



Payment Procedures and Sanctions for Non-payment

The Treasurer is the official contact for all correspondence regarding invoices and payments and will be responsible for providing member libraries with needed information or documents promptly.

Invoices will be issued by the Treasurer or designee six times per year covering two months each: on August 1st for July-August period, October 1st for September-October, December 1st for November-December, February 1st for January-February, April 1st for March-April, June 1st for May-June; or annually on August 1st if requested by the library. Invoices shall carry the notation "Net 30".

Libraries wishing so may request and receive advance billing. If prompt payment is not received on advance billing, invoices will also be issued according to the above schedule, with normal payment expectations.

If no payment is received by NOBLE by 30 days after the end of a billed period, a notice will be issued by the NOBLE Treasurer that in 30 days service will be suspended unless payment is received. Notice shall be sent to the library director, the chief executive officer of the municipality or institution, and to the chief financial officer of the municipality or institution, via certified mail with return receipt. The Executive Board will be notified by the Treasurer or designee of any such notices sent simultaneously.

If no payment is received by 75 days after the end of a billed period, after a warning has been issued as above, service will be suspended by NOBLE until payment is made.

Suspension of service means that all services provided by NOBLE, including, but not limited to, online system access, gateway services, email, printed reports and consulting/troubleshooting, will not be provided until full payment, or other arrangements acceptable to the Executive Board, have been made. When service has been discontinued, NOBLE has full rights to service and/or remove telecommunications equipment and other equipment belonging to NOBLE during normal library business hours, said access to apply to NOBLE staff, telecommunications vendors contracted by NOBLE and representatives of Comcast and/or other data line suppliers. If a library has no regular business hours, provisions will be made by the library or its governing authority for NOBLE access at a mutually agreeable time.

When service is suspended, a charge will be made to restore service. The restoration charge will be ten percent of the library's annual NOBLE charges if service has been suspended for six months or less when payment is received, and twenty percent of the library's annual charges if greater than six months. Normal NOBLE fees do not accrue during a period of suspension.

Approved by Meeting of the Members: 10/19/2017

Revised at the Meeting of the Members: 1/22/2026