Exhibit 4.a.3.

North Suburban Library System

M E M O R A N D U M

To: NSLS Board of Directors

From: Kathy Caudill, Board President

Date: February 18, 2010

RE: Timeline for Executive Director Evaluation – April 2010

February – Evaluation forms, instructions for completion, and supporting documentation (including Sarah's summary of her accomplishments) will be distributed to all Board members at the February 22 Board meeting.

March – Completed forms forwarded to President Caudill.

Between the March and April Board Meetings – The Executive Committee will meet to collate the evaluation data and create a summary evaluation for the Executive Director. The Executive Committee will determine any changes to the Executive Director's salary for the next year.

April – Before the April 26, 2010 Board meeting, the NSLS Board President meets with the Executive Director and presents evaluation results and salary for next year. The Board President reports on results of the evaluation process at the NSLS Board meeting on April 26, 2010.