



## KTV Annual Report

2016

KTV began operations at the Bethany College Campus in March of 2015 formerly known as public access television CCTV. The cities of Mankato and North Mankato contract with Bethany Lutheran College to provide public access, education and government cable services to the public. The purpose of KTV, as outlined in the KTV Operating Rules and Procedures, is “to engage and connect area residents in the production of local programming that informs, inspires and entertains.” KTV rules are designed to ensure maximum use by “all area individuals, groups, and organizations that desire access to KTV resources.” This report will review the goals and priorities of KTV, analyze how KTV is performing and provide guidance for the future of KTV. Specific operational guidelines discussed include access to KTV, KTV membership and a review of end-user satisfaction.

KTV studio access hours and equipment are available to KTV members. Access to equipment is reserved for individuals who have completed training and studio access hours are guided according to the rules and regulations of KTV Operating Rules and Procedures (Exhibit A). The KTV Annual Report (Exhibit B) indicated the use of 76 total studio access hours. While individuals used the majority of the access hours there was an increase toward the end of the year by organizational use. This corresponds with the increase in organizational membership. If membership increases, additional studio access hours will be used requiring additional training opportunities.

While studio access indicates membership usage, additional hours of use were logged for both Mankato and North Mankato. Production logs for Mankato included production of 29 FAQ Friday Mankato spots and additional programming. North Mankato’s production log included events such as Bier on Belgrade, Fun Days and the Anthony Ford Pond Hockey Tournament. Both cities continue to anticipate events and programming opportunities with KTV. KTV has also covered Greater Mankato Growth events and forums; and broadcast local sporting events. KTV continues to broadcast both Mankato, North Mankato, Blue Earth County and Mankato Area Public School Board meetings. The recent acquisition of additional technology has increased programming opportunities by allowing KTV to broadcast live, including the live broadcast of Mankato and North Mankato’s City Council meetings, a positive step for the two cities and KTV.



KTV membership includes individual membership, individual premier membership, organizational membership and college student membership. Each plan includes fees and benefits. The initial membership roster provided by KTV on October 6, 2015 had six individual memberships, two premier memberships, one college membership and three organizational memberships for a total of 12 members. The annual report indicated the current membership was at 14 members with six individual memberships, one premier membership, one college membership and six organizational memberships. While the data does not provide a reason for minimal membership growth, a review of membership drives and membership costs may provide assistance in understanding the growth of KTV members. Increasing membership in KTV will also increase KTV studio access hours as members generate community programming.

While KTV is in its infancy it has taken steps to increase usage and understand the demography of the end-user. KTV produced a survey to reach end-users to discover what viewers want to see, what they are watching and what they are interested in watching. Survey results provided to the board on May 31, 2016 reported 51 respondents (Exhibit C).

The KTV advisory board consists of one staff member from North Mankato, one staff member from Mankato, two residents from Mankato, two residents from North Mankato, and one Bethany staff member (Exhibit D). North Mankato and Mankato resident board members Bradley Wolfe, Greg Abbott and Barb Maher provided brief paragraphs summarizing their views on KTV (Exhibit E).

KTV has worked to understand the end user, responding to the interests of those who watch KTV by providing live sports coverage and rebroadcast, highlighting community events and community generated programming; while government service messages continue to be a high priority. KTV continues efforts to advertise the access channels and their offerings striving to revitalize interest in community access channels. KTV will continue efforts to increase membership in 2017 which in turn will increase community produced programming. This foundational year provides a baseline of use and membership which can be used in the future to better analyze the KTV organization. KTV has produced quality projects and set a new improved standard for local public access television.





# Operating Rules

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### KTV hours of operation

Monday – Friday.....10:00 a.m. – 5:00 p.m.  
Saturday – Sunday .....Closed

### KTV Headquarters

Honsey Hall Production Studio  
Bethany Lutheran College  
700 Luther Drive  
Mankato, Minnesota 56001



# KTV Operating Rules & Procedures

## I. Purpose

- A. The mission of KTV is to engage and connect area residents in the production of local programming that informs, inspires, and entertains. The purpose of these operating rules and procedures is to clearly define the rights, responsibilities, and privileges of KTV, its staff, and the community members in the greater Mankato area in the use of the public access channel and KTV resources.
- B. These operating rules and procedures are based upon the Federal Communication Regulations, Minnesota Cable Communications Board Rules, and the Mankato/North Mankato Cable TV Franchise Ordinance for Charter and Enventis. Recommendations for these rules were also made by the National Federation of Local Cable Programmers and the Advisory Committee. The rules are created to ensure maximum use by all area individuals, groups, and organizations that desire access to KTV resources.

## II. Definitions

Key terms pertaining to **public access**:

*Cablecast Access*: The ability for community members to air programming on KTV.

*Equipment Access*: The ability for community members to use KTV equipment in the production of KTV programming (see Section V).

*Studio Access*: The ability for community members to use local production facilities in the production of KTV programming (see Section V).

Key terms pertaining to **people/groups**:

*Advisory Committee*: A group of people who ensures KTV is operated in accordance to the operational guidelines. Responsibilities of the Advisory Committee are detailed in Section XII.

*Access Coordinator*: The staff person designated to promote the use of the access channel on a non-discriminatory, first-come-first-served basis. This person is responsible for enforcing the operating rules and procedures, maintaining the access channel and equipment, and supervising the staff and volunteers.

*Access User*: Any individual or organization that makes proper application for using KTV airtime, equipment, or studio access hours and submits programming for access cablecasting.

Key terms pertaining to **media**:

*Advertising*: Various methods of attracting attention to commercial goods and services, including candidates for public office.

*Copyright*: The exclusive legal right of publication, duplication, imitation, or sale of literary, musical, or artistic work. All necessary copyright clearances are the responsibility of the Access User.

*Defamation*: Anything which exposes a person, group, organization, business, class, race, or association to hatred, contempt, or ridicule. Degradation, or disgrace within society or community, or injury to his/her or it's business or occupation and any matter which render an individual issuing defamatory subject matter liable for damages within the laws of the State of Minnesota (refer to MSAR, Section 4.31 in the Minnesota Code).

*Libel*: Any written, printed, or pictorial statement that damages a person by defaming his/her character or exposing him/her to ridicule or the act of presenting such a statement to the public (see MCAR, Section 4.31).



*Non-discriminatory:* All certified people shall be allowed access to the available equipment and studio access hours on a first-come-first-served non-discriminatory basis. No person shall be denied access to these services and facilities because of race, color, creed, religion, nationality, origin, age, sex, marital status, sexual orientation, or disability.

*Obscene or indecent material:* Any material in a program or character generated message which would subject a producer or supplier of it to prosecution under local, state, or federal law for the production and/or presentation of obscene or indecent materials.

*Sponsored programs:* A program that has been financed in part or entirely through monetary grants, donations, and/or material contributions. Sponsored programs may not resemble an advertisement.

**Miscellaneous key terms:**

*Community:* Refers to any resident, business, businessperson, group, organization, or any other entity located within the boundaries of the servicing area.

*Legally qualified candidates:* Any person who has publicly announced that he/she is a candidate for nomination by a convention of a political party or for nomination or election in a special primary or general election for municipal, county, state, or national office, so that he/she may be voted for by the electorate directly or by means of delegate, or electors, and who has qualified for a place on the ballot or is eligible under applicable law to be voted for by sticker, by writing his/her name on the ballot, or other methods, and had been duly nominated by political party which is commonly known, or makes a substantial showing that he/she is bona fide candidate for nomination for office.

*Lottery:* Any device, scheme, plan, promotion, contest or other program which involves directly or indirectly the elements of prize, change, and consideration, or any such act which is declared a lottery under application of local, state, or federal law.

### **III. Priorities for Cablecast Time**

*See also Section VII - Cablecast Time*

Channel time is made available to any community member, group, or organization on a first-come-first-served, non-discriminatory basis after completion of the necessary filings of the *Time Request Form*, dependent upon the availability of the channel time. When competing claims for the same channel time arises, the priority rules shall be resolved by the Access Coordinator on a non-discriminatory basis that will maximize fairness and diversity of expression by ensuring that no one community member, group, or organization monopolizes KTV resources to the disadvantage of others. The Access Coordinator may also take community interest and project feasibility into account.

#### **A. First Priority**

1. Playback of pre-recorded programs produced by a member of the general public who reside in Mankato or North Mankato will share first priority.
2. Live presentations made by the general public who reside in Mankato or North Mankato will share first priority over other types of programming, but will have second priority to resident pre-recorded programs.
3. Playback of pre-recorded programs and live presentations produced by a member of the general public who do not live in Mankato or North Mankato must have a community sponsor and will share first priority over other types of programming, but will have second priority to resident productions.
4. Programming produced by members of the community will have priority over any pre-packaged programs.



## **B. Second Priority**

Local educational authorities and local governmental bodies, both for playback of pre-recorded programming and live presentations, share the second priority for access channel time on a first-come-first-served basis when the access channel time is not in use by the general public.

## **C. Third Priority**

Use of airtime for productions funded, sponsored, or underwritten in part or full with grant monies donated by an individual, group, organization, or business share the third priority for channel time when it is not being used by the general public, educational authorities, or governmental bodies.

1. A message identifying the sponsor or underwriter shall appear at the beginning and end of a program in the following manner: *"This program was made possible with funds provided by (name of supporter)."* No other descriptive messages may be used. Reference to town or city is permissible. The only audio message in this announcement is a voice-over read during the visual message.
2. The program content of a funded access production shall not resemble an advertisement for the individual business or organization who is supporting it (see Section IV, D).
3. Charges shall be consistent with affording the producer(s) a low-cost means of television production and shall be negotiated according to the studio access hour rate (see Section V). All extraneous expenses such as costumes, copyright clearances, auditorium rental, etc. will be incurred by the supporting individual, group, organization, or business.

## **D. Fourth Priority**

1. Local organization programming that is created and produced by KTV staff, the Advisory Committee, or interns of KTV share the fourth priority for use of access channel time when not being used by the general public, local education authorities, governmental bodies, or sponsored programs.
2. The Access Coordinator may reserve a block of time each day for regularly scheduled programs, and shall be responsible for scheduling programs within this block according to the priorities outlined in these rules.

# **IV. Content**

- A. The Access User bears sole responsibility for the content and materials in the programs submitted to KTV. The Access User's signature must appear beneath the indemnification clause on the *KTV Time Request Form* (and remain on file for a period of two years) for each program submitted before the program airs. This responsibility includes libel, defamation, copyright, and any other legal accountability that may arise from the production or airing of that program.
- B. Upon determination by the program producer (Access User), Access Coordinator, or the Advisory Committee that a program's subject matter may cause some viewer concern due to its content, the following message may precede and/or appear during breaks in cablecast of that program:  
*"The following program may be inappropriate for family viewing. Viewer discretion is advised."*
- C. The Access Coordinator or Advisory Committee may suggest the containment of potentially offensive or indecent material. Access Users have the right to reject such a suggestion.
- D. A program cablecast on KTV channel time and/or produced with KTV studio access hours or equipment shall not contain any of the following:
  1. Advertising material designed to promote the sale of commercial products or services.
  2. Promotion by or on behalf of legally qualified candidates.
  3. Soliciting of funds for any group, organization, or individual with the exception of KTV to raise funds for



operating revenues as needed.

4. Obscene, indecent, libelous, or slanderous material.
5. Lottery or lottery information.
- E. Any public meeting will not be edited or subjected to editorial comment. Meeting coverage shall be from gavel to gavel.
- F. All media submitted must be received 3 days before air date unless an exception is granted by the Access Coordinator. Persons submitting the program for cablecast should indicate any possible cause for concern with regard to the technical standards of the program. The Access Coordinator or Advisory Committee may not censor by editing the submitted program or message on the grounds that it is unsuitable for cablecasting.
- G. In the event of problematic technical quality that, while not severe enough to result in the prevention of cablecasting, may cause viewer concern, the following announcement will be shown prior to the program with additional information as to the specific problem, and during breaks in the program when warranted:  

*"The viewer may find some (identification of technical problem) during this program which is beyond KTV's control."*
- H. There may be some cases when the technical problem is so severe that the Access Coordinator may have to reject the program on the grounds that this program may result in technical interference. The Access Coordinator may preview access programs to assess the technical standards of the program. He/she will work with the person submitting this program to correct those problems or make suggestions as to how those problems can be avoided in the future.

## **V. Use of KTV Studio Access Hours & Equipment**

Studio access hours and equipment are available to KTV members who have completed basic certification. Studio access hours are available for all access users at a rate of \$300 per hour, subject to availability. Membership plans include discounts on studio access hours (see Section VIII). Up to 120 studio access hours per year are available to resident KTV members without charge on a first-come-first-served basis.

### **Studio access hours include:**

1. supervised access to local production facilities\*
2. a basic multi-camera setup (subject to equipment availability)
3. a basic lighting setup (subject to equipment availability)
4. KTV staff member or youth intern assistance (subject to availability)

*\*Local production facilities include the video production studio at Bethany Lutheran College (home of KTV headquarters), the video production studio at South Central College, and other suitable facilities.*

Equipment access is available to resident and non-resident KTV members without charge through the North Mankato Taylor Library.

### **Equipment access includes:**

1. a camera kit available for check-out at the North Mankato Taylor library (subject to availability)
2. a designated conference room available for reservations at the North Mankato Taylor library (subject to availability)
3. KTV editing station (iMac computer with iMovie video editing software) at the North Mankato Taylor Library

- A. Only certified individuals may use studio access hours and equipment. In order to become certified, one must pay the annual KTV membership fee and pass the basic certification course offered by KTV staff, which is an introduction to KTV policies as well as basic instruction on video production and equipment. KTV members receive a discount on registration for video production courses presented by KTV.
- B. When an Access User completes basic certification, a certification card will be issued entitling the user to:
  1. use studio access hours under the supervision of KTV staff or designated studio person, and



2. rent and operate KTV equipment available at the North Mankato Taylor Library.

Certification cards must be carried whenever KTV's equipment is being used. A brush-up session for individuals who have not used their cards in six months or who wish for additional help will be offered at no charge. The Access Coordinator may ask individuals to attend brush-up sessions prior to lending the equipment if he/she feels it would be beneficial to both the user and the equipment.

- C. Persons using KTV equipment will be responsible for damage that requires equipment to be replaced or repaired resulting from their negligence or abuse, and must sign a *Responsibility Form* assuming such each time equipment is checked out or used.
- D. Persons under 19 years of age may not use or check out KTV equipment unless their parent or legal guardian signs a *Responsibility Form* personally assuming this liability for damage to the equipment that is checked out. A parent or guardian must accompany each minor to the library the first time equipment is checked out or used by the minor to sign the necessary *Responsibility Form* in the presence of the Access Coordinator or library staff person. Thereafter, that minor need only provide the parent or guardian signature on the appropriate *Responsibility Form* to use the equipment.

## **VI. Scheduling of Studio Access Hours and Equipment Access**

- A. Request for studio access hours may be submitted to the Access Coordinator up to one month (30 days) in advance and must be submitted at least 14 days in advance. *Studio Access Request Forms* must be completed in their entirety before requests will be considered.
- B. Studio access hours are available to resident KTV members without charge for up to 120 hours per year. No more than two studio access hours shall be consecutive unless an exception is granted by the Access Coordinator. And, regardless of the amount of time, no user shall be permitted to use the studio access hours more than 4 times per calendar month.
- C. Equipment rental reservations can be made between Access Users and library staff members. Only one video camera may be reserved and checked out by an Access User or Users per production.
- D. Equipment may be checked out by certified Access Users during library operating hours. Upon completion of the necessary *Responsibility Form*, it is the Access User's responsibility to ensure the camera is working properly prior to leaving the library. Valid KTV certification card will be required.
- E. Equipment must be checked in by library staff members. The Access User must report any difficulties that occurred during the operation of the equipment and remain at the library until it has been determined that the equipment is working properly. When the equipment has been returned, the library staff member will initial the *Responsibility Form* and provide a variance report to the Access Coordinator when required.
- F. Equipment may be checked out for a period not to exceed 24 hours at one time unless permission is granted by the Access Coordinator and/or the Advisory Committee. And, regardless of the amount of time, no user shall be permitted to check out equipment more than 4 times per calendar month.
- G. Time at the KTV editing station at the library is available to certified KTV members on a first-come-first-served basis. Access Users are limited to 4 hours at the designated KTV editing computer at any one time and 4 times per calendar month.
- H. Access Users are limited to 4 hours at any one time in the designated conference room at the library. Reservations for the designated conference room are required and are arranged between Access Users and library staff members.
- I. These rules have been created to provide maximum fairness to all individuals, groups, and organizations. In the event that two or more Access Users are working on a single access program, their project shall be allotted the same number of hours as those produced by one Access User. Time shall be divided and clocked equally against the Access Users' individual limitations unless other arrangements are made with the Access Coordinator.



## VII. Cablecast Time

- A. Playback time on KTV shall be limited to 10 hours per calendar month by any one Access User, group, or organization.
- B. When KTV schedules subsequent showings of a program beyond the playback time requested by the user or organization responsible, additional time shall not be clocked against the 10 hour per month limitation.
- C. All programs produced with KTV studio access hours or equipment must be cablecast on KTV.
- D. Request for airtime may be submitted up to one month (30 days) in advance and must be submitted at least 14 days in advance to the Access Coordinator. Playback of pre-recorded programs may be accessed on shorter notice depending upon the availability and discretion of the Access Coordinator. Live presentations must be scheduled at least one month (30 days) in advance. Forms must be completed in their entirety before requests can be considered.
- E. For program series, an individual program may not be cablecast more than 2 times weekly regardless of the program's length.

## VIII. Membership

All certified persons, groups, and organizations who use KTV studio access hours and/or equipment access will pay yearly membership fees according to the user's membership class. KTV membership classes, benefits, and fees are as follows:

### Individual Membership

Resident.....	\$25.00
Non-Resident .....	\$75.00

#### Plan includes:

- access to KTV equipment and studio access hours (with certification)
- for residents, 50% discount on studio access hours after allotted hours have expired
- for non-residents, 50% discount on studio access hours
- discounts on KTV courses
- show promotion via KTV social media

### Individual Premier Membership

Resident.....	\$75.00
Non-Resident .....	\$125.00

#### Plan includes:

- access to KTV equipment and studio access hours (with certification)
- for residents, 75% discount on studio access hours after allotted hours have expired
- for non-residents, 75% discount on studio access hours
- premier discounts on KTV courses
- show promotion via KTV social media

### Organization Membership

Resident.....	\$100.00
Non-Resident .....	\$150.00

#### Plan includes:

- access to KTV equipment and studio access hours for up to 5 certified persons
- for residents, 50% discount on studio access hours after allotted hours have expired
- for non-residents, 50% discount on studio access hours
- Discounts on KTV courses
- Show promotion via KTV social media

### College Student Membership

BLC, MSU-Mankato, Rasmussen, SCC .....	\$10.00
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#### Plan includes:

- access to KTV equipment and studio access hours (with certification)
- 50% discount on studio access hours after allotted hours have expired
- discounts on KTV courses
- show promotion via KTV social media

## IX. Membership Responsibilities

Any certified KTV member has the following responsibilities:



- A. To read, understand, and agree to the KTV Operating Rules.
- B. To allow one's name and address to be recorded for KTV's programming file.
- C. To bear responsibility for equipment checked out, or for a minor acting with your permission.
- D. To respect the rights of others.
- E. To bear full responsibility for the content of the produced program and any copyright or offensive/indecent material contained within it.
- F. To follow the KTV content requirements regarding advertisements, lotteries, obscene, and indecent material (see Section IV, D).
- G. To identify the producer and sponsor of a program on KTV.
- H. To return equipment within the 24 hour time frame and in the same condition in which it was received.
- I. To uphold the integrity of the organization by conducting oneself in a responsible and considerate manner while representing KTV, using KTV studio access hours or equipment, and/or participating in KTV activities.

The following may result in the loss of privileges regarding the use of KTV studio access hours and equipment:

- A. Not returning equipment within the 24 hour time frame.
- B. Taking KTV equipment out of town without prior approval of the Access Coordinator.
- C. Damaging the equipment as a result of but not limited to one of the following:
  - a. Leaving equipment in a car above 75 degrees Fahrenheit or below 32 degrees Fahrenheit
  - b. Causing a "burn-in" image in the camera tube by not replacing the lens cap or aiming the camera at intense light
  - c. Dropping, smashing, throwing, running over and/or permanently breaking any of the equipment
  - d. Using the equipment in extremely unfavorable weather conditions (too hot, cold, or wet)
  - e. Trying to repair the equipment or exposing internal parts
  - f. Using equipment improperly, or with equipment that does not belong to KTV
  - g. Using cards in KTV's equipment that were not provided by KTV
  - h. Using portable equipment in a watercraft while on water, or using equipment near water or high-risk conditions (i.e., tornadoes, fires, flying debris, or explosives) without providing prior proof of adequate replacement insurance coverage
- D. Leaving the equipment in an unsafe, unlocked, or unattended area.
- E. Losing the equipment or any part of it.
- F. Failure to notify the Access Coordinator or library staff members when unable to keep scheduled studio access time, equipment check out time, or editing station time.
- G. Acting in an abusive or disruptive manner or demonstrating a pattern of non-cooperative behavior.
- H. General carelessness, recklessness, or lack of regard for the well being of the studio facilities and/or KTV equipment.

The following may result in the loss of privileges regarding the use of KTV studio access hours, equipment, AND airtime:

- A. Producing material that contains advertising, solicitations for funds, lottery or lottery information, obscenity, indecency, slander, or defamation.



## **X. Appeal**

- A. Any Access User will be held responsible for following the guidelines set forth in these operating rules. Depending on the class status of the violation, disciplinary action will be initiated by one or all of the following actions:
  1. An oral notice of regulation violated and request to resolve the problem. Three oral warnings within a 60-day period will automatically upgrade the violation status to the next class.
  2. A written warning stating the regulation in violation and further action that may be taken if the problem is not corrected. Two written warnings within a 30-day period will automatically upgrade the violation status to the next class.
  3. Written notification or denial of privileges. Denial of access privileges may be categorized according to the severity of the violation and the loss of privileges extended accordingly:
    - a. *Class A (60 days)*: Violations that interfere with the scheduled time of others or with staff time, or infringe on the rights of others or abuse the environment of the access facilities.
    - b. *Class B (One year)*: Violations that affect the operation or well being of KTV facilities, equipment, or impair the relations between KTV staff and Access User.
    - c. *Class C (Permanent)*: Violations that clearly are careless or reckless in nature lacking all regard for the well being of the equipment, facility, channel, staff, or concept of public access.
- B. Any individual, group, or organization who is denied access to the equipment, studio, editor, or cablecast time by the Access Coordinator for reasons stated in these operating rules (including Grounds for Loss of Privileges) may appeal to the Advisory Committee within one month (30 days) of the mailing of notification of denial. The appellate process shall follow these steps:
  1. The Access Coordinator shall notify the Access User in writing of the disciplinary action to be taken, the regulatory provisions in violation and a written statement of facts supporting the action. Along with these materials shall be sent a copy of the operating rules section regarding loss of privileges, the appeal process, and the provision(s) in violation. A request for appeal form shall also be included. These materials shall be sent by first class and certified mail to the address on file.
  2. Upon receipt of the aforementioned materials, the Access User may request an appeal hearing. This request must be made by filling out the request form and personally delivering it to the Access Coordinator within one month (30 days) of the mailing of notification of loss of privileges. Failure to do so within time will invalidate any requests for a hearing on the matter. Requests for hearings on loss of privileges will also be denied if the access user attempts to, or makes contact with, an individual member of the Advisory Committee in writing or otherwise with regard to the appeal or loss of privileges.
  3. Upon the receipt of a request for an appeal that meets the above criteria, the Access Coordinator may respond in writing to claims made by the Access User in the appeal form. Then the Access Coordinator will schedule a hearing date with the Advisory Committee and provide them with all written statements prior to the hearing. This hearing may or may not be taped or broadcast at the discretion of the Advisory Committee. The Coordinator should also notify the Access User in writing of the pending hearing date.
  4. The Advisory Committee should review all statements prior to the hearing. Reading aloud of statements will be prohibited and neither side will be granted the right to comment orally on the issue at the hearing. The Advisory Committee should limit the scope of the appeal hearing exclusively to the written statements but may, in its sole discretion, permit discussion by interested persons. Following appropriate discussion of the matter should be made at that time.
  5. The decision of the Advisory Committee is final.

## **XI. Consulting Policy**

KTV welcomes individuals, groups, and organizations to tour KTV Headquarters. KTV Operating Rules and Proce-



dures, course information, and programming information will be made available upon request. However, because of the number of inquiries and the limited amount of staff time, outside consultation for concerns that do not directly relate to KTV cannot be allowed. The Advisory Committee encourages KTV staff to promote the use of KTV and equipment within the community. But the help KTV can provide to other communities must be restricted to a basic introduction to the function of KTV in the Mankato/North Mankato communities.

## **XII. Authority Structure**

- A. The Mankato and North Mankato City Councils are the final authority on all matters regarding the franchise agreement. The City Councils contract with KTV to provide public access, education, and government cable services. The KTV Advisory Committee ensures KTV is operated in accordance to the operational guidelines and operational agreement. The KTV Advisory Committee shall be comprised of one staff member from the City of North Mankato, one staff member from the City of Mankato, two residents from Mankato, two residents from North Mankato and one Bethany staff member.
- B. The franchise agreement is a contractual agreement between individual cities of Mankato and North Mankato and the cable companies which:
  - 1. Outlines the access channel provisions
  - 2. States responsibility of cable provider
  - 3. Mandates an annual public hearing
- C. The KTV Advisory Committee's responsibilities include:
  - 1. Monitoring the performance of KTV through evaluation and an annual report
  - 2. Address programming concerns and promote KTV public access services.



# ktv Annual Report

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**September 2015 - August 2016**

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North Mankato / Mankato Production Log \_\_\_\_\_ p. 05

KTV Production Log \_\_\_\_\_ p. 06



# Studio Access Hours

KTV Member	Facility	Date	Hours	Series/Show	Staff
<b>September</b>					
Greg Abbott	remote	10-Sep	3	MN Shorts (Performance)	Benjamin Weber, Zach Rinehart (intern)
Greg Abbott	remote	11-Sep	3	MN Shorts (Performance)	Benjamin Weber, Zach Rinehart (intern)
Barb Maher	remote	11-Sep	3	Master Gardeners	Benjamin Weber
<b>October</b>					
North Mankato Library	remote	13-Oct	3	Tracie Peterson Author Talk	Benjamin Weber
<b>November</b>					
Mona Cenicerios	remote	10-Nov	6	Yoga with Mona	Greg Vandermause, Phil Wels, Benjamin Weber
Cindra Kamphoff	BLC	24-Nov	2	Master Your Mindset	Kurt Paulsen, Benjamin Weber, Kalley Hoshaw (student)
Cindra Kamphoff	BLC	24-Nov	3	Master Your Mindset	Kurt Paulsen, Benjamin Weber, Kalley Hoshaw (student)
<b>December</b>					
Greg Abbott	BLC	29-Dec	1	MN Shorts	Benjamin Weber, Phil Wels
<b>January</b>					
North Mankato Library	remote	14-Jan	3	The Pianist Revisited Talk	Benjamin Weber
<b>February</b>					
GMG	remote	18-Feb	2	Volunteer Video	Phil Wels
<b>March</b>					
Cindra Kamphoff	BLC	1-Mar	2	Master Your Mindset	Benjamin Weber
Barb Maher	BLC	8-Mar	4	Master Gardeners	Benjamin Weber, Greg Vandermause
Bradley Wolfe	BLC	8-Mar	2	One Bright Star	Benjamin Weber, Greg Vandermause
Cindra Kamphoff	BLC	22-Mar	2	Master Your Mindset	Benjamin Weber
GMG	BLC	29-Mar	2	The Business Beat	Benjamin Weber, Greg Vandermause
<b>April</b>					
Bradley Wolfe	BLC	6-Apr	2	One Bright Star	Benjamin Weber, Greg Vandermause
Cindra Kamphoff	BLC	7-Apr	2	Master Your Mindset	Benjamin Weber
GMG	BLC	14-Apr	2	The Business Beat	Benjamin Weber, Greg Vandermause
<b>May</b>					
Cindra Kamphoff	BLC	3-May	2	Master Your Mindset	Benjamin Weber
Barb Maher	remote	5-May	2	Master Gardeners	Benjamin Weber
GMG	BLC	24-May	2	The Business Beat	Benjamin Weber, Greg Vandermause
GMG	BLC	27-May	2	The Business Beat	Benjamin Weber, David Schuyler (student)
<b>June</b>					
Cindra Kamphoff	BLC	8-Jun	2	Master Your Mindset	Benjamin Weber
GMG	BLC	13-Jun	2	The Business Beat	Benjamin Weber, Greg Vandermause
GMG	BLC	14-Jun	2	The Business Beat	Benjamin Weber, Greg Vandermause
North Mankato Library	remote	15-Jun	2	Geoff Herbach Author Talk	Benjamin Weber
Blue Earth County	BLC	20-Jun	2	Blue Earth County Update	Benjamin Weber
GMG	BLC	29-Jun	2	The Business Beat	Benjamin Weber, Greg Vandermause
Jack Lindsay	BLC	30-Jun	2	The Jack Lindsay Show	Benjamin Weber, Megan Tonn & David Schuyler (students)
<b>July</b>					
Bradley Wolfe	BLC	26-Jul	3	One Bright Star	Benjamin Weber, Philip Wels, Megan Tonn (student)
Cindra Kamphoff	BLC	28-Jul	2	Master Your Mindset	Benjamin Weber
<b>August</b>					
Karen Wright	remote	8-Aug	2	Master Gardeners	Benjamin Weber, Megan Tonn (student)

**Total** **76**

In addition, South Central College used studio access hours to create **4 episodes** of the program *South Central Kitchen*, produced by their media students at their facility.



## Members

Name	Membership Type	Residential Status
Master Gardeners.....	Organizational.....	Residential
Church of Christ.....	Organizational.....	Non-Residential
Mona Cenicerros .....	Individual.....	Residential
Sheila Skilling.....	Individual Premiere .....	Residential
Jill Truth .....	Individual.....	Non-Residential
Cindra Kamphoff .....	Individual.....	Residential
Jose Barrivaldi .....	Individual.....	Residential
Esther Hoffman.....	Individual.....	Residential
One Bright Star.....	Organizational.....	Residential
BECHS.....	Organizational.....	Residential
Greater Mankato Growth.....	Organizational.....	Residential
KMSU Radio .....	Organizational.....	Residential
Carl Schoenstedt .....	Individual.....	Residential
Jack Lindsay .....	Student .....	Residential

## Completed Courses

Member.....	Course
Sheila Skilling.....	Audio/Video Production (June)
Sheila Skilling.....	Advanced Audio/Video Production (June)



# Programming Report

## Public Access—Series

### *Spiritual*

Area Catholic Mass  
Christmas at Bethany  
Christ the King Lutheran  
Church of Christ  
Cry Holy  
Everlasting Gospel  
Grace Lutheran Church  
Hilltop United Methodist  
Immanuel Lutheran Church  
In Search of the Lords Way  
In the Fight  
Islam In Focus  
Message of Grace  
Mt. Olive Lutheran  
Peace Lutheran Church  
Preach the Word  
Our Savior's Lutheran Church  
St Paul's Lutheran Church  
The Glory of God Revealed  
Word of Life Free Lutheran

### *Other*

BLC Home Baseball  
BLC Home Soccer  
BLC Home Softball  
BLC News  
GMG Alive After 5  
GMG Songs on the Lawn  
In the Fight  
Learning Somali  
Master Gardeners  
Mankato East Home Football  
Mankato West Home Football  
Mankato East/West Home Basketball  
Master Your Mindset  
Media Week Talks (BLC)  
MN Shorts  
MSU Maverick Women's Hockey  
One Bright Star  
South Central Kitchen  
Student Cinema  
The Business Beat  
The Jack Lindsay Show  
Viking Sports Beat  
Yoga with Mona

## Public Access—Stand Alone

Aboveboard (BLC Theatrical Production)  
A Christmas Carol (BLC Theatrical Production)  
A New Standard for Deception  
Anthony Ford Pond Hockey Highlights  
Art Splash Highlights  
Author Talk Geoff Herbach  
Author Talk Tracie Peterson  
Bells on Belgrade Highlights  
Bethany Commencement  
Bethany Fall Sports Preview  
Bethany Sports Beat  
Bier on Belgrade Highlights  
Bookin' on Belgrade Highlights  
Blues on Belgrade Highlights  
CityArt Sculpture Artists  
Common Sense Government  
Fix it Healthcare  
GMG Luncheon with Kocherlakota  
GMG Volunteers of the Year  
Hummingbird Mini-Documentary  
Laws of Life Essay Contest  
Mankato East vs. West Girls Gymnastics Highlights  
Mankato East vs. West Soccer  
Mankato East vs. West Wrestling  
Mass in B Minor  
Medical Debt & State Liens  
Minnesota Air Spectacular  
MVL Spring Play  
North Mankato Fun Days Parade  
North Mankato Road Race Highlights  
Prairie Lakes Grantee Exhibit  
Red Eye Film Festival Showcase  
Scientific & Ethical Questions  
State of the Cities Forum  
The Nutcracker (Mankato Ballet)  
The Pianist Revisited (Library Talk)

## Edu/Gov—Series

Blue Earth County Board Meetings  
Mankato Area Public School Board Meetings  
Mankato City Council Meetings  
Nicollet County Board Meetings  
North Mankato Council Meetings  
North Mankato Council Workshops  
North Mankato Planning Commission  
North Mankato Port Authority Meetings

## Edu/Gov—Stand Alone

Mankato State of the City



# Mankato/North Mankato Production Log

## City of Mankato

#FAQFridayMankato 311  
 #FAQFridayMankato Adopt a Hydrant  
 #FAQFridayMankato Become a Tree Steward  
 #FAQFridayMankato Bike Lanes  
 #FAQFridayMankato Building Permit  
 #FAQFridayMankato City Center Parking  
 #FAQFridayMankato Curbside Carts  
 #FAQFridayMankato Downtown Officers  
 #FAQFridayMankato Drop Box Bill Pay  
 #FAQFridayMankato Every Neighborhood  
 #FAQFridayMankato Fast Facts about Stormwater Ponds  
 #FAQFridayMankato Find a Lost Pet  
 #FAQFridayMankato Food Waste  
 #FAQFridayMankato Garbage Tag  
 #FAQFridayMankato Leaf Pick-Up  
 #FAQFridayMankato MSU Police  
 #FAQFridayMankato Online Police Report  
 #FAQFridayMankato Organics Recycling  
 #FAQFridayMankato Photo Contest  
 #FAQFridayMankato Recycle Plastic Bags  
 #FAQFridayMankato Ride the Bus  
 #FAQFridayMankato Stormwater Pond Maintenance  
 #FAQFridayMankato Tree Trek  
 #FAQFridayMankato Wastewater Reuse  
 #FAQFridayMankato Water Leak  
 #FAQFridayMankato Weeds & Tall Grass  
 #FAQFridayMankato When to Trim Trees  
 #FAQFridayMankato Wipes Clog Pipes  
 #FAQFridayMankato Wish Book  
 Bike Lanes 101  
 Mankato Area Public Schools Positive Indicators (partial assistance only)  
 Mankato State of the City  
 Performing Arts Center Open House  
 Prairie Winds Open House

## City of North Mankato

Bier on Belgrade Highlights  
 Buckthorn Eradication  
 Bells on Belgrade Highlights  
 Anthony Ford Pond Hockey Highlights  
 North Mankato Fun Days Parade Coverage  
 Bookin' on Belgrade Highlights  
 ArtSplash Highlights  
 Blues on Belgrade Highlights  
 North Mankato Road Race Highlights



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## KTV Additional Production Log

GMG Alive After 5 (Full Coverage)  
GMG Luncheon with Narayana Kocherlakota  
GMG Songs on the Lawn (Full Coverage for **5 events**)  
GMG State of the Cities Forum (Full Coverage)  
GMG State of our Workforce (Full Coverage)  
ISD 77's School Board Candidate Forum  
Mankato East vs. West Girls Gymnastics Highlights  
Mankato East and West Home Football (**5 games**)  
Mankato East and West Home Basketball (**4 boys games, 2 girls games**)  
Mankato East vs. West Home Girls Hockey  
Mankato East vs. West Home Boys Hockey  
Mankato East vs. West Wrestling  
MSU Maverick Women's Hockey (**12 games**)





## Survey Results

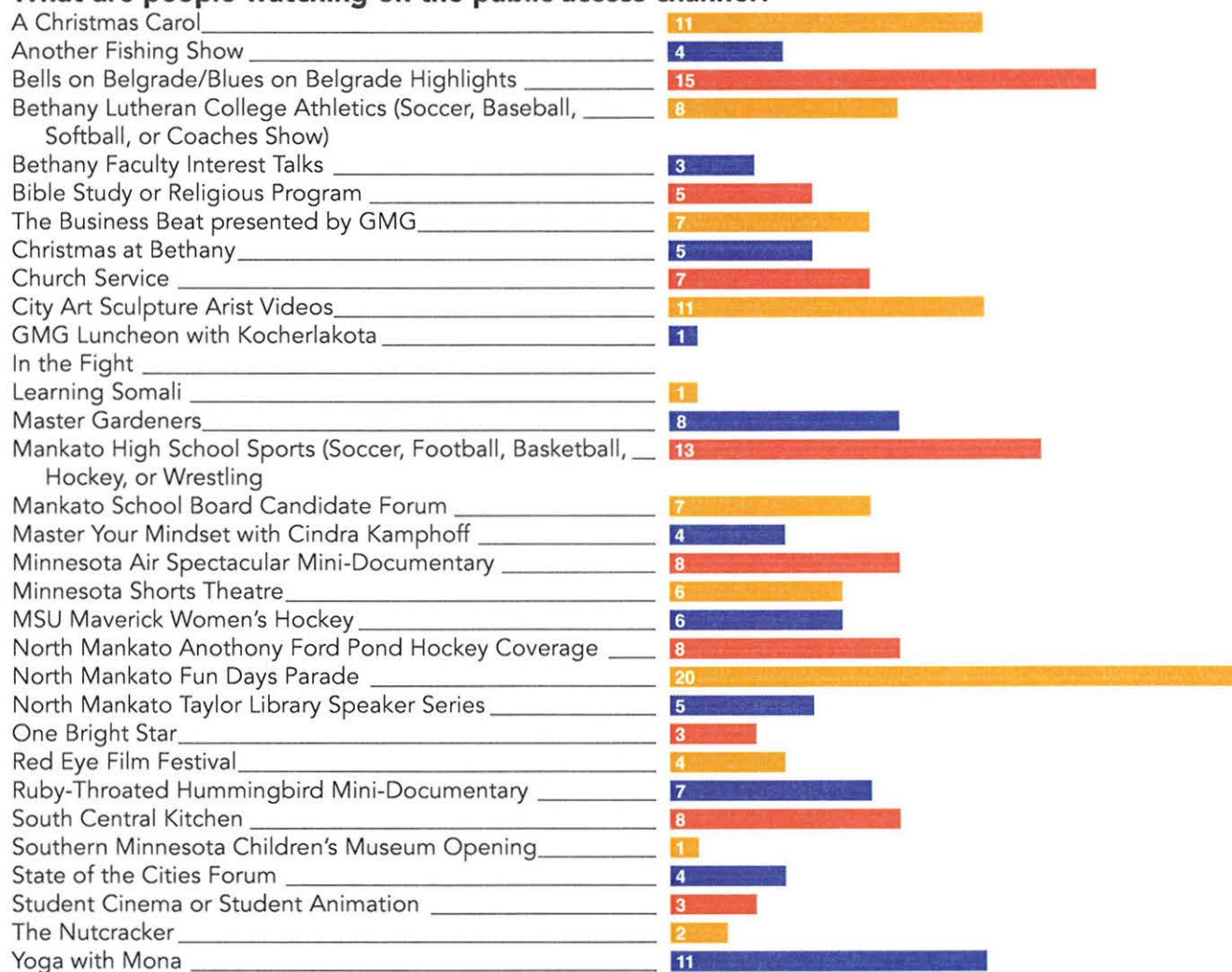
### Promotional Plan

The survey was promoted via email to KTV contacts and by the monthly emails of Mankato and North Mankato. We also promoted the survey on-air (both channels) and on our facebook.

### Respondents

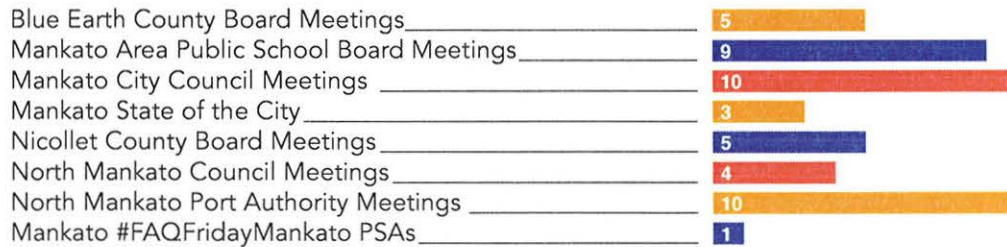
As of May 31, 2016, 51 people had taken the survey.

### What are people watching on the public access channel?





## What are people watching on the education/government channel?



## Level of interest in the following programming categories.

Program Type	Not at all					Somewhat	Very	Weighted Average
	1	2	3	4	5			
Church Services/Bible Studies	27	7	10	2	7			2.3
Community Event Broadcasts/Highlight Reels (like the Fun Days Parade)	0	4	18	14	12			3.71
Original Talk Shows	3	17	12	8	8			3.02
Original Instructional Shows (like South Central Kitchen, Yoga with Mona, Master Gardeners)	3	9	11	10	12			3.27
Local Sports	8	7	9	9	13			3.26
Theatre and Performing Arts Events	5	5	16	12	10			3.35

## Did you know that KTV offers Video on Demand through accessktv.org and the KTV Youtube channel?



## How interested are you in watching KTV online with Video on Demand?



## What would you like to see more of on KTV?

"I'd like to see as much community material as possible. Coverage of events, history of Mankato, information about city services."

"Home repair shows. Traditional skills like sowing."

"More Christmas programming during the holidays."

"Local events, sports, council meetings, board meetings."

"I didn't know that the North Mankato Library series was on KTV, so I might watch that."

"Local events."

"Kids stuff."

"Local shows are great, more informational shows are good!"

"Call in auctions/fundraisers."

"Local events, news, history."

"What's New at the Library, Monthly message from the County Attorney, Public Safety Updates."

"Religious history, study of the Saints is sorely lacking in our culture and could help people have the right superheroes."

"High school events—like high school plays, robotics competitions, speech winners, debate."

"Outdoors programs, fishing, hunting, state parks, bike trails, boat acc. area, spots around Southern MN!"

"MSU < BC Gustavus events."

"I'd like to see an actual program guide integrated into the cable provider's channel schedule."



**If applicable, how would you rate your experience with the KTV equipment training and rental program?**



**If applicable, how would you rate your experience with the KTV studio access program?**



**Demographics**

*Age*



*Ethnicity*



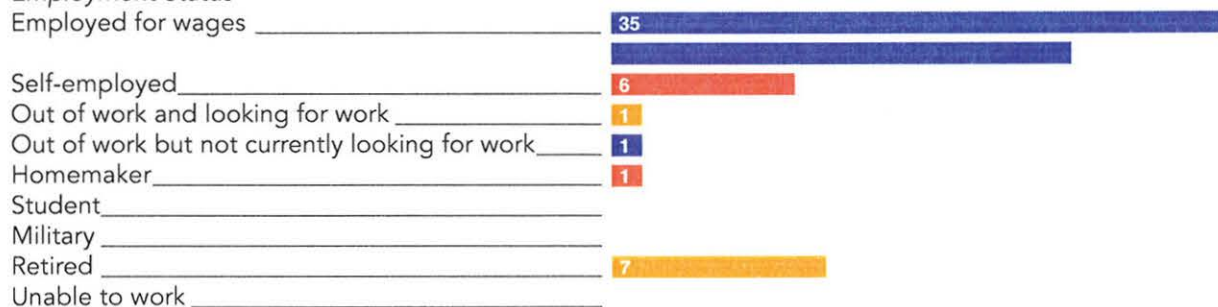
*Location*



*Last Level of Schooling Completed*



*Employment Status*





## Takeaways

- 1) Viewer distribution appears to be fairly even across KTV programs.
- 2) Viewers appreciate community event coverage and want more of it.
- 3) People are largely unaware of KTV video on demand and youtube viewing options, though most are at least somewhat interested.
- 4) Most people who completed the survey are well-educated, employed, and white. More North Mankato residents completed the survey than Mankato residents.

## Action Items for 2016-17

- 1) Increase on-air messaging for KTV Video on Demand and Youtube.
- 2) Explore additional distribution methods for online content to boost awareness.
- 3) Continue community, arts, and sports coverage. Increase community coverage when possible.
- 4) Explore additional sources of community coverage.
- 5) Continue facilitating/encouraging locally made programs whenever possible.



EXHIBIT D

Barbara Maher-Mankato Resident

Paul Brandon-Mankato Resident

Bradley Wolfe-North Mankato Resident

Greg Abbott-North Mankato Resident

Shelly Schulz-City of Mankato Representative

April Van Genderen-City of North Mankato Representative



**April Van Genderen**

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**Subject:** FW: KTV Advisory

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**From:** Wolfe, Bradley Max [mailto:bradley.wolfe@mnsu.edu]  
**Sent:** Sunday, September 11, 2016 12:45 PM  
**To:** aprilv@northmankato.com; sschulz@mankatomn.gov  
**Subject:** KTV Advisory

Hello April and Shelly,

KTV has done a great job since its reincarnation to serve the greater Mankato area. The staff have been great to work with both as an advisory committee member and a representative from an organizational affiliate. For the next year, I hope KTV can build on its success to increase membership and maximize the allotted number of production hours for the community to use. KTV is a valuable resource for the community - and the current staff have been great at reaching the potential of the station.

- Bradley Wolfe

Bradley Max Wolfe, M.A., M.S.<sup>2</sup>  
Executive Director    Adjunct Comm Studies Professor  
One Bright Star      Minnesota State University, Mankato



----- Forwarded message -----

From: **Greg Abbott** <[geeabbott@gmail.com](mailto:geeabbott@gmail.com)>  
Date: Mon, Aug 29, 2016 at 1:01 PM  
Subject: Re: KTV Annual Report  
To: "Quist, Amanda" <[Amanda.Quist@blc.edu](mailto:Amanda.Quist@blc.edu)>  
Cc: [kurt.shrader@blc.edu](mailto:kurt.shrader@blc.edu)

Here is my review of KTV for the year:

*As a board member and a member who has used the KTV studio and the North Mankato KTV editing booth, I saw KTV make huge strides this year in helping the public become informed of events in the community, helping them CREATE video for the public and have easy access to editing equipment at both Bethany and the library in North Mankato.*

*KTV is going far and above anything CCTV ever offered and have done an outstanding job capturing events and helping people to create their own local shows for the channel.*

--

Greg Abbott  
805 Garfield Avenue  
North Mankato, MN 56003  
[507-420-1881](tel:507-420-1881)



Dear April

I'm sending my bio. for the annual meeting before I forget it completely. Jun 9, '16

Barb Maher, as the representative of the local Master Gardeners, has had a 15 minute weekly program on Public Access TV since 1985.

This has been a valuable way for Master Gardeners to fulfill their volunteer work of educating the public on horticultural topics.

Hope this is OK Barb

Barb Maher

217 VANDERENGENDER

Markato, Minn.

56003 JUN 2016 PM 8 L



April Vanderengender  
1001 Belgrade Ave  
N. Markato, Minn  
56003

3435020

