

# TOM GREEN COUNTY



San Angelo, Texas

**OFFICE OF THE  
County Auditor**

November 8, 2017

Ms. Jill Donegan  
Tom Green Library  
33 West Beauregard  
San Angelo, Texas 76903

Dear Ms. Donegan,

We recently completed our monthly review of your office's financial records for July through September 2017. The monthly review included fee collections and cash receipts from your LS2 software. Monthly reviews are focused on ensuring revenue is received into the County financial system properly and timely.

In August library staff waived fines from patron accounts with no activity during the last three years. This action reduced the outstanding fine amount by more than \$11,000.00. While we support keeping patron information current, dismissing fines owed to the County in this manner requires Commissioners Court approval. We do note that you subsequently complied with our recommendation by having a policy approved in Commissioners Court, on September 19, 2017, that addresses the timeline for dismissing fines.

You and your staff were extremely helpful to us. Thank you for your cooperation with this process. If you have any questions about the review, please feel free to contact my office.

Very cordially,

A handwritten signature in black ink that reads "Nathan Craddock". The signature is written in a cursive, flowing style.

Nathan Craddock  
County Auditor

A handwritten signature in black ink that reads "Sara Palmer". The signature is written in a cursive, flowing style.

Sara Palmer  
Assistant Auditor

Cc: The Honorable Barbara Walther, District Judge  
The Honorable Commissioners' Court