, computers, etc. with a useful life of more than one year, OR
- B. **Special Projects** to support operations or supplies needed to complete a specific non-routine project, OR
- C. **Special Events** intended to support a specific local event or a metro-wide event that generates lodging in Indianola or the surrounding area(s).

During the application process, organizations will be asked to provide details such as these categories in order for the City to track award history and its impact on the community.

All applicants, and in particular any applicant which intends to use funding for on-going operations, should be aware that an **award of funding to an organization does not guarantee or imply future (ongoing) funding is ensured or guaranteed.**

4. FUNDING FORMULAS

The amount of funding available for distribution to qualified Organizations is contingent on the City Council first fulfilling its legal obligations under previously executed 28E Agreements for use of Hotel/Motel proceeds.

The City has executed two 28E Agreements which obligate the City to contribute Hotel/Motel funding before funding other agencies. Generally, these 28E Agreements are established either as a flat dollar contribution, or in 1/7 or 1/4 increments of the Hotel Motel tax. The City’s current 28E Agreements are:

A. Greater Des Moines Convention and Visitors Bureau

This is an agreement to award 1/4 of total Hotel/Motel receipts. The agreement terminates effective July 1, 2026.

B. Bravo Greater Des Moines, Inc.

This is a perpetual agreement to award 2/7 of total Hotel/Motel receipts.

The 50% spending requirement of the City for recreation, convention, cultural, or entertainment facilities related to Hotel-Motel tax (Chapter 423A) is met by the combined amounts of the above 28E agreements.

5. FUNDING PRIORITIES

This policy is designed to outline the qualification process for considering funding requests but acknowledges that the Hotel/Motel revenue source is not unlimited and as such, there will likely not be enough funding to satisfy all requests. The City Council will likely not be able to fully fund all requests and reserves the right to fund some Organizations at a lower or higher amount than requested.

In order to help guide funding decisions, the City Council has developed the following priorities (from highest priority to lowest priority) to evaluate the funding requests received from Organizations:

- A. 28E legal obligations
- B. Special events/projects that directly bring in lodging stays to Indianola
- C. Capital-related projects with direct Indianola impact
- D. All other requests that do not have direct Indianola impact

6. Funding Timeline

The City of Indianola receives hotel/motel tax revenue monthly. Funding requests will be fulfilled as the City receives the revenue.

Applications for funding will be open from September 15 – October 15, annually. The Council will consider and award the funding requests in November. Payment to organizations will occur in the following calendar year, prior to June 30.

7. APPEAL PROVISIONS

Under exceptional circumstances, if an entity misses the deadline for the submission of their application for funding, they may appeal to the City Manager for consideration of a late application. Any appeals will be forwarded to the City

Council for review. If an appeal is granted, there will be a 5% penalty for applying late; this penalty will be deducted from the amount awarded to the entity, if any. Under no circumstances will a late application be considered if it is after the date of the City Council meeting when all applicants are required to give presentations.

CITY OF INDIANOLA, IOWA
Request for Hotel/Motel Tax Funding
FY26 Fiscal Year

To be considered for funding during the City's fiscal year (July 1 – June 30), this application form must be completed and submitted to the Indianola Clerk/CFO no later than _____, 2025, at 5 PM.

ELECTRONIC SUBMITTALS ARE PREFERRED

Organizational Information

1. Name of Organization _____
2. Name of Contact Person _____
3. Address, City, State _____
4. Contact Phone # _____
5. Contact E-mail Address _____
6. Organization Website Address (if applicable) _____

Questions

7. Please indicate (Yes/No) whether your organization is exempt from Federal income tax under the Internal Revenue Code or as an agency of a local government, and if applicable, please provide copy of IRS Determination Letter.

8. If you answered NO to question 7, is your organization using a fiscal sponsor that does meet the above definition (needed in order to apply for City of Indianola funding)? If yes, please identify the Sponsor. _____
9. Is your organization eligible for funding through Bravo Greater Des Moines? If yes, did your organization receive funding in the previous year and how much?

10. If your organization received Indianola Hotel/Motel Tax Funding in the City's prior fiscal year, please provide a description of where those funds were spent. Attach documentation and additional sheets as necessary.

11. What specific funding level is requested (in \$)? _____

12. Provide a brief description of the specific item or program your organization intends to fund with this contribution, if awarded. _____

13. Does your organization's purpose (or specific program or item identified for funding), benefit recreation, cultural, or entertainment facilities in the City of Indianola? If so, please describe. _____

14. Does your organization's purpose (or specific program or item identified for funding), promote tourism or convention activities in Indianola and/or the Greater Des Moines area? If so, please describe: _____

15. Does your organization's purpose (or specific program or item identified for funding) provide a direct benefit to the Indianola community through either economic development, volunteerism, or by providing health and human services to the Community? If so please describe. _____

16. Please identify the number of NON-DUPLICATED Indianola and non-Indianola residents that are participants in the organization or are users/customers of the organization's facility.
NON-DUPLICATED Indianola Residents _____
NON-DUPLICATED Non-Indianola Residents _____

17. Please attach a copy of the Organization's most recent annual financial statements and, if available, it's most recent interim financial statements.

If you have questions regarding this form, please contact Jackie Raffety, City Clerk/Finance Director, using the contact information listed below. Completed applications and supporting documentation, including financial statements, are due **5:00 PM, _____, 2025** to:

City of Indianola
Attn: Jackie Raffety, City Clerk/Finance Director
110 N 1st Street
P.O. Box 299
Indianola, Iowa 50125-0299
319-521-3405
jraffety@indianolaiowa.gov

(Electronic submittals are preferred)