

Ms. CAROL GAFFORD

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Status

**Name** Ms. CAROL GAFFORD  
**Application Date** 4/23/2026  
**Expiration Date** 4/23/2028  
**Status** Received

Board	Vacancies	Status
North & East Burial Grounds Commission	2	<span>Pending</span>

Basic Information

**Name**  
Ms. CAROL GAFFORD

**I would like to be appointed to the position because:**

I have been involved with the Cemetery Commission for many years serving on the Board and currently as Secretary. I would like to re-join the Commission and help to further the goals of the North Burial Ground Commission.

Contact Information

**Address**  
36 CHURCH ST APT 1  
WARREN, RI 02885-3123

**Yes, I am a resident**  
No

**Email**

**Phone**

**Cell Phone**

Occupation

**Yes, I am a city employee**  
No

**Professional Licenses**  
M.L.I.S. (Library and Information Sciences)

Carol Gafford  
36 Church St/Unit 1  
Warren, RI 02885

April 23, 2026

Town of Bristol  
Attn.: Boards and Commissions  
Bristol Town Hall  
Court St  
Bristol, RI 02809

To Whom it May Concern:

I am applying for the position of Alternate on the North and East Burial Ground Commission. I have been involved with the Commission for over 20 years as both a member and the Recording Secretary. I have a great love of history, cemeteries and genealogy. I am invested in the North Burial Ground in particular as many of my family are buried there. I have enjoyed seeing the growth of the Cremation Garden from the beginning and look forward to being part of the future of this beautiful cemetery. I hope you will consider me.

Sincerely,

*Carol Gafford*

Carol Gafford

## **Carol A. Gafford**

36 Church St. Unit 1  
Warren, Rhode Island

### ***PROFESSIONAL SKILLS AND QUALIFICATIONS***

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- 16 years of professional library experience
- Team Building and Human Centric Leadership
- Fundraising and Grant Writing
- Daily operations of a public library
- Library programming for all ages
- Outstanding public relations skills establishing and maintaining working relationships with community leaders and groups, library patrons, the media and the general public
- Understanding of accounting and budgeting practices
- Knowledge of municipal and library law including open meeting laws
- Experienced in budget, management and operations of nonprofits.
- Capable of implementing the mission and goals of the library as set by the Board of Trustees and of supervising employees and staff
- Ensuring a high level of patron service and public goodwill.
- Establishing and meeting priorities, procedures, and general practices for the library
- Promoting lifelong learning by creating a welcoming environment that offers collections and services to inform, inspire, enrich, and entertain

### ***PROFESSIONAL EXPERIENCE***

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**2007– Present**

**Swansea Public Library, Swansea, Massachusetts**

(Public Library)

*Youth Services Librarian*

- Develops and organizes a variety of programs and activities to encourage the use of the library by youth from pre-K to 17 years of age
- Provides library services to the middle and high schools and community through programs such as class visits, summer reading events, etc.
- Develops and maintains flyers and public relations work for the library
- Develops and monitors collection development plan for children and YA collection.
- Provides training, supervision and leadership to library assistants and volunteers...
- Coordinates program planning with school librarians to ensure complementary services to students. Serves as liaison to other community agencies serving children.
- Maintains awareness of trends in youth services and of issues affecting youth
- Attends meetings and participates in professional library organizations

Outreach Coordinator

- Organizes and implements outreach programs for the community which include reading programs, book talks, the summer concert series on Main St, and others.
- Partners with other community organizations to promote public library awareness
- Provides information and circulation services at the public service desk in-person and via telephone and email
- Investigates new technologies and works with others to develop and revise programs to respond to the changing information needs of patrons

Adult Programs Librarian

- Provides reference and reader's advisory guidance to adult and teen patrons
- Assists adult and teen patrons in using the online catalog and other electronic tools and resources; assists and instructs patrons in using library services, equipment, and facilities
- Plans, organizes, and supervises programs for adults in order to encourage reading, viewing, and listening of library materials
- Creates user guides, promotional materials, and publicity spotlighting adult collections, services, and programs

Public Librarian

- Trains and supervises volunteers working in the areas of children, youth services and adult programs
- Performs general reference subject research
- Creates displays to enhance the library experience and to promote use of library resources
- Interprets library policies and procedures to the public in a patron-friendly manner
- Identifies reading trends among patrons of all ages
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to all aspects of library services
- Serves on professional and community committees to advance the library and the library profession
- Library Building Committee member

1999 – 2007

**AMS/Sallie Mae, Swansea, Massachusetts**

(Financial Services)

Conference Coordinator, 2005-2007

Educational Loan Consultant, 2000-2005

Customer Service Representative, 1999-2000

- Coordinated conferences for a sales staff of 40
- Created and edited company newsletter
- Researched over 100 conferences per year
- Counseled families on various AMS financial loan products

**PERSONAL**

**Education:**

Massachusetts Library Leadership Institute 2009

University of Rhode Island – M.L.I.S.

Rhode Island College – BA, Psychology, Providence, Rhode Island

- Technical Knowledge:** Excellent skills with Workflows, the Internet, knowledge of databases, Windows, MS Office Suite, Library Aware, Canva, and Social Media
- Affiliations:** President Board of Trustees of the Bristol Historical and Preservation Society  
Lecturer, and Agriculture and Community Service Chairperson for Kickemuit Grange  
Executive Board Member of the Swansea Historical Society  
Library Trustee and Recording Secretary for George Hail Library Trustees;  
Chairman of the Warren Recreation Board of Warren;  
Member of the 4<sup>th</sup> of July Committee, Bristol, RI;  
Recording Secretary of the North and East Burial Ground Commission:  
Facilitator of the Tuesday Club (Family Historians):  
Education Coordinator for the Bristol Chapter of Massachusetts Society of Genealogists;  
Former Member of the Community Relations Board at AMS
- Specialized Training:** Preservation 101 - Northeast Document Conservation Center  
Rhode Island School of Design/Culinary Arts Program (1 year)
- Hobbies:** Book collecting, genealogy, cooking, crafts, photography, antique collecting,

### **COMMUNITY/PROFESSIONAL AFFILIATIONS**

Massachusetts Library Association – Public Relations Committee  
ALA/YALSA Member  
NELA Member  
Massachusetts Friends of the Library  
Massachusetts Society of Genealogists  
Rhode Island Genealogical Society  
Massachusetts Genealogical Council  
Bristol 4<sup>th</sup> of July Committee  
Bristol Historical and Preservation Society  
Swansea Historical Society  
Warren Recreation Board  
Historic Warren  
Bristol 250<sup>th</sup> Committee  
Warren 250<sup>th</sup> Committee  
George Hail Library Board of Trustees  
Holiday in the Village (Swansea) Committee  
Coordinator of the Swansea Village Concert Series  
Friends of the Swansea Public Library  
Merit Badge Counselor-Boy Scouts  
Teacher at Second Half