

KPL Opportunity for Improvement Form

Please explain, in the space below, your specific suggestion for an Opportunity for Improvement with all pertinent facts (including date of occurrence). If possible, please include a suggestion on how this problem could be eliminated or solved.

For concerns involving a library staff member or volunteer, please see the Director, or contact by phone or email (there's an email contact form on our website).

Opportunity for improvement forms are reviewed at board meetings; if it is a matter that requires a quick response, please see the Director.

If you desire a personal response to your opportunity for improvement suggestion, please sign below.

Name _____ **PhoneNo.** _____

Print name: _____

For staff use:

Date reviewed by board: _____

Action taken:

Sign/date: _____