



## National Voter Registration Act (NVRA) Implementation Plan

1. Agency Coordinator/Agency Contact Information:  
Sandy Schultz, Library Director  
601 S Seguin  
Converse, TX 78109  
Office: 210-659-4160  
[librarian@converstx.net](mailto:librarian@converstx.net)
2. The City of Converse has been designated by the Secretary of State (SOS) to provide voter registration services through the Converse Public Library.
3. Basic overview of procedures:
  - a. Distribution:

### Location, method, frequency of application distribution

Library patrons will be offered voter registration cards when applying for a library card in-person and when renewing a library card in-person. Our Library software automatically prompts staff to offer this service. Voter registration cards are also made available in the library year-round.

### Forms and materials used

The Converse Public Library distributes voter registration applications obtained from the Texas Secretary of State's office.

### Inventory ordering procedures

When the supply of Voter Registration forms in English or Spanish is low the coordinator contacts the Texas Secretary of State's office at [elections@sos.texas.gov](mailto:elections@sos.texas.gov) or (512) 462-5587 to order more.

### Completed delivery procedures

If an applicant submits the completed Voter Registration application form to a library employee (rather than taking the form home with them), the Converse Public Library will submit the form to the local county voter registrar no later than the fifth (5<sup>th</sup>) day after the Voter Registration application is submitted to the employee, or as otherwise required by Texas Election Code.

### Additional assistance provided to applicants

If an applicant chooses to submit the completed Voter Registration application to a library employee (rather than taking the form home with them), the library employee will attempt to ensure proper completion of the form by the applicant based on the training they have received and in accordance with Texas Election Code.

- b. Change of address: Library staff will provide contact information and state website information for change of address questions.

Email: [elections@sos.texas.gov](mailto:elections@sos.texas.gov)

Toll free phone: 800-252-VOTE (8683)

Website: <https://www.votetexas.gov>

c. Mail/Phone services:

Library staff will provide contact information and state website information for mail, phone and email inquiries.

Email: [elections@sos.texas.gov](mailto:elections@sos.texas.gov)

Toll free phone: 800-252-VOTE (8683)

Website: <https://www.votetexas.gov>

4. Training: Library staff will be provided with training and materials annually (<https://www.sos.texas.gov/elections/laws/texas-public-libraries.shtml>). New employees receive training during their orientation and onboarding process.

5. Date of Implementation:

Converse Public Library staff were advised of voter registration responsibilities for public libraries on Tuesday, September 12, 2017 by Keith Ingram, Director of Elections. Due to voter registration cards being stocked at the library, staff immediately began voter registration procedures.

6. Hours/Location of service:

Library Address

Converse Public Library

601 S Seguin

Converse, TX 78109

Library Hours

Monday – Thursday 9:00 am – 6:00 pm

Friday 9:00 am – 5:00 pm

Saturday 10:00 am – 2:00 pm