



Hamilton Public Library
201 North Pecan
Hamilton, Texas 76531
254.386.3474
www.hamilton-public-library.org
hamiltonpubliclibrary.texas@gmail.com

National Voter Registration Act (NVRA) Implementation Plan

Voter Registration Coordinator:

Kymbirlee Jeschke

Phone: 254-386-3474

Email: hamiltonpubliclibrary.texas@gmail.com

The Hamilton Public Library (HPL) has been designated by the Secretary of State (SOS) to provide voter registration services.

Procedures:

- Forms and ordering procedures: HPL distributes voter registration applications obtained from the Texas Secretary of State's office (SOS). When the supply of Voter Registration forms in English or Spanish is low the coordinator contacts the SOS at elections@sos.texas.gov or (512) 462-5587 to order more.
- Training: All staff members will be provided with training and materials annually using SOS training documents (<https://www.sos.texas.gov/elections/laws/texas-public-libraries.shtml>). Training is covered for new staff members.
- Distribution:
 - HPL's software reminds staff members via a pop-up to offer Voter Registration cards at the following times:
 - when applying for a library card (in-person or online)
 - when renewing a library card (in-person or on the phone)
 - Voter registration cards are also made available in the library year-round.
 - If an applicant submits the completed Voter Registration application form to a staff member, the coordinator shall deliver it to the local voter registrar it within 5 days of receiving it, or as otherwise required by Texas Election Code.
 - If patrons have questions about voter's registration information, staff members will provide contact information and state website information for mail, phone and email inquiries, including change of address questions.
 - Email: elections@sos.texas.gov
 - Toll free phone: 800-252-VOTE (8683)
 - Website: <https://www.votetexas.gov>

Date of Implementation:

- HPL has offered voter registration cards since October 1, 2017.
- HPL was advised of voter registration responsibilities for public libraries on September 12, 2017 by Keith Ingram, Director of Elections, via a Mass Advisory Email. (see attachment below).

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- HPL began procedures for the distribution of registration forms on October 1, 2017 and updated their procedures as of April 13, 2021.
- Voter registration coordinator position updated with new director Kymbirlee Jeschke on February 5, 2026.

Voter Registration Library Memo 2017.pdf

Location of service:

201 N. Pecan
Hamilton, TX 76531

Contact information:

Phone: 254-386-3474

Email: hamiltonpubliclibrary.texas@gmail.com

Website: <https://www.hamilton-public-library.org>

Hours of operation:

Service hours:

Tuesday – Friday: 10am – 6pm