



**Print****Application for Appointment to Board, Commission, Committee, Task Force or Position -  
Submission #1479****Date Submitted: 6/5/2020**

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

**Public Records Act**

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

**Form 700 Conflict of Interest Code**

[California Fair Political Practices Website](#)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

**Application for Appointment to:**

Napa County Child Care and Development Planning Council

Name of Board, Commission, Committee, Task Force or Position.

**Category of Membership for Which You Are Applying\***

At Large Representative

This information can be found on the news release announcing the opening. You may apply for more than one category if more than one position is open.

**Personal Information**

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

**Full Name\***

Elayna R Trucker

**Supervisorial District in Which You Reside\***

District 4

**Home Address\***

[Redacted]

**City\***

Napa

**State\***

CA

**Zip\***

94559

**Phone\***

[Redacted]

**Email Address\***

[Redacted]

**Work Address\***

[Redacted]

**City\***

Napa

**State\***

CA

**Zip\***

94559

**Work Phone\***

[Redacted]

**Current Occupation\***

Bookstore Manager

Within the last 12 months

**Current License**

[Redacted]

Professional or occupational, date of issue, and expiration including status

**Education/Experience**

University of Puget Sound, Bachelor of Arts in History

**Resume**

Resume Elayna Trucker June 2020.pdf

Attach a resume containing this and any other information that would be helpful to the Board in evaluating your application.

**Community Participation**

Adult Literacy Tutor at the Napa Library 2010-12

Nature of activity and community location

**Other County Board/Commission/Committee on Which You Serve/Have Served**

California Independent Booksellers Alliance, Chair of Education

**Public Actions that may impact Credit Rating**

List all court or other public administration actions impacting your credit rating within the past ten (10) years.

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Provide names, addresses and phone numbers of 3 individuals who are familiar with your background.

**Reference 1**

**Name\***

Naomi Chamblin

**Phone\***

[REDACTED]

**Address\***

[REDACTED]

City\*

Napa

State\*

CA

Zip\*

94559

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Reference 2

Name\*

Eric Hagyard

Phone\*

[REDACTED]

Address\*

[REDACTED]

City\*

Napa

State\*

CA

Zip\*

94559

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Reference 3

Name\*

Kelsey Frazier

Phone\*

[REDACTED]

Address\*

[REDACTED]

City\*

Napa

State\*

CA

Zip\*

94558

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Name and occupation of spouse within the last 12 months, if married.

For Conflict of Interest purposes

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute.\*

Though I am not a parent myself, the lack of good, safe, affordable child care has directly impacted my life and my work. Friends, employees, and family of all economic classes struggle to find child care in Napa and have chosen to leave Napa and raise their young families elsewhere. A manager at my job quit because her entire paycheck would have gone to daycare after having her second child. Every family and every child deserves safe, affordable child care, and I want to help be part of the solution.

Responded

Yes

Completed

Yes

I declare under penalty of perjury that the foregoing is true and correct.\*

Yes

No

#### Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

Electronic Signature

Elayna R Trucker

Date

6/5/2020

7:45 PM

**Elayna Trucker**

Bachelor of Arts in History, Minors in Religion and French  
University of Puget Sound, Tacoma, WA Dec. 2008  
Cumulative GPA: 3.88/4.0, Magna Cum Laude, Honors in History  
Member, Phi Beta Kappa, inducted May 2008  
Member, Phi Kappa Phi, inducted May 2008, Slater Scholarship recipient  
Roy N. Lokken Book Award, for excellence in the History Major, May 2006  
Trustee Scholarship, annual merit scholarship from the University

**Buyer, Operations Manager, Events  
Coordinator**  
**Napa Bookmine, Napa, CA**  
**April 2017-Present**

Buy all frontlist, backlist, and restock for two bookstores  
Conceive and buy for displays, assist with merchandising  
Manage inventory through returns, merchandising, and store transfers  
Adjust buying and physical sections as needed for current sales trends  
Submit event requests to publishers and publicists  
Schedule, plan, and buy for all events, including workshops and book clubs  
Execute smoothly run events in-store and off-site  
Schedule and communicate all employee shifts  
Train all new hires in the Basil POS (selling, searching, receiving, returning),  
customer service, merchandising, cleanliness and tidiness, and work expectations  
Communicate constructive criticism, feedback, and praise to employees  
Post daily on social media: Instagram, Facebook; twice weekly on Twitter  
Write twice monthly email newsletters and calendar items for store website and  
Facebook, submit event listings to local calendars  
Engage in a weekly book talk on KVON radio  
Troubleshoot technology, publisher issues, employee issues

**Project Manager, Buyer**  
**Copperfield's Books, Sebastopol, CA**  
**July 2015-March 2017**

Buy frontlist titles and backlist restock for genre fiction, travel, cooking and  
beverages, reference, humor, health for all eight stores  
Manage conversion from Wordstock POS to Basil POS  
Assist with opening of Novato store: receiving, store layout, buying schedule,  
Basil support  
Data entry for remainders and sidelines orders  
Monitor sales trends and buying habits to maximize profit margin  
Partner with store managers and General Manager on all aspects of the business,  
particularly buying and POS help  
Maintain a vigorous consignment portfolio  
Audit and assist warehouse activities to correct inventory mistakes, maximize  
work flow, and effect accurate and timely store transfers and returns

**Manager & Buyer**  
**Napa Bookmine, Napa, CA**  
**July 2013-May-2015**

Opened a new and used bookstore: created shelving systems, learned the Basil  
POS, set up accounts with publishers and distributors, developed filing systems,  
created payment schedules, & trained staff in maintenance of the bookstore,  
customer service, and Basil  
Grew new book inventory from 1% of 16,000 books to 20% of 30,000 books  
while working with an evolving budget  
Established relationships with publishers and work closely with sales  
representatives to create frontlist orders through Edelweiss  
Plan creative author and non-author events while working with publishers,  
authors, and agents  
Manage store inventory: place frequent replenishment orders and maintain a  
vigorous return schedule  
Utilize reporting features of Basil and Above the Treeline Analytics to analyze  
the health of the bookstore and buying habits  
Interact with customers on a daily basis on the sales floor and through social  
media (Facebook, Twitter, Instagram)  
**Board Member & Chair of Education Committee, California Independent  
Booksellers Alliance, August 2017-Present**